

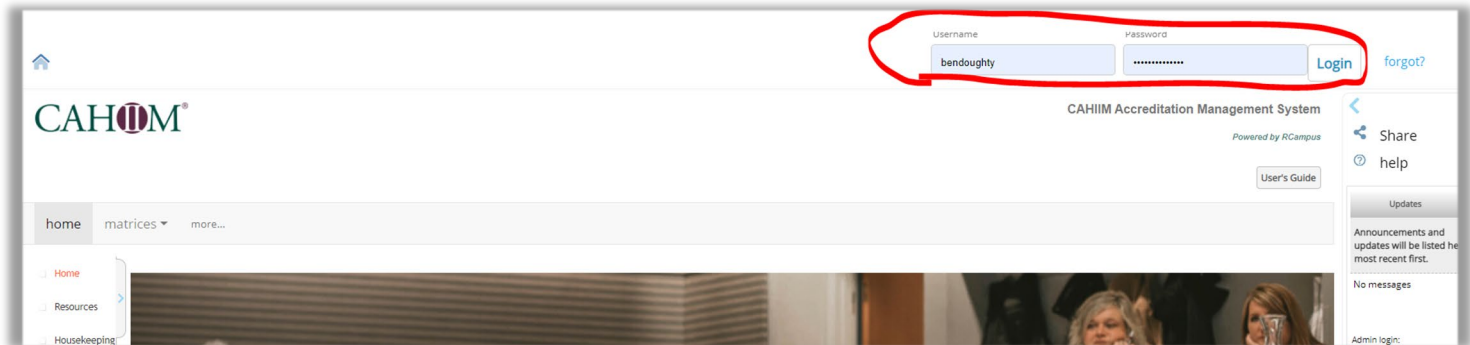
Using the CAHIIM Accreditation System (CAS) to Report Compliance with New 2017 MHI Standards

Step 1)

Go to <http://cahiim.rcampus.com>

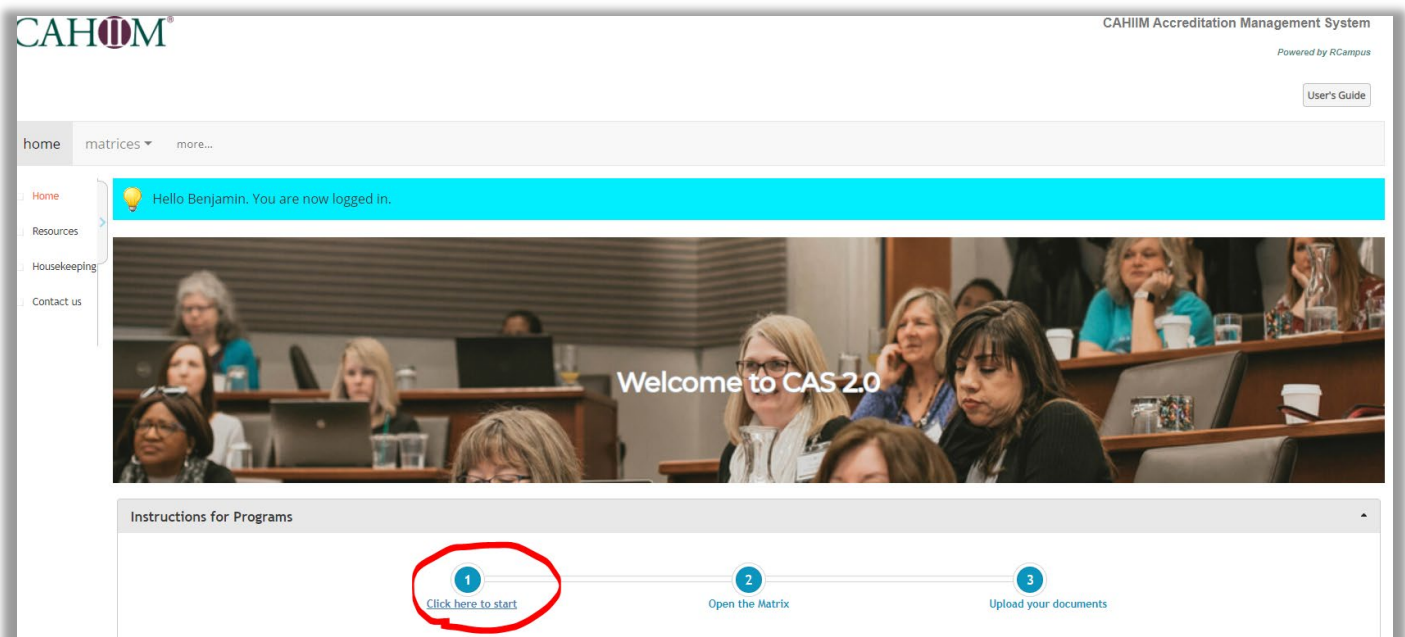
Step 2)

Login in the top-right corner, using the username and password provided in your email from CAHIIM.



Step 3)

Click on "Click here to start" button



Step 4)

Click on your assessment in the list. You will likely only have one assigned to you, at this time. The title will be: *“CAHIIM HI 2017 – Compliance with New MHI Standards – [Your University]”*

my matrix assessments

Categories ▶ To Submit To Assess Manage

Match All Any Apply Filter

Please complete these matrices and submit them for evaluation:

date	title	
12/17/20	CAHIIM HI 2017 - Compliance with new MHI Standards	🕒 📝 👤
2/18/20	Demo CAHIIM HI 2017 - Master's Program ¹	
11/6/20	Peer Review Training ¹	🕒 📝 👤
12/4/20	Showcase Test	🕒 📝 👤
1/28/20	TEST FOR BEN	
1/5/21	Test: CAHIIM HI 2017 - Compliance with new MHI Standards	🕒 📝 👤

Step 5)

The assessment is set up as a matrix. You will need to complete both rows in your matrix assessment. Expand the first row by clicking on the Pause symbol or on the text “Not Started”

Matrix Assessment

Program: Me
Assessment Title: Test2: CAHIIM HI 2017 - Compliance with new MHI Standards

Legend: Not Started Started Submitted Returned Accepted Completed

Expand/Collapse Descriptions Notifications

Program Requirements	
> Program Profile Information	<input checked="" type="checkbox"/> Not Started
> Evidence of Compliance with 2017 Standards	<input type="checkbox"/> Not Started

Step 6)

Click on the “Program Info – New Std Comp (MHI)” Survey

Click “Start”

Please answer all of the profile questions. When you are finished, click “Save” at the bottom. **Note:** You can complete part of the survey and return to it later, if necessary.

Step 7)

Click “submit for evaluation” and confirm, when prompted by your browser.

The screenshot shows a user interface with three main sections:

- Surveys:** Contains a link for "Program Info - New Std Comp (MHI)".
- Submissions:** A message states "This cell does not allow submissions."
- Status:** Shows "Current Status: Started" with a yellow play button icon. Below it is a "Status Log" section with a plus icon and a text area for "Status change notes: (optional)".

A button labeled "submit for evaluation" is located in the bottom right corner of the Status section and is circled in red.

Step 8)

Expand the second matrix row by, as before, clicking the Pause button or the text “Not Started”

Program Requirements	
> Program Profile Information	Submitted
> Evidence of Compliance with 2017 Standards	Not Started

Step 9)

Here, you will submit the 3 documents indicated in Linde's original email and outlined in this cell of the matrix.

The **CSET**, **instructions for using the CSET**, and the **Synopsis of Curriculum** template are located on this page. Once you have prepared the documents for upload, click "Add documents".

Evidence of Compliance with 2017 Standards >

Accredited Master of Health Informatics programs are required to provide evidence of compliance with the 2017 MHI St

To demonstrate compliance with the 2017 CAHIIM Master of Health Informatics Standard 13, standards, please submit t

1. A Synopsis of Curriculum, with the current courses required to successfully complete the program.
2. Complete and submit the CAHIIM Curriculum Self- Evaluation (CSET) tool. You may submit a CSET with all courses if yo
introductory level course and an advanced level course.
3. The syllabi for courses outlined in the CSET.

+ Cell Info:

- Guidelines & Resources:

Documents to review:

- CSETMaster2020.xlsx
- GraduateSynopsisOfCurriculum.xlsx
- UsingTheCSET.pdf

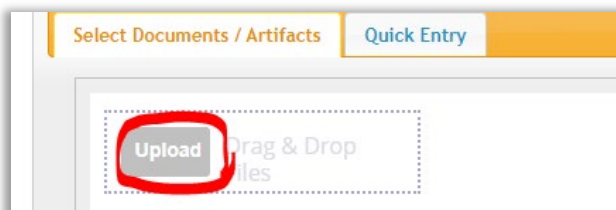
- Submissions:

Documents / Artifacts:
Please submit your completed 1) Synopsis of Curriculum , 2) CSET, and 3) syllabi for the courses outlined in the CSET here.

(none)

«« Add documents

Click "Upload" and select the files for upload.



Step 10)

As before, click “submit for evaluation”, and confirm when prompted by your browser.

The screenshot shows a web interface with three main sections:

- Guidelines & Resources:** Contains a list of documents to review: [CSETMaster2020.xlsx](#), [GraduateSynopsisOfCurriculum.xlsx](#), and [UsingTheCSET.pdf](#).
- Submissions:** Contains a document icon, the text "Documents / Artifacts: Please submit your completed 1) Synopsis of Curriculum , 2) CSET, and 3) syllabi for the courses outlined in the CSET here.", the text "(none)", and a button labeled "Add documents".
- Status:** Contains the text "Status change notes: (optional)" and a text input field. A button labeled "submit for evaluation" is circled in red.

You are all finished. Both rows of the matrix should now show as “Submitted”.

Program Requirements	
> Program Profile Information	Submitted
> Evidence of Compliance with 2017 Standards	Submitted

If you have any problems or questions, please reach out to Ben Doughty at benjamin.doughty@cahiim.org for assistance.