| **Std.#** | **Focus Questions** | **Evidence, Uploads - PDFs** | **Notes** |
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| **1** | State the program's current institutional accreditor and accreditation status.  Are there any adverse substantive changes currently affecting the Institutional Accreditation status of the institution? Explain the current impact to the program.  What is the name of the official degree(s) awarded upon completion of the Health Information Management program? | Append evidence in pdf format.   1. Append the most recent Grant of Accreditation letter or report from the institutional accreditor of the   college/university. |  |
| **2** | Describe how the HIM program aligns with the sponsoring educational institution's mission and goals, and those of the division or department in which it is located. | Append evidence in pdf format.   1. Append the published mission statement for the institution, and a pdf that demonstrates/shows where this statement is published for the public. 2. Append the published mission statement for the HIM program that is different for other programs at the institution. |  |
| **3** | Describe the process for determining the program's effectiveness goals and measurable outcomes.  Describe the program's mechanisms for educational outcomes assessment such as graduate follow-up, faculty evaluations, and other forms of self-assessment and effectiveness that are incorporated into the measurable outcomes. | 1. Append evidence of the process used to develop the metrics for measuring the educational outcomes to be achieved by this program for continuous quality improvements. For example: Minutes or other documentation from advisory board, faculty and/or institutional effectiveness meetings. 2. Append evidence of the program’s continuous quality improvement. 3. Append the CAHIIM Program Evaluation Plan. |  |
| **4** | Describe how the program is active and integrated in the community by encouraging and establishing methods to serve as a source of inspiration and support to its communities of practice. For example, by hosting regional meetings, providing expert faculty speakers to HIM events, and supporting regional and state HIM events. | (Optional) |  |
| **5** | Describe the process of program outcomes analysis and action steps, and what approvals are needed for program modifications. Evaluate and comment on the level of achievement of program goals including any data trends or factors identified.  Describe the role of the faculty, advisory board, and administration in this process. Comment on the program's effectiveness plan and any plans to alter or improve the present process.  Describe how the results of the program's effectiveness plan and self-assessment are shared with the division and the sponsoring educational institution in order to assess the HIM program. | Append evidence in pdf format.   1. Append the current Institutional Effectiveness Report of the institution or unit that demonstrates ongoing planning and evaluation. |  |
| **6** | Discuss how the program’s evaluation plan provides a course of actions by using data that supports inform decisions to improve the program and achieve success in its continuous goals for program quality. Describe the program’s strengths and weaknesses.  For Accredited programs only: Describe the APAR report findings. If the program has not reported in  the current year, describe the plan to report the program required data elements. Provide the following for the most recent twelve (12) month reporting period:  Number of applicants and admissions accepted to the Program.  Number applicants actually enrolled over number accepted.  Time to degree completion.  For Continuing accreditation programs only: Provide data on post program completion. Describe  updates information submitted in the program’s last Annual Program Assessment Report (APAR). | Append evidence in pdf format.   1. Append Advisory Board Minutes or other information that documents program changes. 2. Append the current website information of published student outcomes. |  |
| **7** | Describe where the program is housed and the administrative structure to the institution. Describe  the program’s relationship to other programs in the department.  Describe the reporting relationship between the program director and the college administration.  Describe the communication process among the program faculty and faculty from other disciplines/departments teaching in the program, and how coordination of curricula occurs if applicable. | Append evidence in pdf format.   1. Append the organizational chart that indicates the program’s location and relationship to the institution. 2. Append a program specific organizational chart that starts with the program Dean and includes all the faculty including adjunct and shows the lines of reporting. |  |
| **8** | State the faculty rank (if applicable) and official title of the Program Director and indicate  employment status. | Append evidence in pdf format.   1. Append a current curriculum vitae or resume for the Program Director. 2. Append the job description for the Program Director. |  |
| **9** | Describe the responsibilities and authority the program director has to manage the program and how they are achieved.  Describe the methods of communication between the Program Director and faculty (full time, part  time and adjunct, including those from other disciplines) responsible for teaching in the program to  ensure continuity across the curriculum. | 1. Append a document that clearly describes how release time is calculated at this institution and indicate the release time of the HIM program director over the proceeding 12 months. |  |
| **10** | Comment on the number of faculty (including the program director if appropriate) and whether this  is sufficient to support the numbers of students enrolled. | 1. Append the CAHIIM Faculty Form. |  |
| **11** | Describe the minimum requirements/qualifications for faculty teaching in the HIM program. | Append evidence in pdf format.   1. Append a current curriculum vitae or resume for each faculty member that teaches in the HIM program. (Curriculum Vitae should include current research and service, if applicable.) 2. Append the institution's official faculty position description and responsibilities OR official contract language for each academic rank involved with the program. |  |
| **12** | Describe the range of responsibilities and expectations for full time, part time and adjunct faculty.  Describe the method(s) and frequency of faculty evaluations (including full time, part time and  adjunct faculty) and the categories of individuals involved in this process such as students, program  director, chairperson, dean, peers, etc. | Append evidence in pdf format.   1. Append the institutional requirements and process for periodic faculty evaluation. 2. Append the performance evaluation tool(s) used. |  |
| **13** | Comment on the Advisory Committee’s role with the HIM program, frequency of meetings and effectiveness. Describe other input from internal or external stakeholders. | Append evidence in pdf format.   1. Append a list of the current Advisory Committee members.   2. Append minutes from the two (2) most recent Advisory Committee meetings. |  |
| **14** | Describe the adequacy of qualified and appropriately credentialed faculty. Explain the process used  to ensure HIM faculty have sufficient education in an area related to the subject in which they teach.  Comment on the opportunities and funding provided by the sponsoring educational institution for  faculty to stay current on the topics for which they are responsible.  Describe opportunities and services that are extended to part time and adjunct faculty for continuing  education or teaching support. | Append evidence in pdf format.   1. Append a list of professional development activities for the current academic year for each faculty member teaching in the HIM program, including part time and adjunct faculty. |  |
| **15** | Describe the facilities, technology, computers, relevant software, practice resources, simulation labs and other materials that are made accessible to students.  Are teaching assistants and/or other curriculum development support personnel available to the program and is this adequate?  What other support staff and services are provided to the program, students and faculty such as recruitment staff, admissions counseling, technical computer support? | 1. Append a document that lists all simulation software applications used by the program, and courses where these applications are used. |  |
| **16** | The program must demonstrate that financial resources are adequate to meet the short and long term goals of the program.  Describe the budgeting process used to demonstrate financial support of the program including continuing education support for faculty. | 1. Append the CAHIIM Budget template. |  |
| **17** | Describe the process used to maintain student admission, advisement, counseling, and evaluation for the HIM program.  Provide onsite evidence of student records maintenance during the site visit. | (optional) |  |
| **18** | Describe the following information in coordination with the Curriculum Requirements form: Differences for specific tracks or concentrations (if applicable).  Describe how the curriculum progresses from introductory to advanced learning activities to  ensure achievement of student learning and expected knowledge. | 1. Append the CAHIIM Curriculum Requirements form. 2. Append a current CAHIIM Synopsis of Curriculum form. |  |
| **19** | Syllabi for courses taught in the program must contain the following:   * Course Number and Title * Co - or Pre-requisites * Instructor contact information * Details regarding text/lab purchases required * HIM-related curriculum competencies related to each course or a table that defines which competencies are seen in each course * Course Objectives * Course Schedule * Evaluation Methods, including a weighted scale if points or percentages are used for grading, so that students can determine what is needed to get an A, B, C or D. * Describe how course syllabi are reviewed and revised, the frequency of this process, and by whom. * Describe how faculty outside of HIM who are teaching courses required by the HIM program, are informed of the competencies. | Append evidence in pdf format.   1. Append the current course syllabus for each required HIM professional course in the program. Upload each syllabus separately and provide the course number and name in the upload description. 2. Append one copy of the following syllabi:  * Anatomy and Physiology * Math statistics * Medical Terminology * Pathology and Pharmacology |  |
| **20** | Describe how program courses are organized, sequenced and coordinated.  Describe any changes that may occur to the course sequence over the next twelve months, if any. | Append evidence in pdf format.   1. Append a document that shows the preferred sequence for completing all coursework required for the HIM degree. |  |
| **21** | Review the section of this Standard in the CAHIIM 2018 Compliance Guide for Accreditation  Standards for instructions in providing access to the program’s learning management system (LMS).   Describe and document the pathway selected by the program to provide access (login andpassword) to the program’s learning management system. | 1. Append the CAHIIM Learning Management System Access form. |  |
| **22** | Describe the program's evaluative approach and frequency that ensures student achievement and  attainment of the curriculum competencies. | Append evidence in pdf format.   1. Append examples of evaluation techniques; tools, rubrics or portfolios that focus on analysis and problem-solving activities. |  |
| **23** | Describe how the professional practice experience (PPE) is incorporated within the curriculum and  how student PPE assignments are arranged. If practice simulations are used as part of the PPE experience, explain what skills are addressed and how the simulations are supervised, what technology is used, and how student progress is evaluated.  Describe how and when students are exposed to traditional acute care, other types of nontraditional  healthcare and health-related environments, information systems, facilities and services.  Describe who is responsible for overall management of the PPE site assignments and experiences.  Describe the communication process between the HIM program and the PPE sites prior to, during and after each experience.  Describe how and when in the HIM program the policies for PPE are communicated to students.  If projects are included in the PPE, describe several examples of the types of projects assigned.  Describe how the student service work policy is communicated to all HIM students and PPE  sites. | Append evidence in pdf format.   1. Append a list of the current professional practice experience sites that have a current, signed agreement. 2. Append an example of a PPE student evaluation form. 3. Append the PPE handbook and other materials that support the PPE assignment. |  |
| **24** | Describe how the program provides policies and procedures to potential applicants and enrolled students. Describe the process used to review and update the information.  Describe any specific admissions requirements for all pathways in the Health Information Management program. | Append evidence of the following policies from the location in the program's handbook or website in pdf format:   1. CAHIIM prescribed Accreditation Statement as published. 2. The use of the CAHIIM Seal graphic wherever the Accreditation Statement is published. 3. Admissions policies and procedures. 4. Advanced placement, transfer of credits, and credits for experiential learning. 5. Number of credits required for completion of the program. 6. Tuition/fees and other costs required to complete the program. 7. Policies and procedures for withdrawal and for refunds of tuition/fees. 8. Academic calendar. 9. Student grievance procedure. 10. Criteria for successful completion of each segment of the curriculum and graduation. 11. Refer to the [CAHIIM Accreditation Manual](https://www.cahiim.org/docs/default-source/resources/publications/cahiim-policy-manual---approved.pdf) for updated website requirements, including student outcome publishing requirements. |  |
| **25** | None | Append evidence in pdf format.   1. Append a copy of the non-discrimination policies of the institution. |  |
| **26** | Describe any program Substantive Changes as outlined on the CAHIIM website at https://www.cahiim.org/programs/substantive-changes. For accredited programs describe changes  that have not already been reported in the last APAR reporting period or to the CAHIIM office. | N/A |  |