Commission on Dental Accreditation Orientation for Dental School Administrators with Site Visits 2024-2026

Monday, April 8, 2024

We will begin soon…
Recording of this meeting is prohibited

Purpose of Site Visit Orientation

- To review the accreditation process, including:
  - Timeline for Mailings and Communication from the CODA Office
  - The Self-Study Process
  - Conduct of the Site Visit
  - After the Site visit
  - Update on Policies and Procedures
  - What's New at CODA
  - Predoctoral Standards Revisions
  - Online Resources

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Timeline for Mailings and Communication from the CODA Office

Site Visit Letter #1- Notification of Site Visit

- Sent approximately two (2) years in advance
- Site visit communications regarding the logistical aspects of the site visit are sent by CODA Site Visit Coordinator.
- Letter to CEO and Dean announcing site visit, copy to program directors
- Documents attached to the letter:
  - Site Visit Confirmation of Site Visit Date Form – to be returned
  - Institutional Officers, Program Director and Personnel Data Forms – to be returned

It is very important that you return the documents by the due date to move forward with scheduling your site visit.

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Guidelines for Return of Forms

- Please centralize the return of all forms through the designated Institutional Site Visit Coordinator/Dean/Academic Dean

- Return one (1) complete set of forms within a single submission

- Please return forms with all data completed

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Site Visit Letter #2: Acknowledgement of Acceptance of Site Visit Dates

- Sent approximately 2-3 months after the documentation from Letter #1 has been received by CODA

- Sent to the Dean; copy to CEO

- Letter and forms to Dean (via e-mail):
  - Letter acknowledging confirmation of the site visit date
  - Previous site visit report
  - Timetable for Accreditation Activities
  - Electronic Submission of Self-Study Guides – link to CODA website
  - Evaluation & Operational Policies and Procedures (EOPP) – link to CODA website
  - Accreditation Standards, Self-Study Guides, Site Visitor Evaluation Reports
  - Frequency of Citings

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Site Visit Letter #2: (Cont)

- Letter and forms to Dean (via e-mail); copies to CEO
    - Policy on Silent Observer Opportunities
    - CODA Policy on State Board Participation and Role on Site Visit Teams
    - Policy on Conflict of Interest
    - Policy on Complaints Directed at CODA Accredited Programs
    - Policy on Site Visitors
    - State Board Participation Information – to be returned
    - Transportation and Hotel Information – to be returned
    - Site Visit Schedule templates: predoctoral, advanced, and allied – to be returned via e-mail to CODA staff (later with SSG)

    It is very important that you return the following documents by the due date.

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Site Visit Letter #3: Site Visit Logistics

- Sent approximately one (1) year prior to the site visit
- Sent to the Dean after the requested documentation in Letter #1 and #2 have been received by the Commission office; copy to CEO
- Letter and forms to Dean (via e-mail):
  - Instructions for materials to be available on-site
  - Electronic Submission of Self-Study Guides - link to CODA website
  - Educational Activity Sites Form – to be returned
  - Screening Lists – to be returned
  - Student Notification Letter to distribute to students
  - Third Party Comment Posting
  - Data Profile

It is very important that you return the following documents by the due date.

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Screening Lists for Site Visitors

- Program representatives have the opportunity to screen site visitors who may have a conflict of interest.

- The program must state, **for each person screened**, the nature of the conflict.

- Please be advised that the Commission automatically screens anyone who works and/or lives in the state the program is located.

- See policy for examples of conflicts

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Screening Lists and Conflicts of Interest Policy, continued

In accordance with Commission policy, the program director should draw a line through anyone who:

- is a graduate of the institution;
- has served on the program's visiting committee within the last seven (7) 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 as the program's primary location;
- is a resident of the state; and/or
- is in the process of considering, interviewing and/or hiring key personnel at the institution.

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Sites Where Educational Activity Occurs Form

- <u>All</u> sites (not the primary clinic) and <u>all</u> program rotations must be documented (clinical and didactic; major and minor sites)

- 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

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Site Visit Letter #4: Final Communication

- Sent approximately 3-4 months prior to the site visit

- Final correspondence from the Site Visit Coordinators sent to the Dean (via e-mail); copy to CEO.

- Site Visit Team Roster

- Remaining communication regarding the site visit is from the Predoctoral Manager

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Consulting: Mock Site Visits

- Active site visitors may independently consult with educational programs accredited by CODA or applying for accreditation
  - All consulting roles <u>must</u> 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

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Consulting

- Individuals who provide consultation services **do not represent CODA**

- If you use a CODA site visitor for consultation services, the program must identify that individual on the screening list and must strike the individual with an explanation

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Silent Observer Opportunity

- Requests for the opportunity to have a faculty member or administrator observe a site visit are made through a letter from the chief administrative officer (Dean) of the dental education program.

- Requests should be made, <u>at a minimum, a year in advance.</u>

- While the observer may request to observe a specific site visit, Commission staff will make the final determination based upon the site visit schedule and availability of observation opportunities.

- A program is provided <u>one opportunity to send one observer</u> to a site visit.

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Further Preparation for Site Visit

- ## Silent Observer Opportunity
  - Available through CODA request process

- ## Mock Site Visitation
  - NOT required by CODA
  - NOT sanctioned by CODA
  - NOT coordinated by CODA

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The Self-Study Process

The Self-Study

- **Why conduct a Self-Study?**
  - Assists in preparation for site visit
  - Self assessment of 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
  - Used as a tool for program improvement

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For the Commission and Visiting Committee, the Self-Study Should:

- Provide site visitors with information about the program

- Ensure that the accrediting process is an essential component of program improvement, not just an external review

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Suggested Timetable for Development of Self-Study

Months prior to visit (approximate)

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

12   Prepare rough draft of self-study document. **DO NOT include Protected Health Information (PHI) or Sensitive Personal Information (SPI)**

5   Draft document is reviewed institution-wide

4   Self-study document finalized

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

2   Final self-study document and agenda provided to members of visiting committee and CODA 60 days prior to visit.

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Instructions for Completing the Self-Study

- Available in Word format on the CODA website. **Complete the most current version**

- Address all Compliance with Commission Policies sections

- Address all Standards (with response to each question)

- **DO NOT include PHI or SPI, student names, or confidential information.** *https://coda.ada.org/policies-and-guidelines/hipaa-compliance*

- Present in the order of the template provided

- State the question and then provide narrative; don't rely entirely on appendices and exhibits

- Use CODA's provided Example Exhibits

- If same information is repeated elsewhere, cross-reference with link

- Include appropriately indexed sections

- Ensure documents are bookmarked and page numbered for easy navigation by the reader

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Self-Study Format and Mechanics

- Hyperlink within the document to ease the readers navigation

- Limit documents to:
  - Self-Study Narrative
  - Exhibits*
  - Appendices*
  - Curriculum*

  * May be multiple documents, if needed, but must be the fewest number necessary

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Self-Study must include:

- **Title Page** - include name of program and sponsoring institution; address; telephone number and date of visit

- **Verification Page** - names, titles and signatures of administrators who have reviewed and verified report (CEO, CAO, Program Director) - please use the current version of the verification page on the CODA website

- **Table of Contents** - should include all sections including verification page and appendices

- **Foreword** – At the beginning of the report, a Standard by Standard qualitative analysis of the program's strengths and weaknesses is required. Categorize any recommendations according to high, medium and low priority; to include **Conduct of Self-Study**

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Self-Study must include:

- ## 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 Achievement
    - In the self-study, programs are asked to provide a detailed analysis explaining how the program uses student 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

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Self-Study should include: (cont.)

- **<u>Supporting Documentation (Appendices and Exhibits)</u>**
  - <u>Should not exceed what is necessary to demonstrate compliance</u>
  - Number exhibits sequentially
  - Include appendices as appropriate
  - Self-Study Guides includes BioSketch templates. **Do not send CVs or resumes.** - Biosketch template can be found on the CODA website

- **<u>Conclusions & Summary</u>**
  - List identified strengths and weaknesses
  - Describe action plans for any weaknesses

  Self-Study document must be page numbered.

The Self-Study Process is NOT:

- Simply a compilation of quantitative or qualitative data.

- Answers to a questionnaire or a check-off sheet.

- A simple narrative description of the program.

- Written exclusively by a consultant or an assigned administrator or faculty member.

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Self-Study Format and Mechanics

- Answer all Policy sections at the beginning of the Self-Study

- Retain all listed Standards and Questions, and answer every question

- Use CODA's provided Example Exhibits

- Consider using different font or font color to draw reader's attention

- Ensure documents are <u>bookmarked</u> and <u>page numbered</u> for easy navigation by the reader

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Reminder About Privacy and Data Security…

- 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 "SPI")** as outlined in "Privacy and Data Security Requirements for Institutions". Similarly, such documentation **must not contain any identifiable patient health 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 SPI and all PHI**, including all patient identifiers such that the SPI/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.

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Reminder About Privacy and Data Security…

- If PHI and/or SPI is found, or if it is inappropriately or inadequately redacted:

  - The institution's CEO, CAO/Dean, and HIPAA compliance officer, along with the program director, is notified of the CODA violation

  - The program is asked to send another electronic version of the self-study, minus the PHI or SPI, to the visiting committee and the Commission office

  - **Program will be assessed administrative fee of $4,000**

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Assembling and Distributing the Self-Study

- Commission requires a complete electronic version of all documents.

  – Consider navigation within the document to links from one area to another, such as manuals, etc.

  – Links must be to areas where content is provided elsewhere in the submitted document, not to external source (like a website)

- Upload to CODA E-Accreditation Portal at least 60 days prior to the site visit. Notify CODA staff once upload is complete.

  – Contact CODA office for access to E-Portal. One access granted per program, for the program director only.

- Review Policy/Guidelines on Electronic Submission of Self-Study

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Electronic Submission of Self-Study and Reports

- Reports must be saved or scanned as a **single document, whenever possible (PDF Files Preferred)**.

- Electronic Submission guidelines have been revised to reflect submissions up to 100MB but it is suggested that you stay within the range of **50MB**, due to the new electronic management system of the Commission

- Reports exceeding 100 MB must be split and scanned into the least number of documents (For example, a document of 150MB total document size must be split into 2, 75MB documents or 3, 50MB documents)

- Photographs, unless directly related to your report, should not be included (they may be mistaken as PHI/SPI)

- Documents should be positioned so that they do not need to be rotated to view

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Electronic Submission of Self-Study, Appendices and Exhibits, continued

- <u>Submission of single page or single document electronic files **is not acceptable**</u>.

- 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.

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Electronic Submission of Self-Study and Reports

Web-based information:

- The Commission must retain a snapshot of the information presented at the time of the submission of the report

- The <u>electronic report must not link to information on the Internet</u>

- Insert or "embed" all web-based information into the report

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Electronic Submission of Self-Study and Related Materials

- File Formats most typically used:
  - Adobe Portable Document Format (.pdf)

- See CODA Website for:
  - Electronic Submission Guidelines
  - Electronic Portal Access
  - Guidelines for Uploading Documents to Electronic Portal

https://coda.ada.org/policies-and-guidelines/electronic-submission-guidelines

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Electronic Submission of Self-Study and Reports

- <u>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.</u>

- If sample completed forms that include fictitious Protected Health Information (PHI) or Sensitive Personal Information (SPI) are included, <u>you must mark the document "fictitious sample</u>." Otherwise, this could be identified as a violation of CODA policy (See Privacy and Data Security reminder at the end of the Guidelines document).

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Electronic Submission of Self-Study and Reports

- **Do not include marketing brochures/documents, case studies, presentation materials, or examinations that include information which may be identified as PHI or SPI** (e.g., patient photos) <u>even if the appropriate authorization or consent from the patient/person to release the information has been obtained.</u>
  - Even with consent, this could be considered a violation of CODA policy.
- **Photographs, unless directly related to your submission, should not be included**. Further, photographs which require a photo wizard for viewing <u>must not</u> be included. **Photos of patients must not be included**.
- **Do not submit any information that includes dates, which may be associated with a patient**. These may be considered a violation of CODA policy.

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Electronic Submission of Self-Study

- Do not place the self-study in any portal link other than the one labeled "Self-Study". If this portal is closed, contact CODA staff to open it.

- Document uploads (self-study, exhibits, appendices and curriculum) must be reduced to the fewest number of documents possible (document size up to 100MB may be uploaded)

- Clearly name documents for easy identification and include submission date in the name (for example – Self Study Narrative 10.4.24)

- On-site documents loaded to the portal should be named as follows: "On Site_Description_Date"

- Do not click "Complete Application" so that the portal remains open for you through the site visit

- Please ensure all documents comply with CODA Privacy and Data Security Requirements for Institutions

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Self-Study Submission Process

- **To the CODA Office** – submitted via the E-portal.
  - Follow Guidelines for Electronic Submission for format and file size
- **To the Site Visitors** – will access via the E-portal.
- **To the State Board Representative**: submit only a comprehensive electronic copy of the Self-Study (narrative plus exhibits, appendices, support documents, etc.). CODA suggests encrypted transmission.
- **To Observers** (CODA Observers and Silent Observers): submit only a comprehensive electronic copy of the Self-Study (narrative plus exhibits, appendices, support documents, etc.). CODA suggests encrypted transmission.

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Preparing and Assembling the Self-Study-Recap

- Commission requires a complete electronic version of all documents

  - Consider linking appendices, manuals at appropriate places in the narrative

  - Links must be to areas where content is provided elsewhere in the submitted document, **not to external source (like a website)**

- Upload to CODA E-Accreditation Portal at least 60 days prior to the site visit. Notify CODA staff once upload is complete.

  - Contact CODA office for access to E-Portal. Program director only is granted access.

- Review Policy/Guidelines on Electronic Submission of Self-Study

Preparing and Assembling the Self-Study-Recap

- The self-study must be clear and concise - include only what is necessary to demonstrate compliance

- Make sure you are using the **<u>current</u>** Standards and Self-Study document when completing the self-study
  - 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 SPI has been included

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Redaction

- **Redaction.** When removing any Sensitive Information or Patient Identifier from paper or electronic documents disclosed to CODA, programs/institutions shall **fully and appropriately** remove the data such that the data 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.

- **If a document includes fictitious information, which may otherwise appear to be Sensitive Information or Patient Identifiers, the program must clearly mark the document as "Fictitious Example".**

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Reminders

- Review…Review…Review (by multiple people)

- Ensure you use the CODA Biosketch, never submit a curriculum vitae or resume

- Use blank templates, not completed forms, as examples for CODA

- Review <u>all</u> PowerPoints, slides, radiographs in your submission

- Look for names and initials of potential patients and appropriately remove or redact

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Reminders

- Look at dates (any dates) that may be associated with a patient and appropriately remove or redact

- Review photos, particularly if they are clinic photos that may be considered a patient photo and appropriately remove or redact

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Recent changes to CODA Privacy and Data Security Policy

- CODA will no longer perform a page-by-page review of materials submitted by an educational program to the Commission and/or its workforce members.

- If the Commission becomes aware that SPI/PHI is identified (at any time in the future), the program will be assessed an administrative fee by the Commission. Each subsequent finding would be imposed an additional administrative fee.

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Conduct of the Site Visit

Visiting Committee

- Predoc site visitors
    - Site Visit Chair
    - Finance
    - Curriculum
    - Basic Science
    - Clinical Sciences
    - National Licensure
    - State Board of Dentistry Representative (if invited)
- Silent Observer (if assigned and approved)
- 1 Discipline-specific site visitor for each allied discipline being evaluated (DH has 2) and an allied dentist if DA/DH visit
- 1 Discipline-Specific site visitor for each advanced discipline being evaluated (OMS has 2)
- Trainees
- CODA Staff
- Review Committee member and/or Commissioner observer and/or CDAC representative (not silent)

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Site Visit Team

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

- Site visitors will not sign any agreements provided *by the program or its off-campus sites* prior to the visit or on site

  - If a site will require completion of an agreement, CODA staff must be informed at least 90 days prior to the site visit, to discuss this with the program.

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Verification Activities

- Interviews
  1. Administrators
     - Dean
     - Program Directors
  2. Faculty and Junior Faculty (<u>chosen by CODA staff</u>)
     - What is your role?
     - What, when, how do you teach?
     - Clinical Supervision
     - Calibration
     - Your input into conduct and evaluation of the program
     - Questions about policies, procedures, tenure, etc.
  3. Students
     - Open session
     - Limited session with class representatives chosen by students
- Review of Documentation
- Observation

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Details, details, details…

- Two (2) "work rooms" needed for entire 2 ½ days of the visit even if only predoctoral program, as needed
  - Executive sessions, meals
  - Work room/gathering space for advanced/allied dental site visitors
  - Computer support; access to printer; access to a shredder
- Nametags, name tents help site visitors identify "who's who"
- Escorts to help site visitors get to the right place
- Point person to help site visitors track down documentation or institutional personnel
- Dinner suggestions are helpful but not required

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On-site Review / Document Verification

- All items noted in the Self-Study as "on-site" must be available upon the site visitors' arrival to the program's facility

- On-site materials may be provided in paper form during the in-person visit

- Do not provide site visitors with login credentials into the program's electronic systems

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On-Site Documentation

- <u>Must</u> be organized and placed in conference room for each discipline (in addition to SSG)

  – Affiliation agreements

  – Records of each student clinical activity (last and current class)

  – Evaluations: Teaching staff and student

  – Minutes of standing committees

  – Dental school's manuals

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Site Visit Schedule

- Must adhere to CODA's template (if you will modify any portion you must inform CODA staff)

- Do not reduce time allotted for interviews

- Submit the Self-Study in the CODA Electronic Portal 60 days prior to the site visit

- Submit all discipline schedules via e-mail to CODA Predoctoral Manager 60 days prior to the site visit

- Be prepared to add visitations to educational activity sites

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Site Visit Schedule – Predoc Day 1

- Review of Programs with Dean
- Tour of facility, including biomedical science/research
- Conferences:
  - Institutional Relations (with University president, provost, chancellor, etc.)
  - Institutional Outcomes Assessment
  - Open and limited sessions with Students
  - Quality Assurance and Patient Care Services
  - Finances and Physical Facilities and Equipment
  - Research and Admissions and Educational Support Services
  - Behavioral Sciences, Practice Management and Ethics and Professionalism Outcomes

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Site Visit Schedule – Predoc Day 2

– Continue clinical sciences

– Tour of clinic

– Visitation of sites where educational activity occurs (20-minute overview by program coordinator)

– Faculty/Staff interviews
  • Junior faculty
  • Senior faculty

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Site Visit Schedule – Predoc Day 3

- Additional interviews if necessary
- Final Conference with Dental School Dean and Administration
- Final Conference with University Administration
- End at **10:30 am**, Day 3

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Visiting Sites Where Educational Activity Occurs

- Site visit team will identify the sites to be visited based upon educational experiences at the site (for example based upon length of training at the site, educational experience or evaluation/competencies achieved).

- Program to add visit to schedule for visit to site (physical or virtual visit or interviews)

- Extend length of visit when needed; notify CODA staff for assistance

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Site Visit Schedules for Developing Programs

- Initial Accreditation Schedule modified to 1.5 days
  - Emphasis is on verification of application plans and potential to meet Standards

- Mid-Cycle Initial Accreditation Schedule is regular duration of 2.5 days
  - Evaluation of preclinical years
  - Progress on moving forward with plans for clinical years, including off-campus sites

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Final Conference

- **Who attends: at discretion of institution**
  - Briefing for Dean and other administrators (separate conferences)

  - Oral report of findings to program and institution

- **If there are recommendations**
  - Program can begin addressing any recommendations before receiving preliminary draft site visit report

  - Suggestions need not be addressed

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Final Conference

- Final verbal report may include:
  - Strengths of program
  - Commendations are no longer part of written report
- Final report will have some language that is not part of verbal report
  - Information judged to be important for next visit team to know (e.g., clinic construction)
  - Template language, including comments on student achievement

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After the Final Conference

- ## Commission Staff is Contact
  - – Please do not contact the site visit team following the visit.

- ## Timeline of Review and Receipt of:
  - – Preliminary Draft Site Visit Report (within 4-6 weeks following the visit)
  - – Institutional Response (within 30-days from receipt of PDSVR)
  - – Commission Review Process (Winter/Summer Commission meetings)
  - – Transmittal of CODA Actions (within 30-day after Commission meeting)

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After the Site Visit

After the site visit…

- **Preliminary Site Visit Report**
  - Receipt approximately 6 weeks following the visit
  - Sent to the President
  - Cc: Dean, Program Directors

- **Program has 30 days to review and respond to:**
  - Factual inaccuracies
  - Differences in perception
  - Begin to address recommendations, if applicable

- **Deadline for Response to the Report: June 1 or December 1**
  - Progress made in implementing recommendations
  - Suggestions do not require responses

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After the site visit…

- The Commission makes accreditation decisions
  - Site visits conducted May 1 through October 31 considered at CODA **Jan-Feb/Winter meeting**
  - Site visits conducted November 1 through April 30 considered at CODA **July-Aug/Summer meeting**

- 30 days following CODA meeting CEO receives letter and final report with accreditation status (strict deadline)
  - Dean and program directors copied on the letter

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Feedback after the visit

- Post-Site Visit Survey

  - E-mailed to program director and CAO

  - CODA requests feedback on site visit logistics and Commission materials

  - CODA requests feedback on site visit/site visitors

  - Please be honest and candid

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Accreditation decisions

- ## If program is awarded **"approval <u>with</u> reporting requirements"** a progress report will be required in approximately 6 months

  - Programs that are 2 or more years in length have a timeframe not to exceed 2 years to satisfy recommendations

  - Programs that are 1 – 2 years in length have a timeframe not to exceed 18 months to satisfy recommendations

  - **Note**: If there are outstanding recommendations and the Standard has changed/revised, the institution will be held to the new standard

- ## If program is awarded **"approval <u>without</u> reporting requirements"** no additional information is required

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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

- Follow-up
  - Progress Report
  - Site Visit
  - Documentation Requested for Area(s) of Deficiency

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Updates on Policies and Procedures

Evaluation and Operational Policies and Procedures Manual

- Evaluation and Operational Policies and Procedures (EOPP)

  - Redline copy of changes are available at the link below

  https://coda.ada.org/policies-and-guidelines

- EOPP is the Program Director's resource to CODA Policy and Procedures, please review prior to contacting CODA

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Guidelines for Reporting to CODA

Guidelines must be used for reports to CODA; where specialized guidelines exist, they must be used and all components addressed.

Reporting Program Change	Interruption of Education
Use of Distance Education	Use of Sites Where Educational Activity Occurs
Enrollment Increases	Preparation of Reports (response to site visit and progress reports)
Transfer of Sponsorship	Teach-Out
Biosketch Template (including Allied Biosketch template)	Administrator Verification Page

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Policy and Procedure Revisions

- **Due Dates for Submission of Program Reports*** to CODA

  - All reports to CODA (e.g. program change, enrollment increase, educational activity sites, etc.) must be submitted by **May 1 or November 1** if going to be reviewed at a CODA meeting.

  - Reports that may not require CODA formal review must be submitted **30 days prior to the change**.

  - Unexpected changes must be submitted **no later than 30 days following the change**.

  *Review Guidelines

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Policy and Procedure Reminders

- Program Changes

  - All program changes that <u>could affect the ability of the program to comply with the Accreditation Standards</u> must be reported to the Commission.

  - Review Guidelines to determine if reporting is required.

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Policy and Procedure Reminders

- Program Changes
  - Changes to institutional accreditor or pending adverse actions must be reported
  - Distance Education* use must be reported (temporary or permanent use)
  - Interruption of Education*

  *Guidelines for Reporting are available

Remember – you must document compliance during the site visit, even though CODA may have previously acknowledged a program change

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Policy and Procedure Revisions

Distance Education

- Distance education means education that uses one or more of the technologies to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.

- Review Policy and Guidelines for details

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Policy and Procedure Revisions

- Educational Activity Sites
  - Minor Sites - required to complete an experience at this or another site to meet a program requirement or accreditation standards; No competency (or summative) assessments.
  - Major Sites - required to complete an experience at this site to meet a program requirement or accreditation standards; Competency assessments (or summative) assessments are performed.
- Review Policy and Guidelines for details

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Policy and Procedure Revisions

- ## Enrollment Increases
  - – Predoctoral Dental Education (See Guidelines)

  - – Advanced Dental Education (See Guidelines)

  - – Allied Dental Education
    - • DH – See Guidelines
    - • DA – See Report of Program Change
    - • DLT – See Report of Program Change
    - • DT – See Report of Program Change

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Policy and Procedure Revisions

- Changes in program leadership (CEO, CAO, Program Director, Academic Dean) must be reported

  - This includes interim and permanent changes in any leadership position

  - An individual must be named at all times in the CEO, CAO and Program Director roles

  - Biosketch must be submitted for Program Director and Academic Dean only

    Note: Reporting timeline is 30 days prior to change, unless unexpected in which case reporting must be no later than 30 days after change.

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Policy and Procedure Revisions

- ## Confidentiality Policy
  - Noting that the **CEO, CAO/Dean/Academic Dean, and Program Director** are the <u>only</u> points of contact with whom CODA staff will communicate.

- ## Progress Reports
  - Identification of new deficiencies during the reporting time period will not result in a modification of the specified deadline for compliance with prior deficiencies.

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Policy and Procedure Revisions

- ## Non-Enrollment of First Year Students/Residents/Fellows

  - A program <u>must</u> maintain all resources for full complement even when enrollment is reduced or in non-enrollment

  - Program must maintain compliance with all Standards during period of non-enrollment

- ## Interruption of Education

  - An interruption that <u>requires a modification of the program, the curriculum, or</u> takes faculty, administrators or students away from the program…

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Reminder About Privacy and Data Security…

- The program's documentation for CODA (self-study, application, or reports to CODA, for example) must NOT contain any sensitive personally identifiable information **("Sensitive Personal Information" or "SPI")** as outlined in "Privacy and Data Security Requirements for Institutions". Similarly, such documentation must not contain any identifiable **Protected Health 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 SPI and all PHI, including all patient identifiers such that the SPI/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.

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Reminder About Privacy and Data Security…

If PHI and/or SPI 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

- The program is asked to send another electronic version of the self-study or report, minus the PHI or SPI

- **Program will be assessed administrative fee of $4,000**

Note: The most frequent finding of potential PHI relates to **dates that may be associated with a patient**. Remove all dates from your documents.

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Expectations Related to Privacy & Data Security

In accordance with the Business Associate Agreement (BAA) between CODA and your institution, the following is expected:

- SPI and PHI will only be viewed on-site (in the program's facility), and only to the extent necessary to conduct the work of CODA

Signed Verification Page:

- Serves as an attestation that the report/self-study/document submitted to CODA contains no prohibited Sensitive Personal Information (SPI) or Protected Health Information (PHI)

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What's New at CODA

2024 CODA Actions of Interest (Fees)

CODA Program Fees:

https://coda.ada.org/site-visitor-resources/coda-fee-schedule

Annual fees and application fees:

- 2024, 0% increase in annual fees
- 2025, 2% increase in annual fees

Annual administrative fund fee:

- 2024, waived
- 2025, waived

During the year a program is due for a regular accreditation site visit, the annual fee will be doubled.

Note – 2024 fees were distributed mid-March and are due by mid-April.

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CODA Actions of Interest (Standing Committees)

Finance

- Study CODA's revenue and expense planning model and assist with long-term projection modeling to obtain a revenue-neutral budget

- Discussion with ADA-CODA Relationship Workgroup

  - Determine a mechanism to replenish CODA's Administrative Fund annually based upon CODA's revenue after total expenses are paid.

  - Negotiate next ADA-CODA Shared Services Agreement

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CODA Actions of Interest (Standing Committees)

Quality Assurance and Strategic Planning

- Obtain information on recent changes to Pell Grant and Title IV funding, and the impact on CODA-accredited allied dental education programs

Communication and Technology

- Adopted the 2024-2028 CODA Communication Plan and Strategy, and Executive Summary Report

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CODA Actions of Interest (Standing Committees)

Documentation and Policy Review

- Revisions to Evaluation and Operational Policies and Procedures Manual

- https://coda.ada.org/policies-and-guidelines

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CODA Actions of Interest (Ad Hoc Committees)

Ad Hoc Committee on Professional Development and Mega Issues

- Directed that the Ad Hoc Committee coordinate a Summer 2024 Mega Issue discussion on "Artificial Intelligence and Dental Education.

Ad Hoc Committee established to investigate in-person, on-site work expectations for program directors to determine if changes are needed in the discipline-specific Accreditation Standards for dental education, advanced dental education, and allied dental education programs.

Ad Hoc Committee composed of all Commissioners who chair the discipline-specific Review Committees in dental, allied dental, and advanced dental education, and additional CODA Commissioners, to study the Accreditation Standards for possible revision related to the letter from The National Coalition of Dentists for Health Equity.

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CODA Actions of Interest (Predoctoral)

Ad Hoc on Predoctoral Standards

- Continue its work to review the Validity and Reliability Study and other materials to determine whether revision to the Accreditation Standards is warranted.

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CODA Actions of Interest (Dental Assisting)

Review Committee on Dental Assisting Education to further consider potential revision to Dental Assisting Standard 2-1 (Admissions) in conjunction with the Validity and Reliability Study for the Accreditation Standards for Dental Assisting Education Programs that will be conducted in Spring 2024.

Review Committee on Dental Assisting Education to further review the faculty-to-student ratios for dental assisting in conjunction with the Validity and Reliability Study for the Accreditation Standards for Dental Assisting Education Programs to be conducted Spring 2024.

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CODA Actions of Interest (Dental Assisting)

Communication to the CODA-accredited dental assisting education programs, the American Dental Association (ADA), American Dental Assistants Association (ADAA), Dental Assisting National Board (DANB), state dental boards, and state dental associations, to request the information related to dental assisting program closures and discontinuance of accreditation.

Development of educational materials for the public and academic institutions to emphasize the value of CODA-accredited dental assisting education programs.

Communication to the American Dental Association's Council on Dental Education and Licensure (ADA-CDEL) to urge CDEL and the ADA to support and encourage students to attend CODA-accredited dental assisting education programs as a pathway to the profession.

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CODA Actions of Interest (Dental Hygiene)

Appointment of an Ad Hoc Committee to Study Dental Hygiene Standards Related to Ratios, and to research and review the current faculty-to-student ratios (Dental Hygiene Standard 3-5) and faculty degree requirements (Dental Hygiene Standards 3-2 and 3-6), within the Accreditation Standards for Dental Hygiene Education Programs, with a future report to the Commission on Dental Accreditation.

Invitation to the American Dental Education Association (ADEA) to submit the names of qualified nominees for selection by the Commission to fulfill the positions of one (1) dental hygiene educator and one (1) predoctoral dental educator on the Ad Hoc Committee to Study Dental Hygiene Standards Related to Ratios.

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CODA Actions of Interest (Dental Laboratory Technology)

Formation of an Ad Hoc Committee of available members of the Dental Laboratory Technology Education Review Committee, and nominated representatives from the National Association of Dental Laboratories, the National Board for Certification in Dental Laboratory Technology, a dental laboratory technology educator, and a dental laboratory technology site visitor to conduct a comprehensive review of the Accreditation Standards for Dental Laboratory Technology Education Programs, and to further discuss relevant issues affecting the dental laboratory technology profession and industry, and how these issues impact CODA-accredited dental laboratory technology education programs with a report for further consideration by the Dental Laboratory Technology Education Review Committee and Commission in Summer 2024.

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CODA Actions of Interest (Orthodontics)

Ad Hoc Committee composed of members of the Orthodontics and Dentofacial Orthopedics Review Committee and nominees from the American Association of Orthodontists to review Standards 2-9 and 2-10 of the Accreditation Standards for Advanced Dental Education Programs in Orthodontics and Dentofacial Orthopedics.

Communication to the American Association of Orthodontists to request nominations of individuals who may serve on the Ad Hoc Committee to review Standards 2-9 and 2-10, from which the Commission will appoint two (2) to three (3) individuals.

Communication to the American Association of Orthodontists, Council on Education (COE), and Society of Educators (SOE) to request feedback for consideration by the CODA Ad Hoc Committee, including information on this topic from orthodontics and dentofacial orthopedics education programs.

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CODA Actions of Interest (Pediatric Dentistry)

Direct Pediatric Dentistry Review Committee to reconsider patient age categories and the number of required experiences in patient age categories, related to the anesthesia requirements within the Accreditation Standards for Advanced Dental Education Programs in Pediatric Dentistry.

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CODA Actions of Interest (Oral Medicine)

Communication to the Commission on Dental Accreditation of Canada for an update on the identification of representatives to serve on the ad hoc committee and CDAC's continued interest in reviewing and potentially extending reciprocity to oral medicine education programs.

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CODA Actions of Interest (Orofacial Pain)

Review Committee on Orofacial Pain Education to
meet prior to the Summer 2024 meetings
for further discussion and consideration of
possible revision to the Accreditation Standards
for Advanced Dental Education Programs
in Orofacial Pain, particularly related to
the baseline competencies for the discipline

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New and Proposed Accreditation Standards

Past and Future Validity and Reliability Studies of the Standards

Spring 2021 (delayed from 2020)

- Predoctoral Dental Education
- Oral and Maxillofacial Pathology

Spring 2021

- Dental Anesthesiology

Spring 2022

- Prosthodontics
- Orofacial Pain
- AEGD
- GPR
- Dental Public Health

2024

- Dental Assisting
- Oral Medicine
- Oral and Maxillofacial Radiology

2025

- Dental Therapy
- Oral and Maxillofacial Surgery Clinical Fellowship

Revised Standards

https://coda.ada.org/standards

January 1, 2023 implementation

- Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics (V&R)
- Periodontics (V&R)

July 1, 2023 implementation

- Accreditation Standards for Advanced Dental Education Programs in Dental Public Health
- Accreditation Standards for Advanced Dental Education Programs in Dental Anesthesiology

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Revised Standards

August 11, 2023 implementation

- Accreditation Standards for Dental Assisting Education Programs (Standards 2-7 and 3-6)

July 1, 2024 implementation

- Accreditation Standards for Advanced Dental Education Programs in Oral and Maxillofacial Radiology (new Standard 4-16)

- Accreditation Standards for Advanced Dental Education Programs in Orofacial Pain (new Standard 2-10)

- Accreditation Standards for Advanced Dental Education Programs in Orofacial Pain (V&R)

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Revised Standards

January 1, 2025 implementation

- Accreditation Standards for Advanced Dental Education Programs in Pediatric Dentistry (revised anesthesia standards)

July 1, 2025 implementation

- Accreditation Standards for Advanced Dental Education Programs in Dental Public Health (V&R)

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Proposed Standards: Comments Due

https://coda.ada.org/accreditation/open-hearings-comments-due

Comment Due <u>June 1, 2024</u>:

- <u>All</u> Advanced Dental Education Discipline Standards (related to program sponsor and authority to operate)

- Accreditation Standards for Advanced Dental Education Programs in Oral and Maxillofacial Surgery (Residency) (related to various standards)

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Proposed Standards: Comments Due

https://coda.ada.org/accreditation/open-hearings-comments-due

Comment Due June 1, 2024 (as directed at CODA's Winter 2024 meeting):

- Accreditation Standards for Advanced Dental Education Programs in Advanced Education in General Dentistry (related to the optional second year for residency programs)

- Accreditation Standards for Advanced Dental Education Programs in General Practice Residency (related to the optional second year for residency programs)

- Accreditation Standards for Advanced Dental Education Programs in Endodontics (related to program director full-time status)

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Proposed Standards: Comment Portal

Written comments will only be received through the CODA electronic comment portal.

Each Standards revision has its own unique comment portal.

https://coda.ada.org/accreditation/open-hearings-comments-due

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Why Stay Informed on Standards Revisions?

- **It is the program's and site visitor's obligation to stay up-to-date on the Standards for compliance.**

- A program's compliance is evaluated with accreditation standards ("must" statements) that have been **adopted and implemented at the time of the site visit.**

- Programs may need to modify the self-study if standards have been implemented during the self-study development process.

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How to Stay Informed on Standards Revisions

- CODA helps you stay current by **emailing you notifications** *[e.g., "CODA Communicator," "CODA Alert," emails to a specific set(s) of program directors, communities of interest]*
  - Note that "opt out" will not receive CODA communications

- CODA conducts **workshops** and posts materials to its website

- Please access the **CODA website** periodically

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A Reminder on the Structure of Standards

- The MUST statement is the requirement and mandatory for compliance.

- The SHOULD statement is a method to achieve the "must" but not mandatory.

- The INTENT statement provides clarification on the requirement; the reason and purpose, not exclusive or exhaustive.

- The EXAMPLES OF EVIDENCE are ways to document compliance, may include these items or other methods of documentation.

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Frequency of Citings

- Developed annually, each summer.

- Compilation report of all standards cited during the period of implementation of Standards.

- Reference for program, especially at time of site visit.

For Predoc Programs: https://coda.ada.org/site-visits/coda-dds-dmd-site-visits/dds-dmd-site-visit-documents

For Dental Therapy Programs: To ensure confidentiality, Frequency of Citings Reports will not be made available in disciplines where a limited number (three or less) of programs have been site visited.

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If in Doubt on Current Standards or Policies:

- Check the CODA website

https://coda.ada.org/standards

- Contact CODA staff

https://coda.ada.org/about-coda/coda-staff

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Predoctoral Standards Revisions

Standard 2-24

At a minimum, graduates **must** be competent in providing oral health care within the scope of general dentistry, as defined by the school, including:

d. health promotion and disease prevention, including caries management;

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New Dental Education Standards (7/1/20)

Standard 2-25 Graduates **must** be competent in assessing <u>and managing</u> the treatment ~~needs~~ of patients with special needs.

Intent:

An appropriate patient pool should be available to provide experiences that may include patients whose medical, physical, psychological, or social situations make it necessary to consider a wide range of assessment and care options. <u>*As defined by the school, these individuals may include, but are not limited to, people with developmental disabilities, cognitive impairment, complex medical problems, significant physical limitations, and the vulnerable elderly.*</u> *~~The assessment should emphasize the importance of non-dental considerations. These individuals include, but are not limited to, people with developmental disabilities, cognitive impairment, complex medical problems, significant physical limitations, and the vulnerable elderly.~~ Clinical instruction and experience with the patients with special needs should include instruction in proper communication techniques* <u>*including the use of respectful nomenclature,*</u> *~~and~~ assessing the treatment needs compatible with the special need,* <u>*and providing services or referral as appropriate.*</u>

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Standard 2-24

At a minimum, graduates **must** be competent in providing oral health care within the scope of general dentistry, as defined by the school, including:

k. oral mucosal, temporomandibular, and osseous disorders;

Online Resources

Program Director 101

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

- SAVE THE DATE
  - Thursday, April 11, 2024 3:00 PM – 5:00 PM CT

- Slides will be posted to CODA's website following the webinar

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Site Visitor Update

April 15, 2024

- Predoctoral and Dental Therapy, 9-11am
- Allied, 12-2pm
- Advanced, 3-5pm

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"Site Visit Orientation" Website

https://coda.ada.org/site-visits/coda-dds-dmd-site-visits

- Provides narrative information on site visit process
- Site visit related documents are downloadable

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Site Visit information: What's Included?

- **The Site Visit Process**
  - Prep for Dental Site Visit
  - Before Your Dental Site Visit
  - During Your Dental Site Visit
  - After Your Dental Site Visit
  - Dental Site Visit Documents https://coda.ada.org/site-visits/coda-dds-dmd-site-visits/dds-dmd-site-visit-documents
  - Upcoming Dental Site Visits

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Site Visit information: What's Included?

- **Information about the site visit**
  - Before the visit
  - During the visit
  - After the visit

- **Documents**
  - Standards
  - Self-study guide
  - Site Visitor Evaluation report (SVER)
  - Frequency of citings
  - Materials to be available onsite
  - https://coda.ada.org/site-visits/coda-dds-dmd-site-visits/dds-dmd-site-visit-documents

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Commission Policies and Procedures

- **Policies and Procedures**
  - Evaluation and Operational Policies and Procedures Manual (EOPP), including

    - Complaint Policy
    - Policy and Guidelines for reporting a program change, off-campus sites, enrollment, distance education, etc.

  https://coda.ada.org/policies-and-guidelines

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Accreditation Updates

- Meeting Dates

https://coda.ada.org/accreditation/meeting-materials

- Reports of Major Actions and Minutes of past meetings

https://coda.ada.org/accreditation/post-meeting-actions

- Hearing information

https://coda.ada.org/accreditation/open-hearings-comments-due

- Site Visit Schedules (U.S. and International)

https://coda.ada.org/site-visitor-resources/site-visit-schedule

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Other *CODA Communications*

- CODA Communicator E-Newsletter
  https://coda.ada.org/accreditation
  - Distributed twice per year, following each Commission meeting

- Commission Alerts Emails
  - Hearings
  - Review Committee Openings
  - Nominations for Site Visitors

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Points of Contact

- The program director (dental dean) 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.

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E-mails to the Commission Office

- CODA cannot accept emails from "secure" email systems where the recipient is asked to log into that system and create a password.

- CODA cannot 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.

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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**).

- Please provide us your address at your sponsoring institution as your business address for CODA's record.

- This is especially important to ensure delivery of the Annual Survey and other important information.

- *If you are also a site visitor, we need to know this immediately as it can affect where you are able to serve as a site visitor and also the secure delivery information.*

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Volunteering with CODA

Why Volunteer with CODA?

- Helps you keep informed on latest activities, policies and standards

- May fulfill requirements for promotion and tenure

- Give back to the profession.

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Call for Nominations: Review Committees

- CODA seeks nominations for various positions on review committees.

- Nomination Deadline is June 1, 2024

- List of Positions, Nomination Criteria, and Nomination Form found at https://coda.ada.org/accreditation/call-for-nominations

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Call for Nominations: CODA Site Visitors

- CODA seeks nominations for site visitors.

- Nomination Deadline is December 1, 2024

- Greatest need in:
  - Dental Therapy
  - Allied Dentists (dentist for allied site visits)
  - National Licensure (predoctoral)
  - Finance (predoctoral)
  - Chair (predoctoral)

- Nomination Criteria, and Nomination Form found at https://coda.ada.org/accreditation/call-for-nominations

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Ongoing Appointment: CODA Site Visitors

- Remember, annual paperwork and mandatory annual training/retraining are required to maintain active status.
    - Annual training/retraining required

- Please reply to CODA staff emails in a timely fashion (by the deadline).

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To contact CODA staff

Staff contacts are found on CODA's website:

https://coda.ada.org/about-coda/coda-staff

Please contact staff by email and phone.

CODA conducts all business electronically. Therefore, we ask that you not send postal mail to the Commission office.

Commission on Dental Accreditation

211 E. Chicago Ave., Chicago IL 60611

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QUESTIONS?

Thank You!