Commission on Dental Accreditation
Advanced Dental Education Site Visit Orientation

94th American Dental Education Association’s Annual Session
Sunday, March 19, 2017
Presentation Objectives

• To reacquaint you with the Commission’s site visit evaluation process, including:
  • Timelines for mailings
  • Completion of the self-study
  • Follow-up after the site visit
• To identify on-line resources
• To learn about current policies/documents used by the Commission
• To identify staff resources at the Commission office
Communications from the Commission
Letter #1: Approximately one year before the site visit year

- Letter to CEO, CAO and Director (via e-mail) announcing site visit
- Forms and documents include:
  - Confirmation of Site Visit Date Form - return of form requested
  - Institutional Officers, Program Director and Personnel Data Forms - return of form requested
  - Transportation and Hotel Information Form - return of form requested
  - Sites Where Education Activity Occurs Form - return of form requested
- Accreditation Standards and Self-Study Guide
- Site Visitor Evaluation Report (SVER)
- Suggested Agenda
- Electronic Submission Guidelines
- Privacy and Data Security Reminder
Completion and Return of Site Visit Documents to CODA

• It is very important that you return the following documents by the due date because we cannot move forward with scheduling your site visit without the following documents:
  
  • Confirmation of Site Visit Date Form
  • Institutional Officers, Program Director and Personnel Data Forms
  • Transportation and Hotel Information Form
  • Sites Where Educational Activity Occurs Form
Sites Where Educational Activity Occurs Form

- All sites (not the primary clinic) and all program rotations must be documented (clinical and didactic)
- Site visit team will review this form and determine which sites will be included in the visit
- If the visit must be extended to accommodate travel to sites, the program is responsible for additional expenses and will be invoiced following the visit
- More discussion later
Letter #2: Spring the year before the site visit

- Letter and forms to Director (via e-mail); copies to CEO and CAO
  - Provided there is enrollment in program
- State Board Participation Form - return of form requested
- Site Visitor Screening Lists - return of form requested
- Policy on Site Visitors
- Policy on Complaints Directed at CODA-accredited Programs
- Policy on Conflict of Interest
- Frequency of Citings
- Third Party Comment Posting
- Suggested Agenda
Completion and Return of Site Visit Documents to CODA

• It is very important that you return the following documents by the due date because we cannot move forward with assigning site visitors to your site visit:

  • State Board Participation Form
  • Site Visitor Screening Lists
Letter #3: Three (3) months prior to site visit

• Final correspondence and forms to Director (via e-mail); copies to CEO and CAO:
  – Site Visit Committee Roster
  – Suggested Agenda
  – Documentation of Activities
  – Instructions for Site Visitors
  – Letter to Students/Residents from CODA
  – Data Profile (5-year annual survey data)
  – Electronic Submission of Self-Study Guides
  – Privacy and Data Security Reminder
Feedback after the visit

- Post-Site Visit Survey
- E-mailed to program director and CAO (confidential).
- CODA requests feedback on site visit logistics and Commission materials
- CODA requests feedback on site visit team
Site Visit Logistics
Composition of the Visiting Committee

- Committee may include the following members…
- Discipline-specific site visitor(s)
- State board representative (if invited)
- Silent observer (if requested by CODA)
- Review Committee member and/or Commissioner observer
- CODA Staff (if on the visit)
- Check final roster (Letter #3) for site visit attendees
- All observers must sign confidentially agreements prior to obtaining site visit materials
Composition of the Visiting Committee

- Single discipline program visit:
  - Two discipline specific site visitors and other attendees as noted on roster
  - 1-day visit (8:00 a.m. - 5:15 p.m.)
  - 1.5-day visit (8-5, day one; 8-noon or later, day two) if multiple sites to visit
Composition of the Visiting Committee

• Multiple discipline site visit:
  – One discipline specific site visitor per discipline
  – OMS – always two site visitors
  – Other attendees as noted on roster

• CODA staff member attends
  – 1 ½ day visit
  – Day 1 – 8:00 a.m. - 5:15 p.m.
  – Day 2 - 8:00 a.m. - 12:15 p.m.

  – If the program is scheduled as part of a comprehensive dental school visit, please refer to the schedule for comprehensive dental school visits
State Board Representative

- The state board member participates in an accreditation site visit in order to develop a better understanding of the accreditation site visit process and its role in ensuring the competence of graduates for the protection of the public.
- The state board member is expected to be in attendance for the entire site visit, including all scheduled conferences and during executive sessions of the visiting committee. While on site the state board member:
  - provides assistance in interpreting the state’s dental practice act and/or provides background on other issues related to dental practice and licensure within the state
  - on dental school visits: functions primarily as a clinical site visitor working closely with the clinical specialist member(s) who evaluate the adequacy of the preclinical and clinical program(s) and the clinical competency of students
Silent Observation Opportunity

• One institutional representative may request to observe a site visit in the discipline to be assessed.
• Formal written request is made by CAO.
• Expenses paid by your own institution.
• Opportunities granted on first come first serve, pending approval of program to be observed.
• Scheduling arranged by CODA staff.
• Request should be made at a minimum one year in advance
• One observer allowed per site visit
Silent Observer

• Observer receives all self-study materials and is allowed to observe all interviews and meetings, but does not attend the briefing at the end of each day
• The observer must remain silent during all sessions where university and/or program officials, faculty, staff or students are present at the site visit
• The observer is encouraged to ask questions of the visiting committee during executive session meetings only but does not participate in decision-making discussions
• As an observer of the site visit, it is expected that this individual will remain with the designated site visit team members at all times during the visit
Meeting Rooms

• Single program visit:
  – One main (private) meeting room

• Multiple program visit:
  – One main (private) meeting room for team executive sessions and group interviews
  – One smaller (private) room for each discipline
Computer Support

• Helpful to have but not required…..

• One IBM-compatible computer (with Microsoft Word) available for use during the visit

• Access to a printer

• Access to a shredder
Suggested Site Visit Agenda

• Provided in mailings to program in advance of visit
• **Must** be completed and included with submission of self-study
• Follow suggested agenda **as closely as possible**
• Variations can be discussed with CODA staff and Chair of the visiting committee
• Do not plan evening or social activities for the site visitors
• Please check with site visit team regarding inclusion of educational activity sites on agenda
The Agenda Includes …

• Opening interviews with Administration and Director
• Inspection of facilities used by the program
• Review of patient records, program documentation and student/resident files
• Interviews with faculty
• Interviews with all students/residents
• Visitation to affiliated sites (if applicable)
• Final conference with Administration and Director
Breakfast/Lunch and Executive Sessions

• Light breakfast and box lunch suggested but not required.

• **1 Day Visit:** lunch may be an executive session, or may include program faculty without administration (often used as an executive session); Check with site visit team

• **1 ½ Day Visit:**
  – Day 1 – lunch same as above
  – Day 2 – exit at 12:15 p.m. for multi-specialty visit; 12:00 p.m. for comprehensive dental school visit
Tips for Site Visit Schedule – ADVANCED (as part of a dental school visit)

• Facilitator for conducting the Basic Sciences meeting (Morning of Day 1)
• Program Director/administrators **not** included in faculty interviews
• **All** students/residents expected for interview
• Dean expected to deliver an opening statement on institutional support of advanced dental education programs when meeting with site visitors (Afternoon of Day 1)
Fees

• The annual fee is doubled in the year of the program’s regular interval accreditation site visit.
• Otherwise, site visits are conducted without any additional charge to the institution and the Commission assumes all expenses incurred by its site visitors.
• If the visit must be extended to accommodate travel to sites, the program is responsible for additional expenses and will be invoiced following the visit.
• 2017 annual fee is $1,750 for all advanced dental education programs. Invoices are sent in March/April
• The 2018 fee will increase to $1,890 for all advanced dental education programs.
Interviews
Role of Program Director and Faculty

- **Program Director:**
  - Present during conferences regarding administration, finance and admissions
  - Introduces other faculty members to the committee. (Director should not participate in faculty interviews.)
  - Participates in the final conference

- **Faculty:**
  - Participate in applicable curriculum conferences

**NOTE:** Confidentiality is stressed in all conferences
Student/Resident Interviews

- Visiting committee will meet with all students/residents as a group and/or individually
- Separate conferences are scheduled for the students/residents of each discipline
- Faculty and program director should not participate in student/resident interviews

**NOTE:** Confidentiality is stressed in all conferences
Final conference(s)*

• Visiting committee exits with program director first (may include other individuals as the institution desires)

• Committee conducts exit interview with administration (may include program director and other individuals as the institution desires)

  *Program may request to combine conferences
Review of Policies and Procedures
Overview of Commission Policies

- Confidentiality
- Screening Lists for Site Visitors
- Silent Observer Opportunity
- Policy on Missed Deadlines
- Reporting Program Changes
- Reporting and Approval of Sites Where Educational Activity Occurs
- Enrollment Increases in Specialty Programs
Overview of Commission Policy, Continued

- Third Party Comments
- Complaint Policy
- Anonymous Complaints
- Distance Education
- Consulting
- Advertising
Confidentiality

• All materials generated and received in the accreditation process are confidential
• All sessions within the site visit are confidential
• No audio or video recording is permitted
• Oral comments made by site visitors during the visit are not to be construed as official site visit findings unless documented within the site visit report and may not be publicized
• Publication of site visit team members’ names and/or contact information is prohibited.
Screening Lists for Site Visitors

• Program review of site visitors for conflict of interest:
  – No longer permitted to “strike” names of two potential site visitors for no reason
  – All program-reported conflicts with potential site visitors must include a reason in accordance with the conflict of interest policy
  – Please identify individuals who have previously applied for a position at the institution within the last five (5) years, as this is a conflict
Silent Observer Opportunity

- Requests for the opportunity to have a faculty member or administrator observe a site visit are made through a letter from the chief administrative officer (dean, chair, chief of dental service) of the program.
- Requests should be made, at a minimum, a year in advance.
- While the observer may request to observe a specific site visit, Commission staff will make the final determination based upon the site visit schedule and availability of observation opportunities.
- Generally, a program is provided one opportunity to send an observer to a site visit.
Policy on Missed Deadlines

• Program information (i.e., self-studies, progress reports, annual surveys or other kinds of accreditation-related information requested by the Commission) is considered an integral part of the accreditation process. If an institution fails to comply with the Commission's request, or a prescribed deadline, it will be assumed that the institution no longer wishes to participate in the accreditation program. In this event, the Commission will immediately notify the chief executive officer of the institution of its intent to withdraw the accreditation of the program(s) at its next scheduled meeting.

• CODA expects programs to adhere to ALL deadlines, including those provided by CODA staff when following up on annual surveys or program changes, for example.

• Missed deadlines will be reported to the appropriate Review Committee and Commission for action.
Reporting Program Change

• Deadlines:
  – **June 1** for Summer CODA Meeting
  – **December 1** for Winter CODA Meeting
• Some changes must be reported at least 30 days prior to anticipated implementation (such as Program Director changes that comply with all program director qualification requirements) and are reviewed at the next site visit
• Reporting on the Annual Survey does not preclude the requirement to report directly to CODA
• Contact CODA staff for guidance and review program change policy for more information.
Examples of Program Changes that Need Prior Commission Approval-Reminder

- Transfer of sponsorship from one institution to another;
- Moving a program from one geographic site to another; including but not limited to geographic moves within the same institution;
- Substantial increase in program enrollment as determined by preliminary review by the discipline-specific Review Committee Chair for Postdoctoral programs;
- Any increase in program enrollment for specialties;
- Program director qualifications that may not comply with standards are reviewed by the Commission. In lieu of a CV, a copy of the new or acting program director’s completed BioSketch should be provided to the Commission staff;
Examples of Program Changes that Need Prior Commission Approval-Reminder

- Change in the nature of the program’s financial support that could affect the ability of the program to meet the standards;
- Curriculum changes that could affect the ability of the program to meet the standards;
- Change in the required length of the program;
- Reduction of program dental facilities that could affect the ability of the program to meet the standards;
- Addition of advanced standing opportunity (e.g., policies and procedures to accept transfer students/residents);
- See Policy for more details.
Program Change Policy-Recent Clarifications

• First-year non-enrollment
  – Must be reported in writing at least thirty (30) days prior to the anticipated implementation of the change

• Reduction in faculty or support staff time commitment that could affect the ability of the program to meet the standards
  – Must be reviewed and approved by the Commission prior to implementation
Policy on Reporting and Approval of Sites Where Educational Activity Occurs

- The Commission expects programs to follow the EOPP guidelines and accreditation standards when developing, implementing and monitoring activity sites used to provide educational experiences.

- The Commission must ensure that the necessary education as defined by the standards is available, and appropriate resources (adequate faculty and staff, availability of patient experiences, and distance learning provisions) are provided to all students/residents enrolled in an accredited program.

- Generally, only programs without reporting requirements will be approved to initiate educational experiences at major activity sites.
Does this Site Need Prior Approval?

• Prior approval required:
  – Establishing Off-Campus sites **not owned by the sponsoring institution** used to meet accreditation standards or program requirements

• Prior approval not required:
  – Establishing Off-Campus sites **owned by the sponsoring institution** used to meet accreditation standards or program requirements
Policy on Reporting and Approval of Sites Where Educational Activity Occurs

Is the educational activity at the site SUPPLEMENTAL and not required for accreditation or program requirements?

- **YES**
  - No site visit required; No report required; No approval of site required

- **NO**

  - Is the activity site OWNED by the sponsoring institution?
    - **YES**
      - Report required to CODA at least 30 days prior to using site, using *Policy on Reporting Program Changes in Accredited Programs*; Acknowledged by CODA; May be visited at the time of the next site visit
    - **NO**

      - Are Students/Residents assessed for COMPETENCE at this site?
        - **YES** (This is a Major Site)
          - Report required to CODA by June 1 for Summer meeting or December 1 for Winter meeting, using *Guidelines on Reporting and Approval of Sites Where Educational Activity Occurs*; Must be approved before using; CODA may direct special focused site visit; Site may be visited during future site visit
        - **NO** (This is a Minor Site)
          - Report required to CODA 30 days prior to using site, using *Guidelines on Reporting and Approval of Sites Where Educational Activity Occurs*; Acknowledged by CODA; May be visited at the time of the next site visit

Definitions:

- **Major Site**: Students/Residents **required** to complete an experience at this site to meet a program requirements or accreditation standards, and **Competency Assessments performed** at the site
- **Minor Site**: Students/Residents **required** to complete an experience at this or another site to meet a program requirements or accreditation standards, and **No Competency Assessments performed** at the site. Evaluation may
- **Supplemental Activity Site**: Student/Resident chooses whether to visit the site outside of the educational program (e.g. volunteer mission trips, health fair, etc. not used to fulfill program or accreditation requirements).

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Authorized Enrollment for Specialty Programs-
Reminder

• Calculated for the total complement, except for OMS which is per
  year enrollment

• Annual Survey data profile for site visitors provides previous 5 years
  enrollment data

• “A request for an increase in enrollment [temporary or permanent]
  with all supporting documentation must be submitted in writing to the
  Commission by June 1 or December 1. A program must receive
  Commission approval for an increase in enrollment prior to
  publishing or announcing the additional positions or accepting
  additional students/residents.”
Authorized Enrollment Increases for Specialty Programs-Reminder

• If a program has enrolled beyond the approved number of students/residents without prior approval by the Commission, the Commission may or may not retroactively approve the enrollment increase without a special focused site visit at the program’s expense

• Failure to comply with this policy will jeopardize the program’s accreditation status, up to and including withdrawal of accreditation

• If a permanent increase is requested, the program is expected to maintain resources for increase, even when not all positions are filled
Third Party Comment

- Posting provided in a mailing to the program from the Commission
- Must post 90 days prior to the site visit to demonstrate that students/residents, patients and the public were notified of the upcoming visit
- Comment period expires 60 days prior to site visit
- Recommend that the third-party comment notification remain posted until after the site visit. Alternatively, provide a dated copy of the third-party comment posting to the visiting committee
- Program is notified if “relevant” comments are received.
- Program provides written response 15 days prior to visit
- Adverse comments received after deadline (60 days) will be handled as a complaint
Complaint Policy

• Two (2) parts…
• Part 1: Demonstrate that students/residents are notified, at least annually, of the opportunity and the procedures to file complaints with the Commission
• Part 2: Maintain a record of student/resident complaints
• Provide evidence of notification and records to the visiting committee
Anonymous Complaints

- Unsigned comment/complaint submitted to CODA
- Added to the program’s file for evaluation during the next scheduled site visit
- The program will have an opportunity to respond; response will be considered during the site visit evaluation
- Site visit team will be informed of the anonymous comment/complaint at the time of the site visit
Distance Education Policy

• Distance education means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:
  – the internet;
  – one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
  – audio conferencing; and/or
  – video cassettes, DVDs, and CD–ROMs, if the cassettes, DVDs, or CD–ROMs are used in a course in conjunction with any of the technologies listed above.
Distance Education Policy, Continued

- Programs that offer distance education must have processes in place through which the program establishes that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit.
  - Programs must verify the identity of a student who participates in class or coursework by using, at the option of the program, methods such as a secure login and pass code; proctored examinations; and/or new or other technologies and practices that are effective in verifying student identity
  - The program must make clear in writing that processes are used that protect student privacy and programs must notify students of any projected additional student charges associated with the verification of student identity at the time of registration or enrollment
Consulting

• Active site visitors may independently consult with educational programs accredited by CODA or applying for accreditation
  – All consulting roles must be disclosed to the Commission
  – Site visitors must file a declaration form signed by themselves and the institution/program with whom they consulted
  – Contact the Commission office for the declaration form
Consulting

• Individuals who provide consultation services do not represent CODA

• If you use a CODA site visitor for consultation services, the program must identify that individual on the screening list
Consulting-Review Committee Members

- Review committee members **may not** independently consult with a CODA-accredited program or a program applying for CODA accreditation.
- Review Committee members may not serve as a site visitor for mock accreditation purposes.
- Review Committee members should not serve as site visitors for an actual accreditation site visit to an accredited or developing program, unless deemed necessary in the following situations:
  - there is an inability to find a site visitor from the comprehensive list of site visitors.
  - when the review committee believes a member should attend a visit for consistency in the review process.
Commissioners may not independently consult with a CODA-accredited program or a program applying for CODA accreditation or serve on a site visit team during their term of service.
Advertising

- Must include CODA’s web address in announcement of programmatic accreditation.
- The program(s) in (--discipline(s)--) is/are accredited by the Commission on Dental Accreditation [and has/ have been granted the accreditation status(es) of (--X--)]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission’s web address is: http://www.ada.org/100.aspx.

Advanced General Dentistry programs must add:

The Commission on Dental Accreditation has accredited the postdoctoral program in (--education area--). However, accreditation of the program does not in itself constitute recognition of any dental specialty status.
The Self-Study and Supporting Documentation
The Self-Study

• Why conduct a Self-Study?
  – Assists in preparation for site visit
  – Assesses the effectiveness of the educational program
    • Is program meeting its goals and objectives?
    • Is the program in compliance with Accreditation Standards?
  – Identifies strengths and weaknesses of the program.
  – Self-Study should be used as a tool for program improvement
Suggested Timetable

Months prior to visit (approximate)

12  Program is notified of site visit date. Develop plan for self-study process, identify resources

6   Prepare rough draft of self-study document. **DO NOT include Protected Health Information (PHI) or Personally Identifiable Information (PII)**

5   Draft document is reviewed institution-wide

4   Self-study document finalized and duplicated

3   Solicit comments in accordance with the “Policy on Third Party Comments”

2   Final self-study document and agenda forwarded to members of visiting committee 60 days prior to visit. Electronic copy of self-study and agenda forwarded to Commission
Instructions for Completing the Self-Study

- Available in Word format. Be sure you have the most current version
- Address all Compliance with Commission Policies sections
- Address all standards (with response). **DO NOT include PHI or PII.**
- Present in the order of the template provided
- State the question and then provide narrative; don’t rely entirely on appendices and exhibits
- If same information is repeated elsewhere, cross-reference
- Include appropriately indexed sections
- Number pages
Important Reminders about the Self-Study

- The self-study needs to be clear and concise. Include what is necessary to demonstrate compliance.
- Make sure you are using the current Standards when completing the self-study.
- When assembling the self-study, double check to make sure no unwanted documentation, especially documentation that may contain PHI or PII has not been included.
Document Should Include:

• **Title Page**
  – Include name of program and sponsoring institution, address, telephone number, and date of visit

• **Verification Page**
  – Include names, titles and **signatures** of administrators (CEO/President; Dean/Chief of Service; program director)
    • Document is not complete if verification page is not included or has no signatures

• **Table of Contents**
  – Include all sections including verification page and appendices
Document Should Include, continued

• **Self-Study Report**
  - Previous Site Visit Recommendations
  - Compliance with Commission Policies
    - Third Party Comments
    - Complaints
    - Program Changes
    - Distance Education

• Program Performance with Respect to Student/Resident Achievement
  - In the self-study, programs are asked to provide a detailed analysis explaining how the program uses student/resident achievement measures to assess the program’s overall performance.
  - Also, provide examples of program changes made based on data collected and analyzed.
  - Include information about process and outcomes
Document Should Include, continued

• **Supporting Documentation**
  – Should *not* exceed what is necessary to demonstrate compliance
  – Number exhibits sequentially
  – Include appendices as appropriate
  – Self-Study Guides includes BioSketch templates. **Do not send CVs**

• **Conclusions & Summary**
  – List identified strengths and weaknesses
  – Describe action plans for any weaknesses

Self-Study document should be page numbered and printed double-sided
About PHI and PII…

• The program’s documentation for CODA (self-study, application, or reports to CODA, for example) must NOT contain any sensitive personally identifiable information (“Sensitive Information” or “PII”) as outlined in “Privacy and Data Security Requirements for Institutions”. Similarly, such documentation must not contain any identifiable patient information (“PHI”); therefore, no “patient identifiers” may be included. This applies whether or not the program is required to comply with HIPAA.

• Before sending documents such as self-studies or faculty CVs to CODA, institutions must fully and appropriately redact all PII and all PII all patient identifiers such that the PII and patient identifiers cannot be read or otherwise reconstructed.
  – Covering data with ink is not an appropriate means of removing data from a hard copy document and may sometimes be viewable when such documents are scanned to an electronic format.
About PHI and PII…

• When a self-study is received at the CODA office, it is reviewed page by page for PHI and/or PII

• If PHI and/or PII is found, or if it is inappropriately or inadequately redacted:
  – The institution’s CEO, CAO, and HIPAA compliance officer, along with the program director, is notified of the CODA violation
  – Program is asked to send another electronic version of the self-study, minus the PHI or PII, to the visiting committee and the Commission office
  – **Program will be assessed fee of $1,000**
Assembling and Distributing the Self-Study

- Bind in soft pliable plastic binders; double-side pages
- Send one copy, along with suggested agenda to each member of site visitor team (including Commission staff, if applicable) 60 days prior to site visit
  - Also, please send electronic version to each site visitor
- Submit electronic copy to Commission along with agenda 60 days prior to site visit. Be sure electronic copy is exact duplicate of paper version
- Review Policy/Guidelines on Electronic Submission of Self-Study
Electronic Submission of Accreditation Materials

• CODA will charge programs for scanning accreditation materials, including self-study
• The Commission will accept a paper copy and assess a fee to the program for converting the document to an electronic version.
• It is the program’s responsibility to ensure that the electronic version of the self-study is complete and an exact duplicate of the paper copy sent to the site visitors
Electronic Submission of Self-Study and Reports

- File Formats most typically used:
  - Adobe Portable Document Format (.pdf)
  - Microsoft Word (.doc or docx)
- Media:
  - CD-ROM
  - Memory stick / USB travel drive
  - Sending via e-mail is discouraged. 5 mg. limit
- The use of peer-to-peer file sharing software, such as Dropbox, Kazaa, Morpheus, LimeWare, Bit Torrent, etc. is not permitted to transmit the documents to CODA or CODA volunteers.
Electronic Submission of Self-Study and Reports

• Every effort should be made to ensure that the document is concise and contains only the information necessary to demonstrate compliance with the Accreditation Standards.

• If sample completed forms that include fictitious Protected Health Information (PHI) or Personally Identifiable Information (PII) are included, you must mark the document “fictitious sample”. Otherwise, this could be identified as a violation of CODA policy (See Privacy and Data Security reminder at the end of the Guidelines document).
Electronic Submission of Self-Study and Reports

- If marketing brochures/documents, case studies, presentation materials, or examinations include information that could be identified as PHI or PII (e.g., patient photos) are submitted, you must note that appropriate authorization or consent from the patient/person to release the information has been obtained; otherwise, this could be identified as a violation of CODA policy. The inclusion of these types of documents is discouraged.

- Photographs, unless directly related to your submission, should not be included. Further, photographs which require a photo wizard for viewing must not be included. Photos of patients must not be included unless an appropriate authorization or consent has been obtained.
Electronic Submission of Self-Study and Reports

- Documents must be positioned so that they do not need to be rotated to view.
- **Web-based Information:** The Commission must retain a snapshot of the information presented at the time of the submission of the self-study. For this reason, the digitized report must not link to information on the Internet. To ensure the Commission retains the information as it existed at the time of submission, please insert or “embed” all web-based information into the self-study.
Electronic Submission of Self-Study and Reports

- Self-Studies must be saved or scanned as a **single document, whenever possible**. Self-Studies exceeding 50 megabytes must be split and scanned into the least number of documents with each document not to exceed 50 megabytes.

- **Submission of single page electronic documents is not acceptable**, nor is it acceptable to submit numerous file folders with small documents contained within. The program must scan or electronically combine the entire self-study to generate and submit the least amount of documents which adhere to the file size limitation noted above.
Electronic Submission of Self-Study and Reports

- File names must not include symbols (such as &, /, *, #). In addition, file names must not be more than 30 characters in length.

- Reports that fail to adhere to the stated guidelines for submission will not be accepted and the program will be contacted to submit a reformatted document. In this case, the document may not be reviewed at the assigned time.
On-Site Documentation

• **Must** be organized and placed in conference room for each discipline in preparation for on-site review
  – Off-campus sites written agreements
  – Departmental statistical records
  – Records of each student/resident clinical activity
  – Evaluations: Teaching staff and student/resident
  – Outpatient/inpatient records
The Final Conference

• The team will present its findings at the final conferences in a verbal report
• May include recommendations or suggestions
• The Commission grants the accreditation status
After the Final Conference

• Commission Staff is Primary Contact
• Preliminary Draft Site Visit Report
• Institutional Response
• Commission Review Process
• Transmittal of CODA Actions
What Happens After the Site Visit?
Notification of Accreditation Decisions

• **Winter Meeting:** The Commission considers reports from site visits conducted between May 1 to October 31

• **Summer Meeting:** The Commission considers reports from site visits conducted between November 1 and April 30

• A letter with the accreditation decision is sent within 30 days of the meeting
Preliminary Draft Site Visit Report

• Preliminary Draft Site Visit Report in 4-6 weeks
• Program has 30 days to respond
• Program may choose to report progress made toward meeting any recommendations (due by June 1 or December 1)
A recommendation is made when the program does not comply with a standard. The program must report changes made to bring the program into compliance.

A suggestion is made when a program complies with the standard, but an area could be enhanced. The program is not obligated to respond.
Response to Preliminary Draft Site Visit Report

- If **no** Recommendations as a result of the site visit
  - Correct factual inaccuracies
    - Narrative
    - Statistical summary data
Response to Preliminary Draft Site Visit Report

• If there are recommendations as a result of the site visit
  – Correct factual inaccuracies
  – Note differences in perception
  – Report on progress implementing recommendations
  – Commission documentation and formatting Guidelines sent with report
Response to Preliminary Draft Site Visit Report

• The program can begin work immediately on any identified areas of non-compliance
• Can submit evidence to show compliance
• Will be reviewed by Commission before making accreditation decision
The Letter of Transmittal

- Protocol
- Action/Date of Next Site Visit
- Authorized Enrollment
- Follow-up
  - Progress Report
  - Site Visit
  - Documentation Requested for Area(s) of Deficiency
Progress Report

• If Recommendations as a result of CODA review
  – Defined period of compliance
  – Dependent upon length of program
    18 or 24 months

• **Note**: If there are outstanding recommendations and the Standard has changed/revised, the institution will be held to the new standard
What’s New?
Accreditation Standards
Accreditation Standards Implemented

- August 5, 2016
  - Dental Public Health Standards 4-5 and 4-7

- January 1, 2017
  - Dental Public Health Standard 2
  - Prosthodontics Standard 6
Accreditation Standards To Be Implemented

• July 1, 2017
  – Dental Anesthesiology, Standard 3-1
  – Advanced Education in General Dentistry, Standards 3-1 and 3-2
  – General Practice Residency, Standards 3-1 and 3-2
  – Orofacial Pain, multiple (as a result of Validity and Reliability Study)

• August 4, 2017
  • Oral and Maxillofacial Surgery (Residency) Standards 3-6 and 4-19 and editorial changes
Standards out for Public Comment

• All Comments due June 1, 2017
• All related to Educational Activity Sites
  – Dental Anesthesiology, revised Standards 1-5, 2-11, 3-3 and new Standards 3-8 and 3-9
  – Advanced Education in General Dentistry revised Standards 1-5, 2-5, 3-4, 3-9 and new Standard 3-10
  – General Practice Residency, revised Standards 1-5, 2-8, 3-4, 3-9 and new Standard 3-10
  – Oral Medicine, revised Standards 1-5, 2-19, 3-3, 3-7 and new Standard 3-10
  – Orofacial Pain, revised Standard 1-5, 2-12, 3-3, 3-6 and new Standard 3-9
Standards out for Public Comment (cont.)

• All Comments due June 1, 2017
• All related to Educational Activity Sites
  – Dental Public Health, revised Standard 1 and new Standard 2-3
  – Endodontics, revised Standard 1 and new Standard 2-6
  – Oral and Maxillofacial Pathology, revised Standard 1 and new Standard 2-3
  – Oral and Maxillofacial Radiology, revised Standard 1 and new Standard 2-5
  – Oral and Maxillofacial Surgery, revised Standard 1
  – Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery, revised Standard 1
Standards out for Public Comment (cont.)

• All Comments due June 1, 2017
• All related to Educational Activity Sites
  – Orthodontics and Dentofacial Orthopedics, revised Standard 1
  – Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics, revised Standard 1
  – Pediatric Dentistry, revised Standard 1 and new Standard 2-5
  – Periodontics, revised Standard 1 and new Standard 2-5
  – Prosthodontics, revised Standard 1 and new Standard 2-5
Standards out for Public Comment (cont.)

• All Comments due June 1, 2017
  – Prosthodontics, revised Standard 2-1 (program director) and Standards 4-10, 4-11, 4-13, and proposed new Standards 4-17 and 4-26 (curriculum and program duration)
  – Pediatric Dentistry, revised Standard 4-6 (Behavior Guidance)
Standards out for Public Comment (cont.)

- All Comments due December 1, 2017

  - Oral and Maxillofacial Surgery, Standards 4-3.1, 4-3.3 (Curriculum) 4-9, 4-9.1, 4-9.4, 4-9.5, 4-17.1 (Clinical requirements) 5-4 (evaluations), 6, 6-1, 6-2, and 6-3 (research)
  - Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery, Standards 6-4.2, 6-4.3, 6-4.4, 6-4.5 and 6-4.6 (pediatric craniofacial surgery)
  - Periodontics, Standard 2-5 (faculty)
Why is it important for programs to know “What’s NEW” with Accreditation Standards?

• Self-Study is sent about one year ahead; due to team members two months in advance of site visit
• Standards *may* change *within* that time
  – Proposals for revision
  – Adoption of revisions
  – Implementation of revisions
• Site Visitors review program based upon standards *at time of visit*, which may be revised (adopted and implemented) from those that formed the basis for the Self-Study that was completed and studied before visit
On-line Resources
CODA Website

• http://www.ada.org/coda
• Standards, Self-Study, Citings, and SVER
• Policies and Procedures
• CODA Communicator
  – Information on Hearings/Call for Comments on proposed new & revised accreditation standards
  – Recently adopted accreditation standards and policy
  – Dates of Commission meetings
  – Upcoming site visits
“Site Visit Information” Web Site – What’s Included?

- The Site Visit Process
- Introduction
- Preparing for the Site Visit
  - Frequency of Citing
  - Single or multi-discipline
- General Information
  - Coordinated visits
  - Preparing the schedule
  - Visits to programs with no enrollment
  - The Self-Study
What’s included?

• **Policies and Procedures**
  – Third Party Comment
  – Complaints
  – Accreditation of Off-campus sites
  – Site Visit Committee
  – Confidentiality

• **The Site Visit**
  – Focus of the visit
  – Logistics
  – Interviews
  – Documentation available on-site
What’s included?

• **After the Visit**
  – Post-site visit evaluation
  – Preliminary Site Visit Report
  – Response to Site Visit Report
  – Commission Review
  – Formal Report and Notification of Accreditation Status

• **Special Site Visits**

• **Helpful Hints**

• **Site Visit Documents that are downloadable**
CODA Communicator

• E-Newsletter

• Distributed twice per year, following each Commission meeting

• http://www.ada.org/coda
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QUESTIONS?

Thank You!