

Welcome to the CODA Question and Answer Session

We will begin soon...

Recording of this meeting is prohibited

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

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.**

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

Accreditation Standards Revisions

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 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.

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.

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

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>

Policy and Procedure Reminders

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

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

- 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 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

- **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...

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 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.

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.

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.

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>

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

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 10.4.23)
- 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**

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

Online Resources and Staff Contacts

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

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

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