

Welcome to the CODA Question and Answer Session

We will begin soon...

Recording of this meeting is prohibited

Welcome and Introductions

- Welcome to the Commission on Dental Accreditation's Question and Answer Session, we are happy that you joined us.
- Introductions:
 - CODA Leadership
 - CODA Commissioners
 - CODA Staff

Ground Rules for CODA Q&A Session

- This session is NOT a Hearing on Standards, there will be no comments received on CODA Standards, policies and/or procedures during this session.
- Similarly, there will be no debates related to activities of the Commission.
- CODA members and staff are here to provide information and address questions of a general nature related to CODA activities.
- **Please keep in mind that you are here with many other colleagues; therefore, your questions should be of a general nature so that your confidential program information is not shared publically.**

What We'll Discuss....

- Accreditation Standards Revisions
- Policy and Procedure Updates
- What's New at CODA
- CODA E-Portal and Site Visit Process
- Online Resources and Staff Contacts
- Q&A, as time permits

Accreditation Standards Revisions

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>

Policy and Procedure Updates

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...

- 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**

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

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)

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>

CODA Site Visitors

- Remember, annual paperwork and mandatory annual training are required to maintain active status.
 - Annual training quiz to be provided soon
- Please reply to CODA staff emails in a timely fashion.
- Site Visitor 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

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