Communications from the Commission
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
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
Site Visit Letter #2: Acknowledgement of Site Visit

- Sent after the program has returned requested documentation from Site Visit Letter #1 in April.
- 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)
  – 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.)
  – 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 – 8:00a.m. -5:15p.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.
• 2018 annual fee is $1,890 for all advanced dental education programs. Invoices are sent in March.
Interviews
Role of Program Director and Faculty

• Program Director:
  – Present during conferences regarding administration, finance and admissions
  – Introduces other faculty members to the committee. (Program Director and Chair must 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
Updates on Policies and Procedures
Accreditation Status Definitions

Modification of Status: Withdraw

• CODA added the statement below to its definition of “withdraw”:

Upon withdrawal of accreditation by the Commission, the program is no longer recognized by the United States Department of Education.
Accreditation Status Definitions

• Modification of Status: Approval (with reporting requirements)

• An accreditation classification granted to an educational program indicating that specific deficiencies or weaknesses exist in one or more areas of the program. Evidence of compliance with the cited standards or policies must be demonstrated within a timeframe not to exceed eighteen (18) months if the program is between one and two years in length or two years if the program is at least two years in length. If the deficiencies are not corrected within the specified time period, accreditation will be withdrawn, unless the Commission extends the period for achieving compliance for good cause. Identification of new deficiencies during the reporting time period will not result in a modification of the specified deadline for compliance with prior deficiencies.
Policy on Integrity

• Integrity is expected throughout the accreditation process

• New language: All program changes will be reported in a timely manner and in accordance with the Commission’s Policy on Reporting Program Changes
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.
Program Change

• Substantial increase in program enrollment as determined by preliminary review by the discipline-specific Review Committee Chair. Programs are reminded that resources must be maintained even when the full complement of students/residents is not enrolled in the program. (Specialty programs see Policy on Enrollment Increases In Advanced Specialty Programs; Predoctoral programs see Guidelines for Requesting an Increase in Enrollment in a Predoctoral Dental Education Program and Postdoctoral General Dentistry Education programs see Guidelines for Reporting Enrollment Increases in Postdoctoral General Dentistry Education Programs)
Policy on Discontinuance or Closure of Educational Programs Accredited by CODA

- Clarification added that CODA’s assistance to students/residents transferring from a discontinuing or closing program to another accredited program will be provided in the form of guidance with reporting program changes to CODA for review.
Under Advertising, Publications, and Promotional Literature, CODA clarified that: The sponsor of the educational program must be clearly identified when referencing the program’s accreditation status with CODA.
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.
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?

- YES: Report required to CODA if 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?

- YES: 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: 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.
Complaints Against Educational Programs

- Establishment of a process for consideration of “anonymous” comments/complaints (unsigned comments/complaints)
  - Complaint with sufficient evidence of probable cause of noncompliance with standard(s) or policy(ies) will be handled like a formal written complaint.
  - Complaint without sufficient evidence of probable cause of noncompliance with standard(s) or policy(ies) will be added to program’s file for review at next accreditation site visit.
- Once a complaint is submitted and reviewed by CODA staff, it becomes the property of CODA and may not be withdrawn by the complainant for the purpose of CODA review.
Conflict of Interest Policy

- Clarifying that the state board representative may be a graduate of the program or reside in the state; however, this individual is held to all other conflict of interest requirements as would be expected for the site visit team members.
Confidentiality Policy

• Clarifying that CODA may share program information in instances related to USDE re-recognition or responding to state or federal legal requirements, as appropriate.
Policy and Procedure Related to Compliance with HIPAA (Privacy and Data Security)

• CODA has increased the penalty fee from $1000 to $4000 per program submission, effective with any documents submitted to CODA postmarked or emailed on or after February 19, 2018

• Resubmissions that continue to contain PHI/PII will be issued an additional $4000 per program submission

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.
Due Process – Review Committee Special Appearances

• Programs that may request review committee special appearance at its next meeting are program that, at its prior meeting, CODA granted the status of:
  – “approval with reporting requirements,”
  – “approval with reporting requirements, intent to withdraw,” or
  – denied a requested program change, and the program submits a subsequent program change report for the next CODA meeting
Due Process – Review Committee Special Appearances

• Additional written materials for the Review Committee must be submitted at least one (1) week prior to the meeting, absent documented extraordinary circumstances

• No additional information may be provided on the day of the special appearance at the Review Committee meeting
NEW - Policy on Preparation and Submission of Reports to the Commission (effective 8/17)

• All institutions offering programs accredited by the Commission are expected to prepare reports that adhere to guidelines set forth by the Commission on Dental Accreditation, including required verification signatures by the institution’s chief executive officer. The Commission’s various guidelines for preparing and submitting reports, including electronic submission, can be found on the Commission’s website or obtained from the Commission staff.

• In addition, all institutions must meet established deadlines for submission of requested information. Any information that does not meet the preparation or submission guidelines or is received after the prescribed deadline may be returned to the program or held for consideration at the following meeting in accordance with the wishes of the program. The Commission’s timelines for demonstration of full compliance with the cited standards will not be modified as a result of the delayed review. See the Commission’s Policy on Missed Deadlines.
Electronic Submission of Self-Study and Reports

• The Commission must retain an accurate record of the program’s submission; therefore, accreditation documents (self-study, reports, etc.) must not have links to any website.

• 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…
New On-Demand Webinar

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

New Documents Available

• CODA Fees Schedule 2017 - 2019
  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
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
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 $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
• 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

• CODA will charge programs for scanning accreditation materials, including self-study
  – CODA 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.
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.
- 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.
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?
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

- You 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

• Most CODA educational standards have revisions taking effect July 1, 2018 to implement standards on management of programs related to sites where educational activity occurs

Revised Standards

• Immediate implementation
  – Dental Hygiene, definition of sponsoring institution

• July 1, 2018 implementation
  – Dental Assisting
  – Pediatric Dentistry
  – Endodontics
  – Periodontics
  – Orthodontics and Dentofacial Orthopedics
  – Clinical Fellowship in Craniofacial and Special Care Orthodontics
Revised Standards

• July 1, 2018 implementation cont.
  – Oral and Maxillofacial Surgery
  – Clinical Fellowship in Oral and Maxillofacial Surgery
  – Oral and Maxillofacial pathology
  – Dental Public Health
  – Oral and Maxillofacial Radiology
  – Prosthodontics
  – Advanced Education in General Dentistry
  – General Practice Residency
  – Dental Anesthesiology
  – Oral Medicine
  – Orofacial Pain
Proposed Standards: Comments Due

- Comment Due June 1, 2018:
  - Dental Hygiene*
    - Definition of Terms, Standards 2-8d and 2-13
    - Standards 2-1 and 2-24
  - Dental Education
    - Standard 2-8e
    - Standard 3-1

* Hearing to be held at ADHA
Proposed Standards: Comments Due

• Comment Due December 1, 2018:
  – Dental Education
    • Standard 6
    • Standard 2-17
  – Endodontics
    • Standard 4-8e
  – Oral and Maxillofacial Surgery
Operative Dentistry Request

Summer 2017: CODA directed that an ad hoc committee composed of Commission members be appointed to further study the request for establishment of an accreditation program for dental education programs in operative dentistry, in accordance with the Commission’s Policies and Procedures for Accreditation of Programs in Areas of Advanced Training in General Dentistry, with a report at the Summer 2018 meeting.
Summer 2017: CODA directed that an ad hoc committee composed of Commission members be appointed to further study the request for establishment of a Review Committee for Dental Anesthesiology Education, in accordance with the Commission’s Policy on Changes to the Composition of Review Committees and the Board of Commissioners, and to consider the impact, implications and logistics of this request, with a report at the Summer 2018 meeting.
International Sites for US-Based, CODA-Accredited Programs

Winter 2018: CODA directs staff to survey Dental School Deans and all U.S. based Advanced Education in General Dentistry (AEGD) program directors to identify interest, and resource and governance issues, that may impact CODA’s decision to establish an accreditation process for the use of international sites where educational activity occurs for U.S.-based, CODA-accredited dental schools offering predoctoral (DDS/DMD) and Advanced Education in General Dentistry (AEGD) programs, with a report to the Standing Committee and Commission in Summer 2018.
Elimination of “Specialty” Terminology

• Considered by CODA in Summer 2017 and Winter 2018

• The Commission concluded that its current terminology for advanced education programs (i.e., “advanced” and “advanced specialty”) may unintentionally dictate which dental discipline is a “specialty.”
Elimination of “Specialty” Terminology: Rationale for Change

• The terminology CODA uses is a carryover of the vocabulary used since 1975, when CODA assumed the policies of the Council on Dental Education and designated postdoctoral dental education programs as specialty programs, or general dentistry programs, based solely on the American Dental Association (ADA) Specialty Recognition Process. This does not reflect the changing environment of dental specialty recognition.

• The terminology change comports with the scope of the Commission, as recognized by the United States Department of Education (USDE), which does not include specific language to distinguish between “advanced” and “advanced specialty” disciplines within dentistry.
Elimination of “Specialty” Terminology: Rationale for Change

• The Commission is aware that there are misconceptions among many in the communities of interest of the role, if any, that the Commission plays in regards to specialty recognition. The change in terminology clarifies that the Commission accredits education programs, but does not designate which disciplines in dentistry are “specialties.”

• Public announcement found at: https://www.ada.org/en/coda/accreditation/accreditation-news
Elimination of “Specialty” Terminology: CODA Directives

Winter 2018: Staff directed to work with the Standing Committee on Documentation and Policy Review to identify all necessary revisions to CODA’s Rules, the policies and procedures found in the Commission’s Evaluation and Operational Policies and Procedures (EOPP) manual, the Accreditation Standards and supporting documents, and the CODA website to eliminate terminology that unintentionally dictates which advanced education program is a dental specialty, with an action plan for revision of all documents for consideration by the Commission at its Summer 2018 meeting.
Elimination of “Specialty” Terminology: CODA Directives

Winter 2018: CODA directed an immediate communication to inform the communities of interest, including dental education programs, dental organizations and dental boards, that the Commission has directed development of a plan to revise its documents to eliminate terminology that dictates which advanced education program is a dental specialty. In doing so, the Commission will terminate its use of separate references for advanced programs in dental specialties and advanced dental programs in general dentistry.
Winter 2018: CODA directed staff to work with the Standing Committee on Documentation and Policy Review to develop an ongoing communication plan to inform the Commission’s communities of interest about the Commission’s progress to eliminate terminology in CODA documents that unintentionally dictates which advanced education program is a dental specialty for consideration by the Commission at its Summer 2018 meeting.
Call for Nominations: Review Committees

- CODA seeks nominations for various positions on review committees.

- Nomination Deadline is June 1, 2018

- List of Positions, Nomination Criteria, and Nomination Form found at
Policy on Planning and Implementing PACV and International Accreditation Site Visits

• New policy that covers international travel logistics related to safety, health, or other concerns, which may alter CODA’s plans to conduct international trips.

• See EOPP
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Questions?

Thank you