**CAHIIM Virtual Site Visits**

All continuing and initial accreditation site visits will take place in a virtual format for the remainder of 2020. CAHIIM reserves the right to stop any virtual site visit and schedule a time to come onsite in the future if circumstances warrant an onsite visit.

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| **Technology Needs** |
| **Who will provide the technology for the virtual site visit?**  | CAHIIM will provide all technology for the virtual site visit. Once the date for the virtual visit is set, we will provide the program director with the link to the meeting so that he/she can distribute it to the appropriate participants for each of the required meetings.  |
| **How will you monitor the individuals in the meeting rooms?** | CAHIIM uses the Zoom platform that has the function of waiting rooms. During the virtual visit, CAHIIM staff will monitor the waiting room, and only allow participants to enter the meeting who are listed in the meeting attendee table on the agenda.  |
| **What time zone will the site visits be scheduled in?**  | For programs in the Eastern time zone, the virtual site visit will start at 8:30am Central time. For directors with programs on Mountain, Arizona, and Pacific times, the virtual site visit will begin at 8:30am in your time zone.  |
| **Do I need to use a video for the virtual site visit?** | CAHIIM will require all participants in the virtual visit to use video. This will add additional layers of verification throughout the interviews. CAHIIM staff and the site visit team will also use video.  |
| **Site Visit Agenda and Materials** |
| **Where can I find the virtual site visit agenda?** | The virtual site visit agenda can be found on the CAHIIM website under the CAHIIM Process Form webpage: <http://cahiim.org/accreditation/forms-fees-and-documents/cahiim-process-forms>.  |
| **What is the meeting attendee table?** | The meeting attendee table is located on page 3 of the virtual site visit agenda template. This table must be filled out in its entirety before sending the agenda template back to CAHIIM. This is how CAHIIM will verify who needs to be in each meeting session.  |
| **What if the agenda changes prior to the site visit?**  | The assigned meeting times cannot be changed once the agenda is sent to CAHIIM. The agenda template includes a meeting attendee table; you can add people to these meetings up to three days prior to the virtual visit. Once the program director has finalized the meeting attendee table in the agenda template, he/she will need to send it to CAHIIM to distribute to the virtual site visit team. If an individual tries to join an interview and they are not on the listed in the table, he/she will not be admitted to the meeting.  |
| **How do I conduct the resource tour?**  | During the program resource tour, the program director will need to provide the site visit team with an outline of all the resources that are available to students. You can share your screen and walk the site visit team through the technology available to students and any additional resources that your institution might provide to students, i.e. tutoring options, library resources, IT support, counseling services, etc. If the program is completely online, please be able to describe how these services are available to students who might not live in the area.  |
| **How will you evaluate student records?**  | The site visit team will find time to work with the program director to view the student records virtually. This will occur during the program director interview meeting on the agenda.  |
| **What do I need to prepare for the site visit binders?**  | You will not need to create hardcopies of binders and send them to the site visit team. However, you will need to be able to locate all assignments, tests, quizzes, discussion boards, projects, and papers that are identified on your curriculum report. Therefore, you should create a hardcopy of the assignments by domain for your own personal use to be able to identify those assignments quickly if the site visit team has a question. They will need to be scanned and shared with the site visit team if requested.  |