Commission on Dental Accreditation
Advanced Dental Education Site Visit Orientation

96th ADEA Annual Session
Sunday, March 17, 2019
Communications from the Commission Related to the Site Visit
Site Visit Letter #1: Notification of Site Visit

- Sent in February the year prior to the site visit
- 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 required
  - Institutional Officers, Program Director and Personnel Data Forms - return of forms required
  - Transportation and Hotel Information Form - return of form required
  - Sites Where Education Activity Occurs Form - return of form required
  - Accreditation Standards and Self-Study Guide
  - Site Visitor Evaluation Report (SVER)
  - Electronic Submission Guidelines - provided link to CODA website
  - Privacy and Data Security Reminder - provided link to CODA website
- It is very important that you return the above documents by the due date because we cannot move forward with scheduling your site visit without the documents
• 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
Site Visit Letter #2: Acknowledgement of Site Visit

- Sent after the program has returned requested documentation from Site Visit Letter #1
- 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 required
- Site Visitor Screening Lists - return of form required
- 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
- **It is very important that you return the above documents by the due date because we cannot move forward with assigning site visitors to your site visit**
Site Visit Letter #3: Final Communication

- Sent 3 to 4 months prior to the site visit

- Final correspondence and forms to Director (via e-mail); copies to CEO and CAO:
  - Site Visit Committee Roster
  - Instructions for Site Visitors Evaluating Dental Education Programs
  - Letter to Students/Residents from CODA
  - Data Profile (5-year annual survey data)
    - Contains data gathered from programs through the Annual Survey
  - Electronic Submission of Self-Study Guides - provided link to CODA website
  - Privacy and Data Security Reminder - provided link to CODA website
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 (if requested by CODA)
• CODA Staff (if on the visit)
• Check final roster (Letter #3) for site visit attendees
• All observers must sign confidentiality 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.)
  - Can be extended 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

  – 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
  – The state board representative is a member* of the site visit team and will be treated accordingly. He/She is not merely an observer

*If a vote is required for a recommendation, only the CODA members will vote
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-discipline 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)
Interviews
Program Director and Faculty Roles

• Program Director:
  – The program director interview is a one-on-one session with the site visitor(s) and program director
  – Program director-please be sure you are available to site visit team as needed throughout the visit

• Faculty:
  – Participate in applicable curriculum conferences
  – Program Director and Chair/other leadership must not participate in faculty interviews

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

• Visiting committee will meet with all students/residents as a group and/or individually
  – However, interns/others types of students not part of accredited program must not be interviewed or reviewed as part of site visit

• 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)
  – **must** include the CEO or his/her designee

*Program may request to combine conferences
Updates on Policies and Procedures
Confidentiality

• Site Visit Reports:

Oral comments made by site visit team members during the course of the site visit are not to be construed as official site visit findings unless documented within the site visit report and may not be publicized. Further, publication of site visit team members’ names and/or contact information is prohibited.
Reporting Program Changes in Accredited Programs

• All program changes must be reported; CODA staff can advise whether the change requires prior CODA approval or, alternately, will be reviewed at the next site visit.

• On occasion, the Commission may learn of program changes which may impact the program’s ability to comply with accreditation standards or policy. In these situations, CODA will contact the sponsoring institution and program to determine whether reporting may be necessary. Failure to report and receive approval prior to the program change may result in further review by the Commission and/or a special site visit, and may jeopardize the program’s accreditation status.
Reporting Program Changes

• Changes to Off-Campus Sites not owned by the sponsoring institution that impacts the use of the site (e.g. minor site to major site, or termination of enrollment at or discontinued use of major site)
Reporting 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?

Is the activity site owned by the sponsoring institution?

- Yes: Report required to CODA at least 36 days prior to using site, using Guidelines for Reporting Sites Where Educational Activities Occur; Acknowledged by CODA; May be visited at the time of the next site visit
- No: Are Students/Residents assessed using competency assessments or comparable summative assessments at this site?

Are Students/Residents assessed using competency assessments or comparable summative assessments at this site?

- Yes: YES (This is a Major Site)
- No: NO (This is a Minor Site)

YES (This is a Major Site):
Report required to CODA by June 1 for Summer meetings 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:

**Supplemental Activity Site:** Students/Residents choose to visit the site outside of the educational program, and the site is not used to fulfill program or accreditation requirements (e.g., volunteer mission trips, health fair, etc.).

**Major Activity Site:** Students/Residents are required to complete an experience at this site to meet a program requirement or accreditation standard, and competency assessments or comparable summative assessments are performed at the site.

**Minor Activity Site:** Students/Residents are required to complete an experience at this or another site to meet a program requirement or accreditation standard, and no competency assessments or comparable summative assessments are performed at the site. Evaluation may occur.
Policy Statement on Reporting and Approval of Sites Where Educational Activity Occurs

• **Major Activity Sites:**
  – Clarification that a site used for “competency assessment or comparable summative assessments” is a major site.

• **Minor Activity Sites:**
  – Clarification that a site used for “no competency assessment or comparable summative assessments” is a minor site. Though other evaluations (daily evaluation, for example) may occur.
Sites Where Educational Activity Occurs

Reporting Requirements:

• The Commission on Dental Accreditation must be informed when a program accredited by the Commission plans to initiate educational experiences in new settings and locations. Off-Campus training sites that are owned by the sponsoring institution or where the sponsoring organization has legal responsibility and operational oversight do not need prior approval before utilization but must be reported to the Commission in accordance with the Policy on Reporting Program Changes in Accredited Programs.

• Sites (whether major or minor) will be reviewed by CODA if the change could impact the programs ability to comply with Standards.
Enrollment Increases in Advanced Dental Education

• The following advanced dental education disciplines have authorized total complement enrollment: dental public health, endodontics, oral and maxillofacial pathology, oral and maxillofacial radiology, oral and maxillofacial surgery (per year enrollment is authorized), orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics, and prosthodontics. Programs with authorized enrollment must use the discipline-specific Guidelines to request and obtain approval for an increase in enrollment prior to implementing the increase.

• The following advanced dental education disciplines do not have authorized enrollment: advanced education in general dentistry, general practice residency, dental anesthesiology, oral medicine, and orofacial pain. Programs must use the discipline-specific Guidelines to request an increase in enrollment prior to implementing the increase. Upon submission of the program change report, a substantial increase in program enrollment as determined by preliminary review by the discipline-specific Review Committee Chair will require prior approval by CODA.
Policy on Third Party Comments

• Programs with special focused visits are expected to solicit third party comments as soon as the program is notified of the visit by CODA, if posting 90 days prior to the visit is not possible.

• CODA will consider signed and unsigned third-party comments.
Electronic Submission of Self-Study and Reports

• The Commission must retain an accurate record of the program’s submission; therefore, links in accreditation documents (self-study, reports, etc.) must be avoided.

• Provide screen capture, download, “embedded” file, or scanned copy of content that is found at the link.
CODA’s Development of Electronic Accreditation System

• Electronic accreditation tool is currently under development
• Will provide access to institutional personnel for upload of Self-Study, program reports, and other communications to CODA
• Will allow site visitor review of Self-Study and completion of SVER online
• Will allow CODA staff to transmit communications and information to programs
• More information to come…
Policy on Electronic Submission of Accreditation Materials

• All institutions will provide the Commission with an electronic copy of all accreditation documents/reports and related materials. The program’s documentation for CODA must not contain any patient protected health information (PHI) or personally identifiable information (PII).

• CODA will no longer convert paper documents to an electronic version for programs.
CODA Fees and EOPP

• Annual Fees [https://www.ada.org/en/coda/accreditation/fees](https://www.ada.org/en/coda/accreditation/fees)
  – Annual fee increased 4% for 2020
  – Annual fee is doubled in the year of a site visit
  – $4,000 HIPAA administrative fee
  – Special Focused Site Visit Administrative Fee ($4,320 in 2019; $5,000 in 2020)

NEW: Policy on Reprints

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No content may be translated into any language without the expressed permission of the Commission on Dental Accreditation. Adopted: 8/18
Coming Soon: On-Demand Webinar

• An Introduction to CODA: A Briefing on the Commission on Dental Accreditation for Program Directors


• (Note: as of March 2019, the videos on this webpage are being updated – please check this page occasionally for their re-posting)
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
Self-Study 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
Entire Self-Study 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 (Appendices and Exhibits)**
  - 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 to CODA, appropriately redact all PII and all PHI, including all patient identifiers such that the PII/PHI 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 administrative fee of $4,000**
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
Distributing the Self-Study

• Occasionally, the site visit team is not finalized 60 days before the site visit. In these cases, the 60-day requirement is waived and the self-study should be sent as soon as the program is notified of the team by the site visit coordinator.

• Program should keep the team’s self-study until it is notified of the site visit team.
Electronic Submission of Accreditation Materials

• It is the program’s responsibility to ensure that the electronic version of the self-study *(including the appendices and exhibits)* is **complete** and an **exact duplicate** of the paper copy sent to the site visitors.
Electronic Submission of Self-Study and Related Materials

- 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 megabytes 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.
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.
• Self-Studies must be saved or scanned as a **single document, whenever possible**. Saving or scanning the appendix and exhibits as separate comprehensive documents is acceptable (for example, one appendix document and one exhibit document that includes all applicable materials). Scanned documents 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 or single document electronic files 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 single documents 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.
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 and Self-Study when completing the self-study.
  - But, be sure you are using the standards and self-study that will be in effect **on the date of your site visit**.
- When assembling the self-study, double check (and even triple-check) to make sure no unwanted documentation, especially documentation that may contain PHI or PII has not been included.
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
- Again, the CEO or his/her designee must be present
- May include recommendations or suggestions
- The Commission grants the accreditation status
After the Final Conference

• Commission Staff is Primary Contact
  – Please do not contact the site visit team following the visit.
• Preliminary Draft Site Visit Report
• Institutional Response
• Commission Review Process
• Transmittal of CODA Actions
What Happens After the Site Visit?
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
  – Note differences in perception
  – Correct factual inaccuracies
    • Narrative
    • Statistical summary data
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
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
The Letter of Transmittal

- Program director, CAO and CEO will receive the transmittal letter within 30 days of the Commission’s meeting
- 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 at CODA
Revised Standards


• August 3, 2018 implementation
  – Dental Public Health
  – General Practice Residency
  – Advanced Education in General Dentistry
Revised Standards

• January 1, 2019 implementation
  – Dental Hygiene
  – All Advanced Dental Education Programs
• February 8, 2019 implementation
  – Predoctoral Dental
• July 1, 2019 implementation
  – Predoctoral Dental
  – Clinical Fellowship in Oral and Maxillofacial Surgery
  – Oral and Maxillofacial Surgery Residency
Revised Standards

• July 1, 2019 implementation (cont.)
  – Periodontics
  – Endodontics

• January 1, 2020 implementation
  – Predoctoral Dental

• July 1, 2020 implementation
  – Oral and Maxillofacial Surgery Residency
Proposed Standards: Comments Due

Comment Due June 1, 2019:

- Dental Education, 2-24d
- Dental Education, 2-25
- Dental Anesthesiology, 3-2
- Dental Assisting, 2
- Dental Assisting, 2-13
- Dental Hygiene, 2-12
- Orthodontics and Dentofacial Orthopedics, 4-3.4
- Dental Education, 2-3
Proposed Standards: Comments Due

- Comment Due December 1, 2019:
  - Orthodontics and Dentofacial Orthopedics
  - Periodontics
2019 Validity and Reliability Studies of the Standards

Spring 2019
• Dental Hygiene
• Dental Laboratory Technology
• Endodontics
• Oral and Maxillofacial Radiology
• Oral Medicine

Fall 2019
• Periodontics
• Oral and Maxillofacial Surgery (Residency and Fellowships)
• Orthodontics and Dentofacial Orthopedics (Residency and Fellowships)
Changes in CODA Governance

1. American Dental Association *Constitution and Bylaws* and *Governance and Organizational Manual*

**Chapter IX Commissions, Section 130 Duties:** The ADA *Constitution and Bylaws* describe the duties of the Commission on Dental Accreditation as follows:

   a. Formulate and adopt requirements and guidelines for the accreditation of dental, advanced dental and allied dental educational programs.
   b. Accredit dental, advanced dental and allied dental educational programs.
   c. Provide a means for appeal from an adverse decision of the accrediting body of the Commission to a separate and distinct body of the Commission whose membership shall be totally different from that of the accrediting body of the Commission.
   d. Submit an annual report to the House of Delegates of this Association and interim reports, on request, and the Commission’s annual budget to the Board of Trustees of the Association.
   e. Submit the Commission’s articles of incorporation and rules and amendments thereto to this Association’s House of Delegates for approval by majority vote.

In October 2018, sole authority to revise the *Rules* of the Commission on Dental Accreditation was granted to the Commission on Dental Accreditation by the ADA House of Delegates.
Terminology Related to Advanced Dental Education Programs

• In February 2018, the Commission directed that all accreditation standards and supporting documents, the Commission website, and other accreditation policies and procedures eliminate terminology that unintentionally dictates which advanced dental education program is a dental specialty.

• Revisions were posted on CODA’s website in January 2019.
New Documents Available

• CODA Fees Schedule 2018-2020
  https://www.ada.org/en/coda/accreditation/fees
  – Remember, annual fee is doubled in the year of a site visit

• Evaluation and Operational Policies and Procedures
Call for Nominations: Review Committees

• CODA seeks nominations for various positions on review committees.

• Nomination Deadline is June 1, 2019

• List of Positions, Nomination Criteria, and Nomination Form found at https://www.ada.org/en/coda/accreditation/accreditation-news/call-for-nominations
Call for Nominations: Site Visitors


- Deadline for Review at CODA Winter 2020 meetings is December 1, 2019
Communicating with the Commission Office
Points of Contact

• The program director is responsible for the program and is considered CODA’s primary contact.

• If anyone other than the program director, CAO or CEO (e.g., coordinators or other faculty members or department chairs) contacts CODA for purposes of interpretation of policy, interpretation of Standards, reporting program changes, guidance on completing documents, etc., please be aware that CODA staff will not discuss program activities unless the program director is also involved in the discussion.

• CODA will communicate only with the program director, chief administrative officer and chief executive officer regarding confidential accreditation matters per policy. It is the responsibility of the program/institution to share information with others within the institution it deems necessary.
E-mails to the Commission Office

- Sometimes we receive emails from individuals using “secure” email systems where the recipient is asked to log into that system and create a password.
- Or, auto replies are sent to CODA requesting staff to register to be added to a list of approved senders to control spam.
- CODA staff is prohibited from opening links to third-party document repository sites and/or email systems.
Contact Information Changes

• Please be sure to let CODA know when there are changes in program leadership (program director, CAO, or CEO).
• According to Commission Policy these changes must be reported within 30 days of the change.
• In addition, please be sure to contact CODA if your contact information changes (e-mail address).
• This is especially important to ensure delivery of the Annual Survey and other important information.
• *If you are also a site visitor, we really need to know this immediately as it can affect where you are able to serve as a site visitor and also the safe delivery of a program’s self-study to your address.*
Staff Contact Information

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• Oral and Maxillofacial Surgery
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• Orthodontics and Dentofacial Orthopedics
  • Fellowship
• Periodontics
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• 312-440-2714

Peggy Soeldner
• Advanced Education in General Dentistry
• General Practice Residency
• Dental Anesthesiology
• Oral Medicine
• Orofacial Pain
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• 312-440-2788
Staff Contact Information

Open

- Dental Public Health
- Oral and Maxillofacial Pathology
- Oral and Maxillofacial Radiology
- Pediatric Dentistry
- Prosthodontics
- Site visit scheduling and logistics

Commission on Dental Accreditation

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