

Commission on Dental Accreditation Orientation for Advanced Dental Education Programs with Site Visits 2022 - 2024

Tuesday, March 29, 2022

We will begin soon...

Recording of this meeting is prohibited

Purpose of Site Visit Orientation

- To review the accreditation process, including:
 - Timeline for Communications 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

Timeline for Communications from the CODA Office

Site Visit Letter #1: Notification of Site Visit

- Sent 1 to 1.5 years prior to the site visit
- Letter to CEO, CAO and Director (via e-mail)
 - Confirmation of Site Visit Date Form - **return of form required**
 - Institutional Officers, Program Director and Personnel Data Forms - **return of forms required**
 - *Please note: Noting changes in program leadership on this form is not an acceptable way to report changes. Changes must be reported following the Reporting Program Changes process.*
 - Transportation and Hotel Information Form - **return of form required**
 - Sites Where Education Activity Occurs Form - **return of form required**
 - Accreditation Standards, Self-Study Guide, Site Visitor Evaluation Report (SVER) – **attachment and link to CODA website**
 - Electronic Submission Guidelines – **link to CODA website**
 - Privacy and Data Security Reminder – **link to CODA website**
 - **It is very important that you return the above documents by the due date to move forward with scheduling your site visit.**

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 (virtual, hybrid, or in-person)
- If the visit must be extended to accommodate travel to sites during in-person or hybrid visits, the program is responsible for additional expenses and will be invoiced following the visit
- More discussion later

Site Visit Letter #2: Acknowledgement of Site Visit

- Sent after the program has returned requested documentation from Site Visit Letter #1
- Letter and forms to Director (via e-mail); copies 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 Conflicts 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

Site Visit Letter #3: Final Communication

- Sent 3 to 4 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/Residents from CODA
 - Data Profile (5-year annual survey data)
 - Contains data gathered self-reported by programs through the Annual Survey
 - Electronic Submission of Self-Study Guides –[link to CODA website](#)
 - Privacy and Data Security Reminder –[link to CODA website](#)

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

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.

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

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

Suggested Timetable

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
- 3 Solicit comments in accordance with the “Policy on Third Party Comments”
- 2 Final self-study document and agenda provided to members of the visiting committee and CODA 60 days prior to visit.

Instructions for Completing the Self-Study

- Available in Word format. **Be sure you complete the most current version**
- Address all Compliance with Commission Policies sections
- Address all standards (with response). **DO NOT include PHI or PII or confidential information. Avoid including student/resident names.**
- Present in the order of the template provided
- State the question and then provide narrative, as appropriate; ***don't rely entirely on appendices and exhibits***
- If same information is repeated elsewhere, cross-reference
- Include appropriately indexed sections
- Number pages

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)
 - Document is not considered complete if verification page is not included or has no signatures
- **Table of Contents** - should include all sections including verification page and appendices

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/Resident Achievement
 - In the self-study, programs are asked to provide a detailed analysis explaining how the program uses student/resident 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 includes BioSketch templates. **Do not send CVs**
 - BioSketch needed for primary faculty only

- **Conclusions & Summary**

- List identified strengths and weaknesses
- Describe action plans for any weaknesses

Self-Study document should be page numbered

The Self-Study Process is NOT:

- Simply a compilation of quantitative or qualitative data.
- Answers to a questionnaire or a check-off sheet.
- A simple narrative description of the program.
- Written exclusively by a consultant or an assigned administrator or faculty member.

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

Self-Study Format and Mechanics

- Limit documents to:
 - Self-Study Narrative
 - Exhibits*
 - Appendices*
 - Curriculum (as applicable)*

* May be multiple documents, if needed, but must be the fewest number necessary; less than 10 is preferred

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...

- When a self-study is received at the CODA office, it is reviewed page by page for PHI and/or PII
- 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**

Electronic Submission of Self-Study and Reports

- Reports must be saved or scanned as a **single document, whenever possible.**
- 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
- Documents should be positioned so that they do not need to be rotated to view

Electronic Submission of Self-Study and Reports, 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, continued

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 Reports, continued

- File Formats most typically used:
 - Adobe Portable Document Format (.pdf)
 - Microsoft Word (.doc or docx)
- See CODA Website for:
 - Electronic Submission Guidelines
 - Electronic Portal Access
 - Guidelines for Uploading Documents to Electronic Portal

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

Electronic Submission of Self-Study and Reports, continued

- 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, continued

- Please do not include marketing brochures/documents, case studies, presentation materials, or examinations that includes information that could be identified as PHI or PII (e.g., patient photos) even if 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 unless an appropriate authorization or consent has been obtained.

Submission of Self-Study to E-Portal

- 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 10.4.21)
- 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

Distributing the Self-Study

- 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: provide only a comprehensive electronic copy of the Self-Study (narrative plus exhibits, appendices, support documents, etc.)-no access to E-Portal
- To Observers (CODA Observers and Silent Observers): provide only a comprehensive electronic copy of the Self-Study (narrative plus exhibits, appendices, support documents, etc.)-no access to E-Portal

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 not been included

Conduct of the Site Visit

Update on Site Visits

- **At this time**, in light of the ongoing impact of the COVID-19 pandemic, programs scheduled for site visits have been asked to plan for both on-site and virtual methods (i.e., hybrid).
- CODA staff continues to monitor for changes in COVID regulations, and it is each site visitor's choice to move from in-person to virtual if they prefer to do so.
- Follow instructions in most recent correspondence from CODA.

Traveling During the Pandemic

- Some institutions/hospitals may require a COVID rapid test, proof of vaccination, a signed attestation, etc. of our site visitor before they enter the facility (such as a hospital, external clinic, or maybe even the program's own facility).
- Like other health processes **CODA WILL NOT REQUIRE** our volunteers to engage in rapid testing nor to divulge their health or vaccination status.
- It would be the volunteer's choice and if the volunteer does not want to have a test or divulge their health or vaccination status then they will visit the facility and/or program virtually only.
- Site Visitors are directed to **NOT** sign attestations or other forms while conducting a site visit.

Composition of the Visiting Committee

- Committee may include the following members...
- Discipline-specific site visitor(s)
- 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

Single discipline site visit

- Single discipline program visit:
 - Two discipline-specific site visitors (one serves as Chair) and other attendees as noted on roster
 - 1-day visit (8:00 a.m. - 5:15 p.m.)
 - Can be extended if multiple sites to visit

Multi-discipline site visit

- Multi-discipline site visit:
 - **Always at least 1.5 days**
 - One discipline-specific site visitor per discipline
 - OMS – always two site visitors
 - Other attendees as noted on roster
 - CODA staff member attends

 - If the program is scheduled as part of a comprehensive dental school visit, please refer to the schedule for comprehensive dental school visits

Site Visit Team

- Only the individuals on the roster provided to you by CODA are permitted to participate (and have signed confidentiality agreements)
- Site visitors will not sign any agreements provided *by the program or its off-campus sites* prior to the visit or on site
 - If a site will require completion of an agreement, CODA staff must be informed at least 90 days prior to the site visit, to discuss this with the program.

Meeting Rooms

- Single program visit:
 - One main (private) meeting room
- Multiple program visit:
 - One main (private) meeting room for team executive sessions and group interviews
 - One smaller (private) room for each discipline

Site Visit Schedule

- Must adhere to CODA's template (if you will modify any portion you must inform CODA staff)
- Do not reduce times or delete sessions
- 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 and/or inclusion of faculty in interviews
- Do not plan evening or social activities for the site visitors

The Agenda Includes ...

- Opening interviews with Administration and Director
- Tour of facilities
- Review of program documentation
 - **DO NOT present or project confidential patient or student/resident files**
- Interviews with faculty
- Interviews with **all** students/residents
- Interviews with faculty at affiliated sites (if applicable)
- Final conference with Administration and Director

On-site Review/Verification

- On-site materials may be provided in paper form during the in-person visit (or uploaded to the portal marked “on-site”)
 - The use of third party file sharing software, such as Dropbox, Kazaa, LimeWare, etc. is prohibited to provide documents to CODA or volunteers.
- Confidential information that may contain PHI/PII **must not** be uploaded to the portal
 - Including confidential records or documents, patient records/charts
- All items noted in the Self-Study as “on-site” must be available upon the site visitors’ arrival
- Do not provide site visitors with login credentials into the program’s electronic systems

On-site Review/Verification, continued

- Must be organized and placed in conference room for each discipline (in addition to SSG)
 - Off-campus sites written agreements
 - Departmental statistical records
 - Records of each student/resident clinical activity
 - Evaluations: Teaching staff and student/resident
 - Outpatient/inpatient records

Tips for Site Visit Schedule – ADVANCED (as part of a dental school visit)

- Facilitator for conducting the Basic Sciences meeting (Morning of Day 1)
- Program Director/administrators **not** included in faculty interviews
- **All** students/residents expected for interview
- Dean expected to deliver an opening statement on institutional support of advanced dental education programs when meeting with site visitors (Afternoon of Day 1)

Breakfast/Lunch and Executive Sessions

- Light breakfast and lunch is appreciated.
- 1 Day Visit: lunch may be an executive session, or may include program faculty without director/administration (often used as an executive session); check with site visit team
- 1 ½ Day Visit:
 - Day 1 – lunch same as above
 - Day 2 – exit at 12:15 p.m. for multi-discipline visit; 12:00 p.m. for comprehensive dental school visit

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 will 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

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

Interviews

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 Chair/other leadership must not participate in faculty interviews

NOTE: Confidentiality is stressed in all conferences

Student/Resident Interviews

- Visiting committee will meet with all students/residents as a group and/or individually
 - However, interns/others types of students not part of accredited program must not be interviewed or reviewed as part of site visit
- Separate conferences are scheduled for the students/residents/fellows of each discipline
- Faculty and program director **must not** participate in student/resident interviews
- NOTE: Confidentiality is stressed in all conferences

Final conference(s)*

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

*Program may request to combine conferences

The Final Conference

- The team will present its findings at the final conferences in a verbal report
- Again, the CEO or his/her designee must be present
- May include recommendations or suggestions
 - Program can begin addressing any recommendations before receiving preliminary draft site visit report
 - Suggestions need not be addressed
- The Commission grants the accreditation status

After the Final Conference

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

After the Site Visit

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

After the site visit...

- **Preliminary Site Visit Report**
 - Receipt approximately 6-8 weeks following the visit
 - Sent to the President/medical center director
 - Cc: CAO (Chief/Dean/Chair), Program Directors
- **Program has 30 days to review and respond to:**
 - Factual inaccuracies
 - Differences in perception
 - Begin to address recommendations, if applicable
- **Deadline for Response to the Report: June 1 or December 1**
 - Progress made in implementing recommendations
 - Suggestions do not require responses

Response to Preliminary Draft Site Visit Report

- A *recommendation* is made when the program does not comply with a standard. The program must report progress in achieving 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
- If **no** recommendations as a result of the site visit, program may:
 - 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
- Will be reviewed by Commission before making accreditation decision
- Deadline for submission of site visit response 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

Accreditation decisions

- If program is awarded “**approval with reporting requirements**” a progress report will be required in approximately 6 months
 - Programs that are 4 years in length have a timeframe not to exceed 2 years to satisfy recommendations
 - Programs that are 1 – 2 years in length have a timeframe not to exceed 18 months to satisfy recommendations
 - **Note:** If there are outstanding recommendations and the Standard has changed/revised, the institution will be held to the new standard
- If program is awarded “**approval without reporting requirements**” no additional information is required

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

Policy and Procedure Updates

Spring 2022

2021-2022 Policy and Procedure Revisions

- Evaluation and Operational Policies and Procedures (EOPP)
 - Redline copy of changes are available at the link below

<https://coda.ada.org/en/policies-and-guidelines/policy-and-procedure-manual>

- EOPP is the Program Director's resource to CODA Policy and Procedures

Policy and Procedure Revisions (Winter 2020)

- Policy on Public Statements (excerpt):

Public Statements: The current Commission Chair, Vice-chair, and Director have the sole authority to speak on behalf of the Commission. No current or former Commission volunteer, including members of the Board of Commissioners, the Review Committees, the Appeal Board, and Consultants/Site Visitors may issue a public statement, or serve on an external committee as a spokesperson in the name of the Commission.

Policy and Procedure Revisions (Summer 2020)

- 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 (Summer 2021)

- Program Changes

- Changes to institutional accreditor or pending adverse actions must be reported
- Distance Education* policy was revised and use must be reported (temporary or permanent use)
- Interruption of Education* (Reminder: flexibility ended with Class of 2021)

*Guidelines for Reporting are available

- Due Process for Special Appearances

- Process for submission of documentation to CODA prior to appearance

Policy and Procedure Revisions (Winter 2022)

- Mission Statement Updated (*with CODA's 2022-2026 Strategic Plan*)
- CODA Structure
 - Public member may serve on more than one Review Committee
- Clarification of Application Process and Criteria for Granting Accreditation
 - Timeline for process of application review

Policy and Procedure Revisions (Winter 2022)

- Revision to Third Party Comment Policy
 - Clarifying submission process
- Site Visitors
 - Appointments effective upon CODA action and following attendance at mandatory training workshop
- Changes in program leadership (CEO, CAO, Director) must be reported

Policy and Procedure Revisions (Winter 2022)

- **Non-enrollment of First Year Students/Residents/Fellows**
 - A program must maintain 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 (Winter 2022)

- **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.**
- *Contact CODA staff for guidance.

Guidelines for Reporting to CODA

<https://coda.ada.org/en/policies-and-guidelines/program-changes>

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-specific template)	Administrator Verification Page

Reminder About Privacy and Data Security...

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 - 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**

Authorized Enrollment for Advanced Programs-Reminder

- Calculated for the total complement, except for OMS which is **per year** enrollment
- Annual Survey data profile for site visitors provides previous 5 years enrollment data
- “A request for an increase in enrollment [temporary or permanent] with all supporting documentation must be submitted in writing to the Commission by May 1 or November 1. A program must receive Commission approval for an increase in enrollment prior to publishing or announcing the additional positions or accepting additional students/residents.”
- ***Retroactive permanent*** increases in enrollment will not be considered. *Retroactive temporary* increases in enrollment may be considered due to special circumstances on a case-by-case basis.

What's New at CODA

2021 & 2022 CODA Actions of Interest (Winter)

CODA Program Fees:

<https://coda.ada.org/en/accreditation/fees>

- Annual fees and application fees:
 - 2022, 0% fee increase
 - 2023, 2% fee increase
- Annual administrative fund fee:
 - 2021, \$100 (waived)
 - 2022 & 2023, \$25 per program
- During the year a program is due for a regular accreditation site visit, the annual fee will be doubled.

Note – 2022 fees were distributed March 17 and are due by April 17.

2021 CODA Actions of Interest (Winter)

- CODA directed appointment of a joint Commission on Dental Accreditation (CODA) and Commission on Dental Accreditation of Canada (CDAC) Ad Hoc Committee to examine, at the CDAC's request, **potential inclusion of Oral Medicine in the *Reciprocity Agreement*** between the Commission on Dental Accreditation and the Commission on Dental Accreditation of Canada.

2021 CODA Actions of Interest (Summer)

- CODA adopted its 2022-2026 Strategic Plan
<https://coda.ada.org/en/accreditation/about-us/mission-vision-values>
- CODA directed a review of its Communication Plan in 2022-2023
- CODA revised its procedures for Hearings on Standards (hearings will end in 30 minutes if agenda is complete and no further comments received)

2021 CODA Actions of Interest (Summer)

- CODA established a multidisciplinary **Ad Hoc Committee** composed of current and former Pediatric Dentistry Review Committee members as well as representation from the Dental Anesthesiology Review Committee and the Oral and Maxillofacial Surgery Review Committee **to study the use of sedation in patient management, including the potential need for revision of the Accreditation Standards for Advanced Dental Education Programs in Pediatric Dentistry.**
- CODA directed the Predoctoral Dental Education Review Committee to continue its work to review the **Validity and Reliability Study** to determine whether revision to the Accreditation Standards is warranted.

2022 CODA Actions of Interest (Winter)

- Deadlines for submitting reports (e.g. program change, enrollment increase, etc.) to CODA revised to a **new deadline of May 1 and November 1**, with immediate implementation
- Ad Hoc Committee on Volunteerism to 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

2022 CODA Actions of Interest (Winter)

- **Two (2) New Ad Hoc Committees:**
 - Ad Hoc Committee to consider the request that the Commission establish a process of accreditation for Advanced Dental Education Programs in Geriatric Dentistry
 - Ad Hoc Committee to consider the changing landscape of healthcare delivery centers that may sponsor advanced dental education programs and the increased interest in creation and potential accreditation of combined advanced dental education programs in two (2) discipline areas

2022 Alternative Site Visit Methods (Ad Hoc)

- In-person (and hybrid) visits are the preferred method
- Adopted the proposed revisions to the Policy on Temporary Use of Alternative Site Visit Methods to include protocols for in-person follow-up site visits following virtual site visits
- Staff directed to initiate the follow-up on-site visit planning, and to develop and disseminate to programs and CODA site visitors a template **Site Visit Schedule** and template **Site Visitor Evaluation Report** specific to the on-site visit process following a virtual site visit

Revision to CODA Policy on Temporary Use of Alternative Site Visit Methods (Addition)

The following protocol will be applied to the in-person site visit following a virtual site visit:

- Virtual Regular Site Visit – A program that conducted its regular (5 or 7 year cycle) site visit virtually will have an on-site visit within a reasonable amount of time.
- Virtual Special Focused Site Visit – Since this type of site visit involves a special situation and does not alter the date of the program’s regular site visit, there will be no requirement to conduct the in-person site visit unless the Commission deems necessary.
- Virtual New Program (Application) Site Visit:
 - Developing Program – A developing program’s pre-enrollment site visit will be followed by a pre-graduation site visit. Additionally, programs that are four years in length are required to have a mid-initial accreditation site visit. Given the next site visit to a developing program will occur at the pre-graduation or mid-initial accreditation stage, there will be no requirement to conduct the in-person new program site visit unless the Commission deems necessary.
 - Fully Operational Program – A fully operational program will engage in a regular site visit and, if granted accreditation, will be placed on a regular site visit cycle (5 or 7 year cycle). Given the new program site visit conducted virtually and timeline for the next visit could be 5 to 7 years, this type of program will have an on-site visit within a reasonable amount of time.

Revision to CODA Policy on Temporary Use of Alternative Site Visit Methods (Addition)

- To ensure continuity of the review, one (1) site visitor who attended the virtual site visit to a single discipline should conduct the on-site follow-up visit. If two (2) or more programs were virtually visited at an institution, the team could consist of two (2) site visitors, total, representing at least two (2) disciplines. The final team composition for the on-site follow-up will be dictated by the Commission and may also include a virtual Commission staff.
- The in-person follow-up visit will focus on the areas of the site visit that may have been difficult to accomplish virtually. A template schedule will be developed to include the following components for all follow-up in-person site visits: 1) introduction to the visit; 2) tour of facilities (including educational activity sites, as needed); 3) clinical observations; 4) program records review related to items that could not be fully reviewed virtually (confidential document reviews, patient record reviews, etc.); and 5) review of the program's progress on areas of noncompliance cited during the virtual site visit. Related to areas of noncompliance cited during the virtual site visit, it will be the Commission, through review of the program's ongoing progress reports and the findings of the on-site visit, which will determine the program's compliance. Additionally, while not the focus of the in-person follow-up visit, if compliance concerns arise regarding additional Standards beyond those cited during the virtual site visit, the site visitor(s) will review the program's compliance in these areas.
- A template Site Visit Schedule and template Site Visitor Evaluation Report specific to the on-site visit process following a virtual site visit will be provided through the Commission office.

Alternative Site Visit Methods (Ad Hoc)

- Program

- Program Agreement and Manual

- <https://coda.ada.org/en/site-visits/site-visit-process-and-schedule>

- Site Visitor

- Manual and E-Portal Access

- <https://coda.ada.org/en/policies-and-guidelines/training-resources/ongoing-site-visitor-training>

2022 Alternative Site Visit Methods (Ad Hoc)

Future Work of the Ad Hoc Committee:

- Staff directed to gather data to facilitate the Ad Hoc Committee on Alternative Site Visit Method's 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

CODA E-Portal and Site Visit Process

- Live as of February 2021
- Program Access:
 - One (1) login for program director only
 - Submission of Self-Study
 - Submission of large reports that cannot be sent to CODA by email (first contact CODA office)
 - Submission of Application (for program seeking accreditation)

Online Portal Access:

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

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 10.4.21)
- 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

New and Proposed Accreditation Standards

Revised Standards

<https://coda.ada.org/en/current-accreditation-standards/revised-accreditation-standards>

- January 1, 2020 implementation
 - Predoctoral Dental (Standard 2-17 and Standard 6)
 - AEGD, Dental Anesthesiology, DPH, GPR, OMS, Oral Medicine, Orofacial Pain, PROS (“Should” Definition)

Revised Standards

- **July 1, 2020 implementation**
 - Oral and Maxillofacial Surgery Residency
 - Dental Public Health
 - Dental Assisting
 - Dental Hygiene
 - Predoctoral Dental Education (2-24d caries management, and 2-25 patients with special needs)

Revised Standards

- **January 1, 2021 implementation**
 - Periodontics

- **Winter 2021 CODA meeting, immediate**
 - Dental Assisting
 - Oral and Maxillofacial Surgery
 - Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery

Revised Standards

- **July 1, 2021 implementation**
 - Pediatric Dentistry (comprehensive revision)
- **Summer 2021 CODA meeting, immediate**
 - Predoctoral (“Should” Definition)
 - Dental Therapy (“Should” Definition)
 - Oral and Maxillofacial Pathology (comprehensive revision)

Revised Standards

- **January 1, 2022 implementation**
 - Oral and Maxillofacial Surgery
 - Dental Laboratory Technology
- **Winter 2022 CODA meeting, immediate**
 - Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery, deletion of “proficiency”
 - Pediatric Dentistry, Definition of Terms and intent statement within Standard 4-7

Revised Standards

- **July 1, 2022 implementation**
 - Predoctoral Dental Education (2-24k temporomandibular disorders)
 - Dental Hygiene
 - Endodontics
 - Orthodontics and Dentofacial Orthopedics
- **January 1, 2023 implementation**
 - Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics
 - Periodontics

Proposed Standards: Comments Due

Comment Due June 1, 2022:

- AEGD, Standard 1-1
- GPR, Standard 1-1
- Dental Anesthesiology, Standard 1-1
- Oral Medicine, Standard 1-1
- Orofacial Pain, Standard 1-1

Comment Due December 1, 2022:

- Dental Public Health, Standard 2-4
- Dental Anesthesiology, Standards 2-2 and 2-6

Proposed Standards: Comment Portal

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

Each Standards revision has its own unique comment portal.

<https://coda.ada.org/en/accreditation/accreditation-news/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.

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

2019-22 Validity and Reliability Studies of the Standards

Spring 2019

- Dental Hygiene
- Dental Laboratory Technology
- Endodontics
- Oral and Maxillofacial Radiology
- Oral Medicine

Fall 2019

- Periodontics
- Oral and Maxillofacial Surgery (Residency and Fellowships)
- Orthodontics and Dentofacial Orthopedics (Residency and Fellowships)

Spring 2021 (delayed from 2020)

- Predoctoral Dental Education
- Oral and Maxillofacial Pathology

Spring 2021

- Dental Anesthesiology

Spring 2022

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

If in Doubt on Current Standards or Policies:

- Check the CODA website

<https://coda.ada.org/en/current-accreditation-standards>

- Contact CODA staff

<https://coda.ada.org/en/accreditation/coda-membership/coda-staff>

Communicating with the Commission Office

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

- Sometimes we receive emails from individuals using “secure” email systems where the recipient is asked to log into that system and create a password.
- Or, auto replies are sent to CODA requesting staff to 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 really need to know this immediately as it can affect where you are able to serve as a site visitor.*

Online Resources and Staff Contacts

On-Demand Webinar

- An Introduction to CODA: A Briefing on the Commission on Dental Accreditation for Program Directors
- <https://coda.ada.org/en/policies-and-guidelines/coda-webinar-series>

(Note: The videos on this webpage are being updated – please check this page occasionally for their re-posting)

“Site Visit Orientation” Web Site

<https://coda.ada.org/en/site-visits/prep-for-advanced-site-visit>

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

Site Visit information: What's Included?

- **The Site Visit Process**
 - Introduction

- **Left navigation to...**
 - Predoctoral program
 - Advanced education programs
 - Allied education programs

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

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/en/policies-and-guidelines>

Accreditation Updates

<https://coda.ada.org/en/accreditation/accreditation-news>

Provides updates policies, procedures and documents resulting from CODA Meetings

- Meeting dates
- Reports of Major Actions
- Minutes of past meetings
- Hearing information
- Site Visit Schedules (U.S. and International)

Other CODA Communications

- CODA Communicator E-Newsletter
 - Distributed twice per year, following each Commission meeting
- Commission Alerts Emails
 - Hearings
 - Review Committee Openings
 - Nominations for Site Visitors

Call for Nominations: Review Committees

- CODA seeks nominations for various positions on review committees.
- Nomination Deadline is June 1, 2022
- List of Positions, Nomination Criteria, and Nomination Form found at <https://coda.ada.org/en/accreditation/accreditation-news/call-for-nominations>

To contact CODA staff

Staff contacts are found on CODA's website:

<https://coda.ada.org/en/accreditation/coda-membership/coda-staff>

Please contact staff by email and phone.

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

Questions?

Thank you