Welcome to our Conference!

CAHIIM Accreditation Process Conference 2020

HEALTH INFORMATION MANAGEMENT (HIM) ACADEMIC PROGRAMS

Gleacher Center
450 Cityfront Plaza Dr,
Chicago, IL 60611
Mona Calhoun, MS, M.Ed., RHIA, FAHIMA

Mona Calhoun, MS, M.Ed., RHIA, FAHIMA has over 32 years’ experience in the Health Information Management (HIM) profession and has served as the Chairperson of the HIM Baccalaureate Program at Coppin State University since its inception in 2006. She is currently pursuing a PhD in Psychometrics at Morgan State University. Ms. Calhoun is active with the Maryland CSA and AHIMA. She has been a CAHIIM Panel Reviewer for almost 10 years.

Jan Friis, JD

Jan Friis, JD, is the Vice President for Government Affairs. He joined CHEA in May 2006 from Final Analysis Communication Services, Inc. where he was the Vice President of Administration and Director of Government Relations. Mr. Friis has served as chief of staff for two former Members of Congress (Mr. Fox of Pennsylvania and Mr. Forbes of New York) and served as district administrator for a third Member, Mr. Schulze of Pennsylvania. He has also been in private law practice.

Jacqueline Gibbons, MS, RHIA

Jacqueline Gibbons, MS, RHIA, HIM Consultant, is the Health Information Management (HIM) Program Director and Associate Professor at Northern Virginia Community College (NOVA), where she has worked for the past 11 years. She has over 30 years of successful, progressive experience in diverse areas of Health Information Administration and related aspects of healthcare education. As a Healthcare Consultant she worked alongside Executives and Administrators in community-based healthcare centers and universities to assist with health information systems and medical documentation. Ms. Gibbons has proven her ability to function in the role as an operations manager and business professional with extensive experience in program management, curriculum design, and teaching. Currently, as the HIM Program Director, Ms. Gibbons successfully assisted NOVA in achieving 100% compliance in their 2019 CAHIIM site visit. She has been appointed a member of the CAHIIM Health Information Management Accreditation Council commencing January 2020.
**Philipia Hillman, PhD**

Philipia Hillman, PhD is the founder of The October Group a small consultancy in Washington, DC. The firm focuses on helping clients harvest the results they desire. She believes in a strength-based approach. This approach encourages individuals and organizations to identify and acknowledge what is good and to use that to ignite the transformation they want to see.

Dr. Hillman’s experiences include driving a communication strategy with the National Science Foundation (NSF), a renewal strategy with the Association of Contextual Behavioral Scientists, supporting a safety strategy with CONSOL Energy, transforming culture with the National Weather Service (NWS), and a design strategy with the District Alliance of Safe Housing (DASH). Dr. Hillman’s current portfolio centers around work with associations, small businesses and executive partnering with boutique consulting firms.

**Lesley Plemons, MS, RHIA**

Lesley Plemons, MS, RHIA currently serves as Director of the Health Information Technology program at McLennan Community College in Waco, Texas. She has served as professional practice coordinator since 2004. She serves the college in various capacities including student success, pathways, distance learning, and professional development initiatives. She has been an active, behind the scenes, leader for TxHIMA District 16 for over 7 years.

**Deborah Schultze, MS, RHIA**

Deborah (Debby) Schultze, MS, RHIA is an Associate Professor and Department Chair for the Health Information Management (HIM) and Medical Assistant programs in the Allied Health Division of St. Charles Community College (SCC). Debby worked in the field of Health Information Management for 12 years. She has been at SCC since 2014 and has been an educator since 2000 at Community colleges in Texas and Missouri. She holds the Registered Health Information Administrator credential and has served as a CAHIIM Peer Review for the past two years.
CAHIIM Speakers

Dr. Angela Kennedy, EdD, MBA, RHIA  
Chief Executive Officer, CAHIIM

Jayne Kosik, CPA  
Senior Director of Business Operations, CAHIIM

George J. Payan  
Accreditation Operations Manager, CAHIIM

Amanda Stefan, MHI, RHIA  
Quality Analyst, CAHIIM

Linde Tesch, MS, RHIA, CAE  
Senior Education Quality Officer, CAHIIM
# Agenda

**Welcome, Introductions and Agenda Overview** | **Angela Kennedy**
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**8:00 AM – 8:15 AM**
**Room #621**

**Introduction to New Accreditation Technology** | **Amanda Stefan**
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CAHIM is pleased to introduce the new system that will be used for the accreditation process. CAHIM will launch this system starting April 1, 2020 for continuing and initial programs. This rubric based evaluation system will provide every program quality analytics with timely feedback. This session will provide instruction on how to use the new system and discuss the differences between the previous accreditation technology and the new technology that CAHIM is adopting.

**8:15 AM – 9:00 AM**
**Room #621**

**Program Review Process and Stages: Initial & Continuing Accreditation** | **George J. Payan**
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The Accreditation Process will be explained for each stage for Initial and Continuing Accreditation applicants. CAHIM Policies, Procedures and the Accreditation Timeline will be discussed. A review of Substantive Changes will be presented that occur before and after the Accreditation Process along with the impact of these changes on the program review process, Maintenance of Accreditation and Accreditation Status.

**9:00 AM – 10:00 AM**
**Room #621**

**Break**

**10:00 AM – 10:15 AM**

**Higher Education Report** | **Jan Friis**
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Higher Education Legislation has produced proposed changes that encourage innovation. What are the emerging implications and how will these changes impact your campus?

**10:15 AM – 11:30 AM**
**Room #621**
## APAR | Linde Tesch

Presentation will describe the Annual Program Assessment Report, what it is, why is it important and what you can do to prepare for APAR reporting.

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## Accreditation Fees | Jayne Kosik

Discussion will focus on the current fee structure, timing of invoicing, due dates and payment methods. Learn more about where to access fee information and forms.

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## Lunch (Provided by CAHIIM)

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### Breakout Groups: In-depth Review of Accreditation Standards, Curriculum Content, and Goals

#### Health Information Management (HIM) Associate and Baccalaureate Programs – Initial & Continuing Accreditation

## Best practices in Site Visit Preparations | Jacqueline Gibbons

This presentation will help you prepare for your site visit from a Program Director who recently had a successful site visit and whose college was awarded accreditation. Best practices on organizing your materials for the reviewer’s ease as well as promoting a successful program will be shared.

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## Engaging Your Community in PPE Partnerships | Lesley Plemons

As HIM departments continue to downsize and entry level positions disappear, how do we find placement for our professional practice experiences? This presentation will provide insight to maintaining your current partnerships and ways to create new partnerships that will last.

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## Break

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## Navigating the CAHIIM 2018 HIM Standards | Amanda Stefan

This presentation will discuss the 2018 Standards in detail. The presentation will allow for discussion and questions regarding the 2018 CAHIIM standards at the HIM Associate and Baccalaureate degree level.

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<td>8:00 AM – 9:00 AM</td>
<td>Strategic Planning: Application</td>
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<td>9:00 AM – 9:45 AM</td>
<td>Strategic Planning: Culture Matters</td>
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<td>9:45 AM – 10:00 AM</td>
<td>Q &amp; A and Closing statements</td>
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**Strategic Planning: Application**

**Architecting a Strategic Plan**

This session moves participants from framework to application. It is experiential and helps participants embody the practices, activities and thinking essential to a strategic planning effort. This is a highly interactive session, and participants will leave with the know-how to craft a strategic plan as well as other valuable tips.

**Strategic Planning: Culture Matters**

**Discerning the Strategy / Culture Dynamic**

A solid strategic plan quickly becomes a futile paper exercise when it cannot successfully move through and be executed within an organization’s culture. Session participants will discuss the power of culture and its role in accelerating or hindering strategic planning execution. Participants will have an opportunity to reflect on their own organizational culture and will leave with ideas to accelerate their strategic plans.

**HIM Curriculum Evaluation**

**Curriculum Evaluation**

Amanda Stefan, Deborah Schultze, Mona Calhoun

This is an interactive session regarding how CAHIIM will evaluate the curriculum that is submitted to CAHIIM. The session will provide insight by CAHIIM and two peer reviewers into how curriculum is evaluated for meeting competencies and AHIMA Taxonomy Levels.

**CAHIIM Executive Office**: 200 East Randolph Street, Suite 5100, Chicago, IL 60601

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