Commission on Dental Accreditation
Advanced Dental Education Site Visitor Update

96th ADEA Annual Session
Sunday, March 17, 2019
Review of Site Visit Procedures
Preparing for the site visit

- Thoroughly review the self-study well in advance
- Review the background information (e.g., CODA transmittal letters and data profile) provided to you by the Commission
- Please carefully review the five-year compilation of Annual Survey data as part of your background review. The redesigned data profile is more user friendly
- Come prepared to the site visit with the electronic SVER (the current and correct document for your discipline is available on CODA website) and a laptop
Preparing for the site visit

Once CODA materials and self-study are received:

• Communicate with fellow site visitor
• Review agenda and off-campus sites to visit (plan travel accordingly)
• Review self-study for completeness and PII and PHI (alert CODA staff immediately if found)
• Chair communicates with program to initiate pre-visit planning
• Request additional information, if needed
  – Through the staff (if staff to attend visit)
  – Through the Chair (if staff not attending visit)
Site Visit Schedules

- One day, one program visits (most common)
- One and one-half day, multiple program visit
  - All site visitors are expected to stay through the second half day, including OMS
  - Please be aware of this time commitment before accepting assignment
- Dental school and non-dental school settings
- Always 2 OMS site visitors scheduled per site visit for comprehensive and multiple program site visits
Composition of the Visiting Committee

- Committee may include the following members…
- Discipline-specific site visitor(s)
- State board representative (if invited by program)
- 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 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
Interviews

• Begin interviews by stating that the conversation will be kept \textit{confidential}.

• Institutional personnel at a level above the program director must be at initial and final conferences.
  – However, these individuals (program director, CAO, CEO) should \textbf{not} be present during faculty or student/resident interviews.

• ALL students/residents should be interviewed unless they are off-site or on rotation and cannot attend.
  – Enrollees in a non-accredited internship, apprenticeship, etc. are \textbf{not} included in any aspect of the site visit of the CODA-accredited program.
  – \textbf{Remind programs and all interviewees} that sessions cannot be recorded using devices – handwritten notes are encouraged.
On-site review/verification

• All information found in the self-study must also be verified on-site through interviews or review of documentation
• Inform the program early in the process of all materials to be reviewed on-site and maintain communication early in the process and throughout the site visit
• Request additional information, if needed
• Be sure to be mindful of the schedule and activities to be conducted, i.e. try to complete a preliminary review of all material before mid-afternoon so time doesn’t get away from you
Site Visitor Reminders

• Assess the program according to established, current Accreditation Standards, not according to personal preferences
• Be aware of bias and consider potential conflicts of interest before accepting any assignment
• Be sensitive to how your comments/questions, tone, and decorum may be perceived
  – Be mindful when discussing findings – don’t divulge source of information gained through interviews
Site Visitor Reminders

- Don’t be overly critical, negative or judgmental
- A joke or casual remark could be considered offensive to program personnel.
- Please use sensitivity and maintain professional decorum throughout the site visit
- Don’t bring your biases on the site visit
- Don’t use your cell phone, iPad or other devices (even for checking messages or texting) during sessions with the program or interviews
- Don’t compare the program to your own or give an opinion on how the program is doing
Site Visitor Reminders

• Don’t use outside information to determine if the program is in compliance; only use the information presented to you in the self-study or on site
  – This includes accessing the program’s website or “googling” information

• Don’t accept social invitations or gifts from the hosts
  – Don’t make plans to visit with a colleague after the site visit, even if unrelated to the site visit

• Don’t leave the self-study at the institution if you have made notes in it. Suggestion: use “post it” notes that can be removed
Site Visitor Reminders

• Only the individuals on the roster provided to you by CODA are permitted to participate (and have signed confidentiality agreements)

• Do not sign any agreements provided to you by the program or its off-campus sites prior to the visit or on site

• Do not promise to fix things, provide a favor, etc.
Before the SVER is Written

• Findings have been discussed during executive sessions throughout the visit
• Program has been informed of “concerns” throughout the visit
• Site visit team has reached consensus in its findings
The SVER and the Site Visit Report
Site Visitor Evaluation Report (SVER)

- The Site Visitor Evaluation Report (SVER) is the “official” record of the site visit team’s evaluation of the site visit.
- It is crucial that all sections of the SVER are completely filled out and returned to the Commission office in its entirety.
Site Visitor Evaluation Report (SVER)

Please remember……

- Must use the electronic SVER when returning the SVER to CODA Staff
  - Handwritten/scanned SVERs will not be accepted
- Please make sure you are using the most current SVER, which is available through:
  - ADA Connect
  - CODA Web site
Site Visitor Evaluation Report (SVER)

• All sections/questions must be answered, including:
  • Compliance with Commission Policies
    – Third Party Comments
    – Complaint Policy
    – Program Changes
    – Distance Education
    – Program Effectiveness
Program Effectiveness

- Three (3) important sections of the SVER under the Program Effectiveness Section

- Program Effectiveness questions are found immediately after the Distance Education section in the SVER
Program Effectiveness

• Program Effectiveness Question #1
  – Document the tools programs are using to assess student/resident achievement
  – Provide an analysis of the program’s performance with regard to student/resident achievement

• Program Effectiveness Question #2
  – Document the outcomes, both positive and negative
  – Document Program changes, made as a result of the outcomes assessment process
• Program Effectiveness Question #3
  – Identify suggestions or recommendations cited in their report, which relate to program effectiveness
Site Visitor Evaluation Report (SVER)

- “Must” statements in “yes” and “no” format

- If you mark NO, the program is not in compliance with this standard and you **must** write a recommendation
  - Programs **must** respond to recommendations.

- If you mark YES, you have two options:
  - Make no comment
  - Write a suggestion
The Written Report: Review of the Basics

• The Preliminary Draft Site Visit Report (PDSVR) contains information taken from your SVER
  – The team will approve the PDSVR before it is sent to the program

• The “bridge” between the site visit and review by the Review Committee and Commission

• The PDSVR, along with the program’s response (if there is one) is the only information the Review Committee will have to make a recommendation to the Commission. They will not have the self-study or the SVER.

• The report must contain enough background and details in order to make decisions
Writing the Recommendation

• The narrative/recommendation cannot be prescriptive. Tell the institution what the deficiency is, not how to “fix” it.
• Provide as much detail as possible
• Restate the standard, use the “stem.” “It is recommended…..” Include only those aspects of the standard that are not being met.
• Treat each NO as a separate issue and provide rationale for each
• Cite multiple sources
Writing the Recommendation

• Remember: the language for the recommendation is already written for you (the Standard); you cannot make up your own language
Composing the Recommendation

Example:

Entire Standard reads:

Adequate support staff must be consistently available to ensure: a) residents do not regularly perform the tasks of allied dental personnel and clerical staff, b) resident training and experience in the use of current concepts of oral health care delivery and c) efficient administration of the program.
Through review of the self-study and on-site interviews, (multiple sources cited)

the visiting committee learned that the program has three dental assistants assigned to the clinic who provide support to the three residents, an oral surgery attending, a general dentist and a part-time periodontist; one of the dental assistants is always assigned to the oral surgeon. (the issue, what is provided, how well it is provided)

As a result, dental assisting support is available to the residents approximately 30% of the time. Because of the limited amount of dental assisting support, the residents are unable to gain experience in four-handed dentistry and other current concepts of oral health care delivery. (how well it works, what is not being provided, why it’s a problem)
Example narrative:
Through review of the self-study and on-site interviews, the visiting committee learned that the program has three dental assistants assigned to the clinic who provide support to the three residents, an oral surgery attending, a general dentist and a part-time periodontist; one of the dental assistants is always assigned to the oral surgeon. As a result, dental assisting support is available to the residents approximately 30% of the time. Because of the limited amount of dental assisting support, the residents are unable to gain experience in four-handed dentistry and other current concepts of oral health care delivery.
Example recommendation:

1. It is recommended that adequate support staff be consistently available to ensure: a) residents do not regularly perform the tasks of allied dental personnel, and b) resident training and experience in the use of current concepts of oral health care delivery.

(note: clerical staff and efficient administration of the program is not included in the recommendation)
Writing a Suggestion

• Program is in compliance, but could be improved
• Emphasis is on enhancing compliance
• Program is not obligated to respond
• Written in the basic format of a recommendation:
  – Must relate to a Standard
  – Cite multiple sources, if applicable
  – Provide the “story.”
  – Begin with “It is suggested…..”
Writing a Suggestion – Example

Through review of the self-study and on-site inspection of the facilities, the visiting committee noted the absence of a panoramic radiography unit. (multiple sources, description of findings)

While the lack of a panoramic radiography unit does not preclude the achievement of the program’s goals and objectives, (confirms that the program meets the standard) the use of one could strengthen the clinical component of the program, particularly in the area of patient assessment and diagnosis. (how the experience could be enhanced)

Therefore, it is suggested that the program explore ways through which students/residents can gain experience in the use of a panoramic radiography unit to enhance patient assessment and diagnosis. (the non-prescriptive suggestion)
Through review of the self-study and inspection of the facilities, the visiting committee noted the absence of a panoramic radiography unit. While the lack of a panoramic radiography unit does not preclude the achievement of the program’s goals and objectives, the use of one could strengthen the clinical component of the program, particularly in the area of patient assessment and diagnosis. Therefore, it is suggested that the program consider ways through which students/residents can gain experience in the use of a panoramic radiography unit to enhance patient assessment and diagnosis.
Reminders on Writing Recommendations and Suggestions

- Recommendations and/or suggestions are not written to provide a “favor”
- Every recommendation and suggestion must be accompanied by a rationale
  - Move from general to specific in the writing of the rationale.
  - Consider the following:
    - What specifically is the issue?
    - What does the program currently provide? How well is it provided? How well does it work?
    - To what extent are students/residents gaining the required training and experience?
    - What training and experiences are the students/residents not gaining?
Reminders on Report Writing

- Remember: no written commendations or written “strengths”
- Note recommendations that have been previously cited at the last site visit
- Be sure to comment only on those areas tied to recommendations or suggestions
  - However, do include comments that document a specific situation that could be useful for future site visits
Acceptable/Unacceptable Verification Data

- Site visit is a “Moment in Time”
- Unimplemented plans (not accepted)
- Implemented plans without data (not accepted)
- Data that was not included in the self-study (accepted)
- Additional documentation can be presented until the site visit committee’s prescribed deadline prior to the “Final Conference” (accepted)
Tips for Report Writing

• Keep your audience in mind
• Be simple and direct
• The report should be a straightforward and detailed explanation of your findings
• Vague comments are confusing—stick to the facts
• Programs are only evaluated on “must” statements, not intent statements, or “may,” “should,” or “shall” statements
Final Conference

• The team will present its findings at the final/exit conferences in a verbal report
  – Verbal report may include recommendations and/or suggestions

• What is said verbally at the exit (recommendations and/or suggestions) must be included in the SVER, which will be reflected in the preliminary draft site visit report
  – If a recommendation and/or suggestion was not made at the exit, it can’t be included in the SVER or PDSVR after the fact
Final Conference

• Site Visitors MUST attend
• Site Visitors cannot depart conference early for plane departure
  – Make reservations accordingly
• Program/Institution makes decision as to who attends other than program director, CAO and the CEO or designee
• Inform program to contact CODA staff following visit; not the site visit team
• Please be sure to leave promptly at the conclusion of the visit
Return of Site Visit Material

- The completed **Site Visitor Evaluation Report (SVER)** including any written narratives should be returned to appropriate CODA manager **by e-mail** for all non-dental school single program visits **within 3 to 5 days after the visit**
- Return SVER to staff **on-site** on all dental school based and non-dental school multi-discipline visits
Site Visitor Reminders—After the Visit

- Appropriately delete/destroy all site visit materials following approval of the draft report
- Promptly respond to CODA staff requests for clarification; each member of the team must approve the written draft report even if there are no recommendations or suggestions
- If program contacts you, do not reply. Forward to CODA staff
- Note when the report is due to staff and be aware of your obligation to the Commission regarding the report after you have completed the site visit
• Post-Site Visit Survey
  Confidentially distributed
  – Request feedback on logistics
  – Request feedback on process
  – Request feedback on co-visitor(s)
  – Results reviewed to assess areas where training and process can be strengthened
Policy and Procedures Reminders
Program Change Policy

- When reviewing program background and on-site material, you will be noting whether the program has complied with CODA’s policy on reporting program changes.
- 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 advanced education programs (see policy);
- Addition of part-time program;
- 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 (continued)

- 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
Authorized Enrollment for Advanced 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.”
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
  - 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.

- 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

- Section on SVER to complete relative to anonymous complaints
Distance Education

- Related to Off-Campus Sites but separate and distinct policy
- Technology-driven
- Expectation is that programs using this modality must comply with accreditation standards; must have a student identity verification process, and must alert students to possible associated charges
- Programs are reviewed at time of site visit for compliance with Distance Education policy
- Site Visitor Evaluation Report (SVER) includes questions on Distance Education in the Compliance with Commission Policies section
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
Third Party Comments

- Programs must solicit comment through appropriate notification of communities of interest and the public such as faculty, students, program administrators, dental-related organizations, patients, and consumers

- Programs must solicit third-party comments at least ninety (90) days prior to their site visit. The notice should indicate the deadline of sixty (60) days for receipt of third-party comments in the Commission office
Third Party Comments, continued

- Identification of the individual making comment will be removed prior to referral to the site visitors and program
- Third Party Comment and program’s response provided to team 15 days prior to site visit
- Site Visitor Evaluation Report (SVER) includes questions on Third Party Comments in the Compliance with Commission Policies section
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
Conflict of Interest (Reminder)

• The site visitor is obligated to report any conflict of interest – real or perceived

• If you think you have a conflict of interest, contact Commission Staff

• See the entire Conflict of Interest Policy, found in Evaluation and Operational Policies and Procedures manual
Conflict examples include a site visitor who...

- is a graduate of a program at the institution;
- has served on the programs visiting committee within the last 10 years;
- Has served as an independent consultant, employee or appointee of the institution;
- has a family member who is employed or affiliated with the institution;
- has a close professional or personal relationship with the institution/program or key personnel in the institution/program which would, from the standpoint of a reasonable person, create the appearance of a conflict;
- Manifests a partiality that prevents objective consideration of a program for accreditation;
- Is a former employee of the institution or program;
- Previously applied for a position at the institution within the last five (5) years;
- is affiliated with an institution/program in the same state; and or
- is a resident of or owns property in the state; and/or
- is in the process of considering, interviewing and/or hiring key personnel at the institution
Confidentiality

• A **FOUNDATION** of the Commission’s process of program evaluation

• Covers…
  – All site visit materials received prior to the visit
  – All written information obtained on site
  – All patient protected health information
  – All meetings and discussions related to the program’s accreditation

• Has **NO** expiration date – It lasts forever
Confidentiality, continued

- All materials generated and received in the accreditation process are confidential
- All sessions within the site visit are confidential
- No audio or video recording or photographs are permitted (by the program or site visitors)
- 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
Policies and Procedures Update
Site Visitors - Appointments

- The Commission reviews nominations received from its communities of interest, including each specialty discipline-specific sponsoring organizations and certifying boards. Individuals may also self-nominate.
Site Visitors - Appointments

- Site visitors are appointed/reappointed annually and asked to sign the Commission’s Conflict of Interest Statement, the Agreement of Confidentiality, the Copyright Assignment, Licensure Attestation, and the ADA’s Professional Conduct Policy and Prohibition Against Harassment. Site visitors must also complete annual training and will receive periodic updates on the Commission’s policies and procedures related to the Health Insurance Portability and Accountability Act (HIPAA). The Commission office stores these forms for seven (7) years.

  In addition, site visitors must comply with training requirements, the ADA’s travel policy and other CODA Rules and Regulations. The Commission may remove a site visitor for failing to comply with the Commission’s policies and procedures, continued, gross or willful neglect of the duties of a site visitor, or other just cause as determined by the Commission.
Site Visitors – Criteria for Nomination

• Dentist site visitors are no longer required to be members of a professional organization
  – For advanced specialty dental education programs, the Commission solicits nominations for site visitors from the recognized dental specialty discipline-specific sponsoring organizations and their certifying boards. Dentist site visitors must be members of the ADA and their ADA-recognized specialty organizations.
  – All predoctoral dental education site visitors, who are eligible, must be members of the American Dental Association.
Policy Statement on Site Visitor Training

• New site visitors attend a two-day formal workshop

• All active site visitors must complete mandatory annual web-based retraining in order to retain appointment. Those who have not been assigned on a site visit during the previous two years must re-attend the in-house training provided to new site visitors, observe a site visit in the appropriate discipline, or review the training materials of the American Dental Education Association (ADEA) Annual Meeting, before being assigned to evaluate a program on a site visit.
Conflict of Interest – Site Visitors

Modifications include:

• is a resident of or owns property in the state; and/or;

• is in the process of considering, interviewing and/or hiring key personnel at the institution.
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.
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.
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?

If Yes, answer 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.

If No, answer 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.

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

Yes → (This is a Major Site)

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.
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
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.
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…
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)
CODA Fees and EOPP

• Annual 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)

Site Visitor Expense Reimbursements

- Expense reports must be submitted electronically through Concur, no exceptions

- CODA on-demand webinar on how to submit concur expense reports
  - Visit ADA Connect | Site Visitor Materials | 3-Concur Reimbursements | Concur Webinar Download to View
Coming Soon – Mandatory Annual Site Visitor Training

• CODA has identified a need for mandatory annual retraining and calibration of CODA site visitors

• Staff directed to initiate development of web-based training programs for implementation in Fall 2019

• Training will be web-based, on-demand and will include mechanisms for tracking completion and acquisition of knowledge
NEW: Policy on Reprints

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Use of Technology
Current Use of Technology

• Resource for programs preparing for a site visit.
  – Site Visit Orientation Web Site

• Method by which site visit materials are distributed to programs and site visitors
  – Via E-mail and ADA Connect

• Method by which site visit team and CODA staff communicate
  – Via E-mail

• Please make sure CODA has most current contact information and academic affiliation, including e-mail
CODA Website

- http://www.ada.org/coda
- Standards, Self-Study, Citings, and SVER
- Policy 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
E-Mail from CODA to Site Visitor: Prior to Site Visit

• Site visit forms and logistical information is **E-Mailed**
  • Previous site visit report and background information*
  • Program history (Data Profile)*
  • Online flight and hotel booking procedures

* Destroy after site visit
Site Visitor Material available on ADA Connect

- Site visit forms and logistical information available on ADA Connect. These are not sent via email.
  - Standards and SVER (on CODA web site)
  - Resident Questionnaire (GPR and AEGD programs)
  - Fox Travel Protocol
  - EOPP
  - Site Visitor site visit manual, including HIPAA/PII reminders
  - And others
E-Communication from Institution to Site Visitor

• Programs asked to send paper and electronic copy of self-study to Site Visit Team. E-SSG may be sent by CD or USB drive. *E-mail delivery is not acceptable, neither are third party vendors such as Drop Box*

  – Site visitor must maintain materials securely per CODA’s Privacy and Data Security policy

• Check “spam” filters if missing communication from CODA or program
What’s New at CODA?

Including New and Proposed Accreditation Standards
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, 4-12e
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
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- Orthodontics and Dentofacial Orthopedics
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- Oral and Maxillofacial Pathology
- Oral and Maxillofacial Radiology
- Pediatric Dentistry
- Prosthodontics
- Site visit scheduling and logistics

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