Welcome to the CODA Question and Answer Session

American Dental Education Association
Annual Meeting
March 10, 2024

Welcome and Introductions

- Welcome to the Commission on Dental Accreditation's Question and Answer Session, we are happy that you joined us.

- Introductions:
  - CODA Leadership
  - CODA Commissioners
  - CODA Staff

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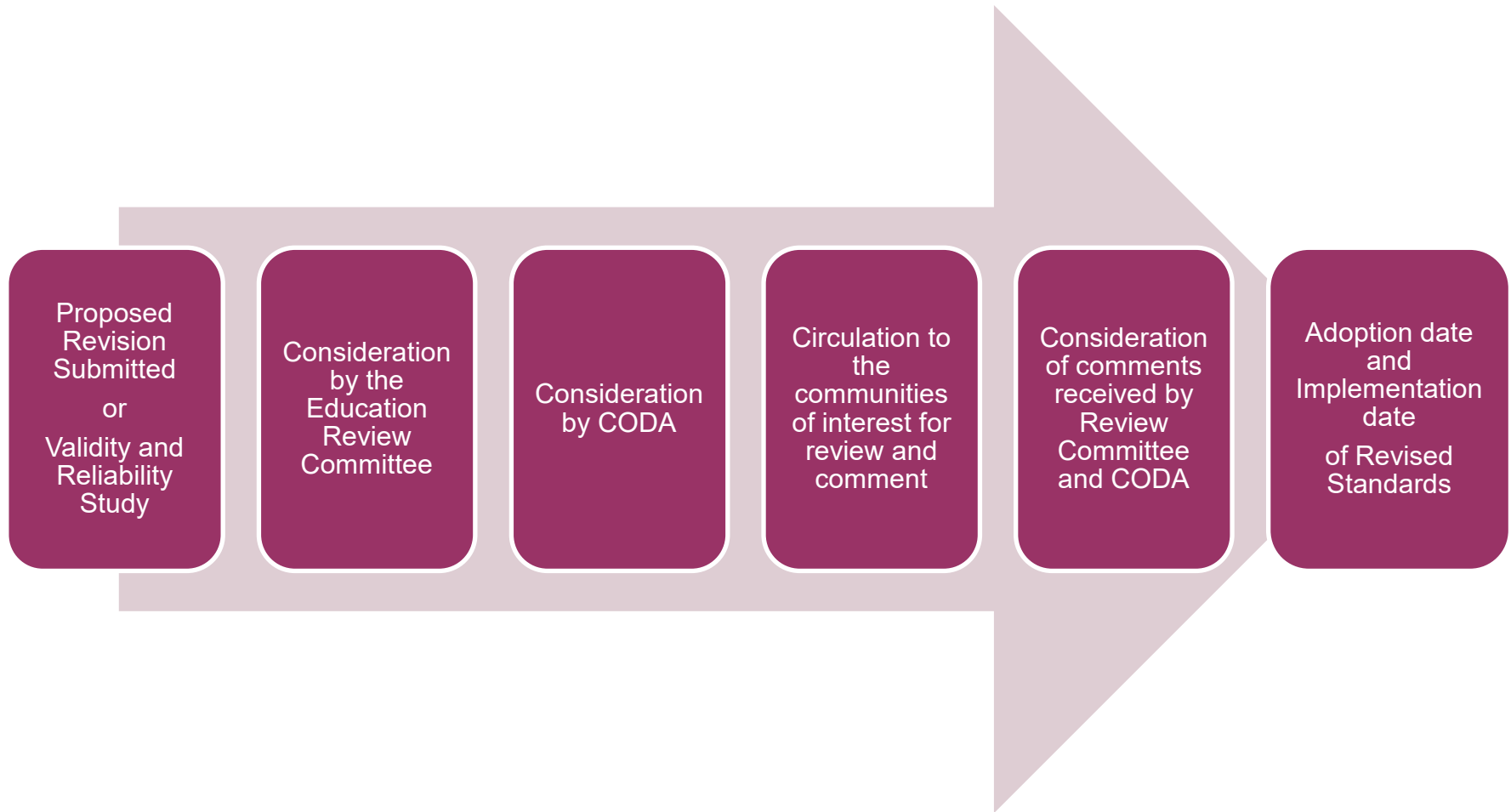# Ground Rules for CODA Q&A Session

- This session is NOT a Hearing on Standards, there will be no comments received on CODA Standards, policies and/or procedures during this session.

- Similarly, there will be no debates related to activities of the Commission.

- CODA members and staff are here to provide information and address questions of a general nature related to CODA activities.

- **Please keep in mind that you are here with many other colleagues; therefore, your questions should be of a general nature so that your confidential program information is not shared publically.**

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What We'll Discuss….

- Accreditation Standards Revisions

- Policy and Procedure Reminders

- What's New at CODA

- Technology Usage and CODA's E-Portal

- Online Resources and Staff Contacts

- Volunteering with CODA

- Q&A, as time permits

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Accreditation Standards Revisions

Standards Revision Process

Proposed Revision Submitted or **Validity and Reliability Study** → **Consideration by the Education Review Committee** → **Consideration by CODA** → **Circulation to the communities of interest for review and comment** → **Consideration of comments received by Review Committee and CODA** → **Adoption date and Implementation date** of Revised Standards

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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 <u>June 1, 2024 (as directed at CODA's Winter 2024 meeting)</u>:

- 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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Upcoming Event: Hearing on Standards

Thursday, March 21, 2024

5:00pm – 6:00pm Central Time

Registration Required:

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

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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 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 <u>and</u> 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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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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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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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.

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

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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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Policy and Procedure Reminders

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

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

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Policy and Procedure Revisions

- 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 Revisions

- Distance Education
  - Distance education means education that uses one or more of the technologies 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

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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

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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.

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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 requires a modification of the program, the curriculum, or takes faculty, administrators or students away from the program…

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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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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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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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What's New at CODA

New Programs Accredited Winter 2024

Educational Program	Number
Predoctoral Dental Education	1
International Predoctoral Dental Education	1
Dental Hygiene	5
Dental Assisting	1
Dental Anesthesiology	1

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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 (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.

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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Technology Usage and CODA's E-Portal

CODA E-Portal and Site Visit Process

- Program Access:
  - One (1) login for program director only
  - Submission of Self-Study (60 days before site visit; portal open just prior to due date)
  - Submission of large reports that cannot be sent to CODA by email (first contact the CODA office)
  - Submission of Application (for program seeking accreditation)

Online Portal Access: https://coda.ada.org/portal

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Policy on Electronic Submission of Accreditation Materials

- All institutions will provide the Commission with an electronic copy of all accreditation documents/reports and related materials. The program's documentation for CODA must not contain any patient protected health information (PHI) or sensitive personal information (SPI).

- **CODA will no longer accept paper reports from programs; all documents must be submitted electronically, only, via CODA's email or electronic portal.**

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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)

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

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

- If necessary (and only when requested), 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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CODA Electronic Accreditation Portal

- ## Site Visitor Access:

  - Login and password credential provided to access site visit or application review assignments and related program materials

- ## All materials confidential; do not share login or passwords

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Online Resources and Staff Contacts

Program Director 101

- Conducted March 9, 2024 during ADEA Annual Session

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

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Upcoming Sessions – Save the Date

- **Site Visit Orientation (2024 – 2026 visits)**
  - April 8, 2024
    - Predoctoral and Dental Therapy, 9-11am
    - Allied, 12-2pm
    - Advanced, 3-5pm
- **Site Visitor Update**
  - April 15, 2024
    - Predoctoral and Dental Therapy, 9-11am
    - Allied, 12-2pm
    - Advanced, 3-5pm

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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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Volunteering with CODA

Why Volunteer with CODA?

- Helps you stay 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 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

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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.

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211 E. Chicago Ave., Chicago IL 60611

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