

Commission on Dental Accreditation Orientation for Allied Dental Program Directors with Site Visits 2023-2025

Tuesday, March 28, 2023

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
 - New and Proposed Standards Revisions
 - Online Resources

Site Visit Letter #1- Notification of Site Visit

- Sent approximately 1 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 director(s)
- 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

Site Visit Letter #1: Notification of Site Visit

Forms and documents include:

- Confirmation of Site Visit Date Form - [return of form required](#)
- Institutional Officers, Program Director and Personnel Data Forms - [return of forms required](#)
- Transportation and Hotel Information Form - [return of form required](#)
- Sites Where Education Activity Occurs Form - [return of form required](#)
- Accreditation Standards and Self-Study Guide - [provided link to CODA website](#)
- Site Visitor Evaluation Report (SVER) - [provided link to CODA website](#)
- Electronic Submission Guidelines - [provided link to CODA website](#)
- Privacy and Data Security Reminder – [provided link to CODA website](#)

- **It is very important that you return the above documents by the due date because we cannot move forward with scheduling your site visit without the documents**

Sites Where Educational Activity Occurs Form

- All sites (not the main program location) and all program rotations must be documented (clinical and didactic)
- Site visit team will review this form and determine which sites will be included in the visit
- If the visit must be extended to accommodate travel to sites, the program is responsible for additional expenses and will be invoiced following the visit
- More discussion later

Guidelines for Return of Forms

- Please centralize the return of all forms through the designated Institutional Site Visit Coordinator/Program Director
- Return one (1) complete set of forms within a single submission
- Please return forms with all data completed

Site Visit Letter #2: Acknowledgement of Site Visit

- Sent approximately 2-3 months after the documentation from Letter #1 has been received by CODA
 - Letter and forms to Director (via e-mail); copy to CEO and CAO
 - Provided there is enrollment in program
 - State Board Participation Form - **return of form required**
 - Site Visitor Screening Lists - **return of form required**
 - Policy on Site Visitors
 - Policy on Complaints Directed at CODA-accredited Programs
 - Policy on Conflict of Interest
 - Frequency of Citings
 - Third Party Comment Policy and Posting
 - Suggested Agenda
- It is very important that you return the above documents by the due date because we cannot move forward with assigning site visitors to your site visit**

Screening Lists and Conflict of Interest Policy

- 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

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 a program at 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.

Site Visit Letter #3: Final Communication

- Sent approximately 3 months prior to the site visit
- Final correspondence and forms to Program Director (via e-mail); copies to CEO and CAO:
 - Site Visit Committee Roster
 - Instructions for Site Visitors Evaluating Dental Education Programs
 - Letter to Students from CODA
 - Data Profile (5-year annual survey data)
 - Contains data gathered from programs through the Annual Survey
 - Electronic Submission of Self-Study Guides - [provided link to CODA website](#)
 - Privacy and Data Security Reminder - [provided link to CODA website](#)

Consulting: Mock Site Visits

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

Consulting

- Individuals who provide consultation services **do not represent CODA**
- If you use a CODA site visitor for consultation services, the program must identify that individual on the screening list and must strike the individual with an explanation

Silent Observer Opportunity

- Requests for the opportunity to observe a site visit are made through a letter from the chief administrative officer (Dean/chief/chair) of the dental education program.
- Requests should be made, **at a minimum, a year in advance.**
- While the observer may request to observe a specific site visit, Commission staff will make the final determination based upon the site visit schedule and availability of observation opportunities.
- A program is provided **one opportunity to send one observer** to a site visit.

Further Preparation for Site Visit

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

- **Mock Site Visit**
 - NOT required by CODA
 - NOT sanctioned by CODA
 - NOT coordinated by CODA

The Self-Study Process

The Self-Study

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

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

- Provide site visitors with complete, accurate and current information about the program
- Ensure that the accrediting process is an essential component of program improvement, not just an external review

Suggested Timetable for Development of Self-Study

Months prior to visit (approximate)

- 12 Program is notified of site visit date. Develop plan for self-study process, identify resources
- 6 Prepare rough draft of self-study document. **DO NOT include Protected Health Information (PHI) or Personally Identifiable Information (PII)**
- 5 Draft document is reviewed institution-wide
- 4 Self-study document finalized and duplicated
- 3 Solicit comments in accordance with the “Policy on Third Party Comments”
- 2 Final self-study document and agenda forwarded to members of visiting committee 60 days prior to visit.

Instructions for Completing the Self-Study

- Available in Word format. **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 PII, 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

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

Document Should 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)
- **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**

Document Should Include, continued

- **Self-Study Report**

- Previous Site Visit Recommendations
- Compliance with Commission Policies
 - Third Party Comments
 - Complaints
 - Program Changes
 - Distance Education
- Program Performance with Respect to Student 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

Document Should Include, continued

- **Supporting Documentation (Appendices and Exhibits)**
 - Should not exceed what is necessary to demonstrate compliance
 - Number exhibits sequentially
 - Include appendices as appropriate
 - Self-Study Guides include BioSketch templates. **Do not send CVs**
- **Conclusions & Summary**
 - List identified strengths and weaknesses
 - Describe action plans for any weaknesses

Self-Study document must be page numbered and bookmarked

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.

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 bookmarked and page numbered for easy navigation by the reader

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 “PII”)** as outlined in “Privacy and Data Security Requirements for Institutions”. Similarly, such documentation **must not contain any identifiable patient information (“PHI”)**; therefore, no “patient identifiers” may be included. This applies whether or not the program is required to comply with HIPAA.
- Before sending documents to CODA, **appropriately redact all PII and all PHI**, including all patient identifiers such that the PII/PHI and patient identifiers cannot be read or otherwise reconstructed.
 - Covering data with ink is not an appropriate means of removing data from a hard copy document and may sometimes be viewable when such documents are scanned to an electronic format.

Reminder About Privacy and Data Security...

- If PHI and/or PII is found, or if it is inappropriately or inadequately redacted:
 - The institution's CEO, CAO, and HIPAA compliance officer, along with the program director, is notified of the CODA violation
 - The program is asked to send another electronic version of the self-study, minus the PHI or PII, to the visiting committee and the Commission office
 - **Program will be assessed administrative fee of \$4,000**

Assembling and Distributing the Self-Study

- The 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-Portal at least 60 days prior to the site visit. Notify appropriate CODA manager and site visit team once upload is complete.
 - Contact CODA office for access to E-Portal. One (1) access granted per program, for the program director only. Do not circulate your login credentials
- Review Policy/Guidelines on Electronic Submission of Self-Study

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/PII)**
- Documents should be positioned so that they do not need to be rotated to view

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

- Submission of single page or single document electronic files is not acceptable.
- 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.

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 electronic report must not link to information on the Internet
- Insert or “embed” all web-based information into the report

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>

Electronic Submission of Self-Study and Reports

- Every effort should be made to ensure that the document is concise and contains only the information necessary to demonstrate compliance with the Accreditation Standards.
- If sample completed forms that include fictitious Protected Health Information (PHI) or Personally Identifiable Information (PII) are included, **you must mark the document “fictitious sample.”** Otherwise, this could be identified as a violation of CODA policy (See Privacy and Data Security reminder at the end of the Guidelines document).

Electronic Submission of Self-Study and Reports

- **Do not include marketing brochures/documents, case studies, presentation materials, or examinations that include information which may be identified as PHI or PII (e.g., patient photos) even if the appropriate authorization or consent from the patient/person to release the information has been obtained.**
 - 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 must not 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.

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 10.4.23)
- 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

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.

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 site visit team 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 needs to be clear and concise. Include only what is necessary to demonstrate compliance
- Make sure you are using the **current** Standards and Self-Study when completing the self-study
 - But, be sure you are using the standards and self-study that will be in effect **on the date of your site visit**
- When assembling the self-study, double check (and even triple-check) to make sure no unwanted documentation, especially documentation that may contain PHI or PII has been included

Conduct of the Site Visit

Site Visit Team (a.k.a. Visiting Committee)

- 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.

Composition of the Visiting Committee

Committee may include the following members...

- Discipline-specific site visitor(s)
- Allied Dentist*
- NADL Representative*
- State board representative (if invited)
- Silent observer (if requested by CODA)
- Review Committee member and/or Commissioner observer (if requested by CODA)
- CODA Staff (if on the visit)
- Check final roster (Letter #3) for site visit attendees
- All observers must sign confidentiality agreements prior to obtaining site visit materials

Responsibilities of the Site Visit Chair

- Serve as liaison between the team and program
- Review site visit schedule with team and program to ensure it complies with CODA template
- Request information before and during the visit on the site visit team's behalf

Composition of the Visiting Committee

Single discipline program visit:

- Two discipline-specific site visitors (one serves as Chair) and other attendees as noted on roster
- 1.75 days in length ends at **3:00 PM** on the second day
- Can be extended if multiple sites to visit

Composition of the Visiting Committee

Multi-discipline site visit:

- **2.5 days** in length, ends at **10:00 AM** on third day
- CODA Staff or Site Visit Chair
- One discipline-specific site visitor per discipline
- Allied Dentist
- NADL Representative*
- Other attendees as noted on roster

- 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 allied dental education visits: assists the team in assessing the practice needs of employer-dentists in the community and in reviewing those aspects of the program which may involve the delegation of expanded functions.
 - The state board representative is a member* of the site visit team and will be treated accordingly. They are not merely an observer.

*If a vote is required for a recommendation, only the CODA members will vote

Silent Observation Opportunity

- Request should be made at a minimum one (1) year in advance.
- Opportunities granted on first come first serve, pending approval of program to be observed.
- Formal written request is made by CAO.
- One institutional representative may request to observe a site visit in the discipline to be assessed.
- Expenses paid by your own institution.
- Scheduling arranged by CODA staff.
- One observer allowed per site visit.

Silent Observer

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

Meeting Rooms

- Single program visit:
 - One main (private) “lockable” meeting room
 - Chair outside for waiting faculty
 - Sign outside
- Multiple program visit:
 - One main (private) “lockable” meeting room for team executive sessions and group interviews
 - One smaller (private) “lockable” room for each discipline

Computer Support

Helpful to have but not required.....

- One IBM-compatible computer (with Microsoft Word) available for use during the visit
- Access to a printer
- Access to a shredder

Suggested Site Visit Agenda

- Provided in mailings to program in advance of visit
- **Must** be completed and included with submission of self-study
- Follow suggested agenda **as closely as possible**
- Variations can be discussed with CODA staff and Chair of the visiting committee
- Include Advisory Board Executive Session Luncheon
- Staff/Site visit chair may discuss revisions until team approves
- Have finalized version hard copies available on-site
- Do not plan evening or social activities for the site visitors
- Please check with site visit team regarding inclusion of educational activity sites on agenda

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 Schedule and Self-Study in the CODA Electronic Portal 60 days prior to the site visit
- Be prepared to add visitations to educational activity sites
 - DH may visit sites; DA/DLT must visit 2 offices/labs

The Agenda Includes ...

- Opening interviews with Administration and Director
- Tour of facilities used and Learning Resource Center
- Faculty Interviews
- Advisory Board Session/Luncheon
- Interviews with **all** students
- Visitation to affiliated sites (if applicable)
- Final conference with Administration and Director

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

Breakfast/Lunch and Executive Sessions

- Light breakfast and lunch is appreciated.
- 1.75 Day Visit: lunch with Advisory Committee on first day; Day 2 is an executive session lunch
- 2.5 Day Visit:
 - Day 1 – executive session prior to lunch with Advisory Committee/faculty/administration; executive session with Advisory members only after lunch
 - Day 2 – executive session lunch

Tips for Site Visit Schedule

- Program Director/Administrator is **not** included in faculty interviews (except in areas where they have course assignments)
- **All** students expected for interview
- Follow the template agenda sent in Letter #2
- You have flexibility to some extent with the suggested agenda template; however, all components of the agenda must be included.

Interviews and On-Site Document Review

Program Director and Faculty Roles

- Program Director:
 - The program director interview is a one-on-one session with the site visitor(s) and program director
 - Program director-please be sure you are available to site visit team as needed throughout the visit
- Faculty:
 - Participate in applicable curriculum conferences
 - Program Director and Dean/other leadership must not participate in faculty interviews

NOTE: Confidentiality is stressed in all conferences

Faculty Interviews

- ✓ Confidential
- ✓ 10-15 minutes per course
- ✓ Schedule courses by faculty
- ✓ 1st year curriculum on 1st day
- ✓ Faculty with primary responsibility attends
 - ✓ Team-taught courses (two primary)
 - ✓ CODA will not interview additional clinical and laboratory faculty
 - ✓ Faculty outside program (possible)

Faculty Interviews

Advise faculty to bring:

- ✓ Course materials/syllabi/schedules
- ✓ Completed evaluation examples
- ✓ Student assignment examples
- ✓ Be prepared to discuss their qualifications (Biosketch, CE, Ed Meth)

Student Interviews

- Visiting committee will meet with all students as a group (first and second year dental hygiene or dental laboratory technology students)
- Separate conferences are scheduled for the students of each discipline
- Faculty and program director **must not** participate in student interviews
- NOTE: Confidentiality is stressed in all conferences

Liaison/Advisory Conference

- First day luncheon recommended*
- Program administration and faculty included (1st half)
- Stress importance of advisory member attendance and prepare them well in advance
 - Should be able to discuss their experiences on advisory
- Allow 30 minutes for meal, remaining time for conference with advisory committee members
- Advisory members could attend virtually.

** Alternatives should be arranged with staff/site visit*

Tour 2 Extramural Facilities (DA & DLT Only)

Provide list of all extramural clinical/laboratory sites used by the program in the self-study

- Type of facility or practice
- Distance from the school
- Preferred to visit at least one site not associated with advisory committee members
- Program director drives and remains in waiting room

Program notifies selected sites about the nature of the visit

Approximately 10-15 minutes per site

Team may speak to office manager, assistant in primary contact with the student, and student (if appropriate)

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

Final conference(s)*

- Visiting committee conducts exit interview with program director first (may include other individuals as the institution desires)
- Committee conducts exit interview with administration (CEO and CAO)
 - may include program director and other individuals as the institution desires
 - must include the CEO or his/her designee

*Program may request to combine conferences

Final Conference

- ✓ Institution determines attendees.
- ✓ The draft team report is presented verbally.
- ✓ Notes are welcome, but no recording of any kind (video, audio, smart phones, etc.) is allowed.
- ✓ Take handwritten notes and ask questions while the team is available.
- ✓ Chronology of events after visit will be explained.

The Final Conference

- The team will present its findings at the final conferences in a verbal report
- Again, the CEO and CAO or their designee must be present
- May include recommendations or suggestions
- The Commission grants the accreditation status

After the Final Conference

- Commission Staff is Primary Contact
 - Do not contact the site visit team following the visit
- Preliminary Draft Site Visit Report
- Institutional Response
- Commission Review Process
- Transmittal of CODA Actions

Feedback after the visit

- Post-Site Visit Survey
- E-mailed to program director and CAO (confidential)
- CODA requests feedback on site visit logistics and Commission materials
- CODA requests feedback on site visit team

What Happens After the Site Visit?

Preliminary Draft Site Visit Report

- Preliminary Draft Site Visit Report in approximately 6 weeks
- Program has 30 days to respond to factual inaccuracies or differences in perception
- Program may choose to report progress made toward meeting any recommendations (due by June 1 or December 1)

Preliminary Draft Site Visit Report

- A **recommendation** is made when the program does not comply with a standard. The program must report changes made to bring the program into compliance.
- A **suggestion** is made when a program complies with the standard, but an area could be enhanced. The program is *not* obligated to respond.

Response to Preliminary Draft Site Visit Report

- If **no** Recommendations as a result of the site visit
 - Note differences in perception
 - Correct factual inaccuracies
 - Narrative
 - Statistical or summary data

Response to Preliminary Draft Site Visit Report

- The program can begin work immediately on any identified areas of non-compliance
- Can submit evidence to show compliance
- Will be reviewed by Commission before making accreditation decision
- Deadline for submission will be noted in the letter accompanying the draft site visit report

Accreditation Decisions

- 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

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

Progress Report

- If program is awarded “**approval with reporting requirements**” a progress report will be required in approximately 6 months
 - Defined period of compliance
 - Dependent upon length of program, it will receive *up to* 18 or 24 months to demonstrate compliance
- **Note:** If there are outstanding recommendations and the Standard has changed/revised, the institution will be held to the new standard

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

Guidelines for Reporting to CODA

<https://coda.ada.org/policies-and-guidelines/program-changes-deadlines-and-other-report-guidelines>

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

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

Reminder about Interruption of Education (Due to COVID)

- **Reminder:**
 - COVID-related flexibility was only permitted for the Class of 2020 and Class of 2021
 - Any other interruptions that occurred beyond those approved by CODA must be (must have been) reported to CODA

Policy and Procedure Reminders

- Program Changes

- All program changes that could affect the ability of the program to comply with the Accreditation Standards must be reported to the Commission.
- Review Guidelines to determine if reporting is required.

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* (Reminder: flexibility ended with Class of 2021)

*Guidelines for Reporting are available

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

Policy and Procedure Revisions

- Distance Education
 - Distance education means education that uses one or more of the technologies listed below [noted in policy] to deliver instruction to students/residents/fellows who are separated from the instructor or instructors and to support regular and substantive interaction between the students/residents/fellows and the instructor or instructors, either synchronously or asynchronously.
 - Review Policy and Guidelines for details

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

Policy and Procedure Revisions

- **Enrollment Increases**
 - Predoctoral Dental Education (See Guidelines)
 - Advanced Dental Education (See Guidelines)
 - Allied Dental Education
 - DH – See Report of Program Change (Note: DH specific guidelines are under development)
 - DA – See Report of Program Change
 - DLT – See Report of Program Change

Policy and Procedure Revisions

- Changes in program leadership (CEO, CAO, Program Director) 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 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.

Policy and Procedure Revisions

- Confidentiality Policy
 - Noting that the **CEO, CAO/Dean/Academic Dean, and Program Director** are the only 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.

Policy and Procedure Revisions

- **Non-Enrollment of First Year Students/Residents/Fellows**
 - A program must 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 requires a modification of the program, the curriculum, or takes faculty, administrators or students away from the program...

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 “PII”)** as outlined in “Privacy and Data Security Requirements for Institutions”. Similarly, such documentation **must not contain any identifiable patient information (“PHI”)**; therefore, no “patient identifiers” may be included. This applies whether or not the program is required to comply with HIPAA.
- Before sending documents to CODA, **appropriately redact all PII and all PHI**, including all patient identifiers such that the PII/PHI and patient identifiers cannot be read or otherwise reconstructed.
 - Covering data with ink is not an appropriate means of removing data from a hard copy document and may sometimes be viewable when such documents are scanned to an electronic format.

Reminder About Privacy and Data Security...

- If PHI and/or PII is found, or if it is inappropriately or inadequately redacted:
 - The institution's CEO, CAO, and HIPAA compliance officer, along with the program director, is notified of the CODA violation
 - The program is asked to send another electronic version of the self-study, minus the PHI or PII, to the visiting committee and the Commission office
 - **Program will be assessed administrative fee of \$4,000**

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

What's New at CODA

2023 CODA Actions of Interest (Fees)

CODA Program Fees:

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

Annual fees and application fees:

- 2023, 2% increase in annual fees
- 2024, 0% increase in annual fees
- Annual administrative fund fee:
 - 2023, waived
 - 2024, \$25 per program
- During the year a program is due for a regular accreditation site visit, the annual fee will be doubled.

Note – 2023 fees were distributed mid-March and are due by mid-April.

CODA Actions of Interest (Standing Committees)

- Communication and Technology
 - Review the Communication Plan in 2023
- Finance
 - Study CODA's revenue and expense planning model and assist with long-term projection modeling to obtain a revenue-neutral budget

CODA Actions of Interest (Ad Hoc Committees)

- 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.
- Ad Hoc on Dental Hygiene
 - Review Standards on Faculty, Curriculum, and Develop Enrollment Guidelines
- Ad Hoc on Ratios within CODA Standards
 - To review ratios within the Commission's Accreditation Standards

CODA Actions of Interest (Ad Hoc Committees)

- Ad Hoc on Volunteerism
 - Survey past and current site visitors and current Review Committee members to determine barriers to service, perceptions and attitudes toward volunteering, and links of volunteerism to service, promotion and tenure
- Ad Hoc on Alternative Site Visit Methods
 - Gather data to facilitate the study of alternative site visit methods to identify whether any changes in processes or procedures for the conduct of site visits using alternative methods could be implemented long-term.

Update on Ongoing Ad Hoc Committees

- **Ad Hoc on Geriatric Dentistry Request**
 - The Commission directed that a process of accreditation not be established at this time.
- **Ad Hoc on Operative Dentistry Request**
 - The Commission directed that a process of accreditation not be established at this time.
- **Ad Hoc on Oral Medicine Reciprocity**
 - No further update at this time.

Update on Ongoing Ad Hoc Committees

- Ad Hoc on Advanced Dental Education Delivery Models
 - Direct all advanced dental education Review Committees to consider the proposed revisions to advanced dental education Standards related to sponsoring organization and authority to operate, for possible adoption and implementation, with report to the Commission in Summer 2023.

New and Proposed Accreditation Standards

Revised Standards

<https://coda.ada.org/standards>

- **July 1, 2022 implementation**
 - Predoctoral Dental Education (2-24k temporomandibular disorders)
 - Dental Hygiene (V&R)
 - Endodontics (V&R)
 - Orthodontics and Dentofacial Orthopedics (V&R)

Revised Standards

- **August 5, 2022 implementation**
 - Advanced Dental Education Programs in Advanced Education in General Dentistry (V&R)
 - Advanced Dental Education Programs in General Practice Residency (V&R)
 - Accreditation Standards for Dental Assisting Education Programs (Institutional Accreditation)
 - Accreditation Standards for Dental Hygiene Education Programs (Institutional Accreditation)
 - Accreditation Standards for Dental Laboratory Technology Education Programs (Institutional Accreditation)
 - Accreditation Standards for Advanced Dental Education Programs in Prosthodontics Education (V&R)

Revised Standards

- **January 1, 2023 implementation**
 - Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics (V&R)
 - Periodontics (V&R)

- **February 10, 2023 adoption**
 - Accreditation Standards for Advanced Dental Education Programs in Dental Public Health, with an implementation date of July 1, 2023
 - Accreditation Standards for Advanced Dental Education Programs in Dental Anesthesiology, with an implementation date of July 1, 2023

Proposed Standards: Comments Due

Comment Due June 1, 2023:

- Oral and Maxillofacial Radiology
- Pediatric Dentistry
- Orofacial Pain
- Dental Assisting

Comment Due December 1, 2023:

- Dental Public Health
- Orofacial Pain

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

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>

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.

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]
- CODA conducts **workshops** and posts materials to its website
- Please access the **CODA website** periodically

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.

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>

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 6, 2023
- Slides will be posted to CODA's website following the webinar

“Site Visit Orientation” Website

<https://coda.ada.org/site-visits/allied-dental-site-visits>

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

Site Visit information: What's Included?

- **The Site Visit Process**

- Prep for Allied Dental Site Visit

- Before Your Allied Site Visit

- During Your Allied Site Visit

- After Your Allied Site Visit

- Allied Site Visit Documents

- <https://coda.ada.org/site-visits/allied-dental-site-visits/allied-dental-site-visit-documents>

- Upcoming Allied Site Visits

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/allied-dental-site-visits/allied-dental-site-visit-documents>

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>

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>

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

Points of Contact

- The program director is responsible for the program and is considered CODA's primary contact.
- If anyone other than the program director, CAO or CEO (e.g., coordinators or other faculty members or department chairs) contacts CODA for purposes of interpretation of policy, interpretation of Standards, reporting program changes, guidance on completing documents, etc., please be aware that CODA staff will not discuss program activities unless the program director is also involved in the discussion.
- CODA will communicate only with the program director, chief administrative officer and chief executive officer regarding confidential accreditation matters per policy. It is the responsibility of the program/institution to share information with others within the institution it deems necessary.

E-mails to the Commission Office

- 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.

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.*

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.

Call for Nominations: Review Committees

- CODA seeks nominations for various positions on review committees.
- Nomination Deadline is June 1, 2023
- List of Positions, Nomination Criteria, and Nomination Form found at <https://coda.ada.org/accreditation/call-for-nominations>

Call for Nominations: CODA Site Visitors

- CODA seeks nominations for site visitors.
- Nomination Deadline is **June 1, 2023**
- Greatest need in:
 - Dental Assisting
 - Dental Laboratory Technology
 - Allied Dentists (dentist for allied site visits)
 - National Licensure (predoctoral)
 - Finance (predoctoral)
- Nomination Criteria, and Nomination Form found at <https://coda.ada.org/accreditation/call-for-nominations>

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).

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

Questions?

Thank you