

# Commission on Dental Accreditation Orientation for Dental School Administrators with Site Visits 2022 - 2024

Monday, March 28, 2022

*We will begin soon...*

***Recording of this meeting is prohibited***

# Purpose of Site Visit Orientation

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

# Timeline for Mailings and Communication from the CODA Office

# Site Visit Letter #1- Notification of Site Visit

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

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

# Guidelines for Return of Forms

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

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

- Sent approximately 2-3 months after the documentation from Letter #1 has been received by CODA
- Sent to the Dean
- Letter and forms to Dean (via e-mail); copy to CEO
  - Letter acknowledging confirmation of the site visit date
  - Previous site visit report
  - Timetable for Accreditation Activities
  - Electronic Submission of Self-Study Guides - [link to CODA website](#)
  - Evaluation & Operational Policies and Procedures (EOPP) - [link to CODA website](#)
  - Accreditation Standards, Self-Study Guides, Site Visitor Evaluation Reports
  - Frequency of Citings

# Site Visit Letter #2: (Cont)

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

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

## Site Visit Letter #3:

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

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



# Screening Lists for Site Visitors

- Program review of site visitors for conflict of interest:
  - No longer permitted to “strike” names of two potential site visitors for no reason
  - All reported conflicts with potential site visitors must include a reason in accordance with the conflict of interest policy

# Sites Where Educational Activity Occurs Form

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

# Site Visit Letter #4: Final Communication

- Sent approximately 3-4 months prior to the site visit
- Final correspondence from the Site Visit Coordinators sent to the Dean (via e-mail); copy to CEO.
- Site Visit Team Roster
- Remaining communication regarding the site visit is from the Predoctoral Manager

# Further Preparation for Site Visit

- **Silent Observer Opportunity**
  - Available through CODA request process
  
- **Mock Site Visitation**
  - NOT required by CODA
  - NOT sanctioned by CODA
  - NOT coordinated by CODA

# Silent Observer Opportunity

- Requests for the opportunity to have a faculty member or administrator observe a site visit are made through a letter from the chief administrative officer (Dean) of the dental education program.
- Requests should be made, 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
  - Self assessment of the effectiveness of the educational program
    - Is program meeting its goals and objectives?
    - Is the program in compliance with Accreditation Standards?
  - Identifies strengths and weaknesses of the program.
  - 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)

- 24 Program is notified of site visit date. Develop plan for self-study process, identify resources
- 12 Prepare rough draft of self-study document. **DO NOT include Protected Health Information (PHI) or 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 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, student names, or confidential information.**
- Present in the order of the template provided
- State the question and then provide narrative; 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)
- **Table of Contents** - should include all sections including verification page and appendices
- **Foreword** – At the beginning of the report, a Standard by Standard qualitative analysis of the program's strengths and weaknesses is required. Categorize any recommendations according to high, medium and low priority; to include **Conduct of Self-Study**

# Document should include:

- **Self-Study Report**

- Previous Site Visit Recommendations
- Compliance with Commission Policies
  - Third Party Comments
  - Complaints
  - Program Changes
  - Distance Education
- Program Performance with Respect to Student Achievement
  - In the self-study, programs are asked to provide a detailed analysis explaining how the program uses student achievement measures to assess the program's overall performance.
  - Also, provide examples of program changes made based on data collected and analyzed.
  - Include information about process and outcomes

# Document Should Include, continued

- **Supporting Documentation (Appendices and Exhibits)**

- Should not exceed what is necessary to demonstrate compliance
- Number exhibits sequentially
- Include appendices as appropriate
- Self-Study Guides includes BioSketch templates. **Do not send CVs**

- **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.



# 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**

# 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
- Change font color of response, to draw the readers 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\*

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

# Assembling and Distributing the Self-Study

- 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. One access granted per program, for the program director only.
- Review Policy/Guidelines on Electronic Submission of Self-Study

# Electronic Submission of Self-Study and Reports

- Reports must be saved or scanned as a **single document, whenever possible.**
- 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, Appendices and Exhibits, continued

- Submission of single page or single document electronic files is not acceptable.
- The program must scan or electronically combine the single documents to generate and submit the least amount of documents which adhere to the file size limitation.

# Electronic Submission of Self-Study and Reports

## Web-based information

- The Commission must retain a snapshot of the information presented at the time of the submission of the report
- The electronic report must not link to information on the Internet
- Insert or “embed” all web-based information into the report



# Electronic Submission of Self-Study and Related Materials

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

- 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

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

# Electronic Submission of Self-Study

- Do not place the self-study in any portal link other than the one labeled “Self-Study”. If this portal is closed, contact CODA staff to open it.
- Document uploads (self-study, exhibits, appendices and curriculum) must be reduced to the fewest number of documents possible (document size up to 100MB may be uploaded)
- Clearly name documents for easy identification and include submission date in the name (for example – Self Study Narrative 10.4.21)
- 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

# Self-Study Submission Process

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

# Conduct of the Site Visit

# Visiting Committee

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

# 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.



# Verification Activities

- **Interviews**

1. Administrators

- Dean
- Program Directors

2. Faculty and Junior Faculty (chosen by CODA staff)

- What is your role?
- What, when, how do you teach?
- Clinical Supervision
- Calibration
- Your input into conduct and evaluation of the program
- Questions about policies, procedures, tenure, etc.

3. Students

- Open session
- Limited session with class representatives chosen by students

- Review of Documentation

- Observation

# Details, details, details...

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

# 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”)
- Confidential information that may contain PHI/PII must not be uploaded to the portal
- 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 Documentation

- Must be organized and placed in conference room for each discipline (in addition to SSG)
  - Affiliation agreements
  - Records of each student clinical activity (last class)
  - Evaluations: Teaching staff and student
  - Minutes of standing committees
  - Dental school's manuals

# Site Visit Schedule

- Must adhere to CODA's template (if you will modify any portion you must inform CODA staff)
- Do not reduce time allotted for interviews
- Submit the Schedule and Self-Study in the CODA Electronic Portal 60 days prior to the site visit
- Be prepared to add visitations to educational activity sites

# Site Visit Schedule – Predoc Day 1

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

# Site Visit Schedule – Predoc Day 2

- Continue clinical sciences
- Tour of clinic
- Visitation of sites where educational activity occurs (potential 20 minute overview by program coordinator)
- Faculty/Staff interviews
  - Junior faculty
  - Senior faculty

# Site Visit Schedule – Predoc Day 3

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



# 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

# Site Visit Schedules for Developing Programs

- Initial Accreditation Schedule modified to 1.5 days
  - Emphasis is on verification of application plans and potential to meet Standards
- Mid-Cycle Initial Accreditation Schedule is regular duration of 2.5 days
  - Evaluation of preclinical years
  - Progress on moving forward with plans for clinical years, including off-campus sites

# Final Conference

- **Who attends: at discretion of institution**
  - Briefing for Dean and other administrators (separate conferences)
  - Oral report of findings to program and institution
- **If there are recommendations**
  - Program can begin addressing any recommendations before receiving preliminary draft site visit report
  - Suggestions need not be addressed

# Final Conference

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

# After the Site Visit

# After the site visit...

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

# After the site visit...

- The Commission makes accreditation decisions
  - Site visits conducted May 1 through October 31 considered at CODA **Jan-Feb/Winter meeting**
  - Site visits conducted November 1 through April 30 considered at CODA **July-Aug/Summer meeting**
- 30 days following CODA meeting CEO receives letter and final report with accreditation status (strict deadline)
  - Dean and program directors copied on the letter

# Feedback after the visit

- Post-Site Visit Survey
  - E-mailed to program director and CAO
  - CODA requests feedback on site visit logistics and Commission materials
  - CODA requests feedback on site visit/site visitors
  - Please be honest and candid



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

# Updates on Policies and Procedures

# 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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- 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**

# 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

# 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

# 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>

# Predoctoral Standards Revisions

# New Dental Education Standards (7/1/20)

## Standard 2-24

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

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

# New Dental Education Standards (7/1/20)

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

## **Intent:**

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

# New Dental Education Standard (7/1/22)

## Standard 2-24

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

k. oral mucosal, temporomandibular, and osseous disorders;

# Online Resources



# “Site Visit Orientation” Web Site

<https://coda.ada.org/en/site-visits/prep-for-dds-dmd-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.

**Commission on Dental Accreditation**

211 E. Chicago Ave., Chicago IL 60611



QUESTIONS?

Thank You!