

Interruption of Education During the COVID-19 Pandemic

General Guidance on the Development of the Interruption of
Education Report

April 2020

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Hello and welcome to the Commission on Dental Accreditation's webinar on Interruption of Education During the COVID-19 Pandemic. On behalf of CODA, CODA's Chair and Vice Chair, Drs. Arthur Jee and Jeffery Hicks, who are with us today, and CODA staff, we are pleased that you could join us and hope that you are doing well during this unprecedented time.

This session will provide general guidance on the development of the mandatory interruption of education report that is due May 15.

Please note that this webinar does not include a chat or open question opportunity; however, CODA staff has developed a summary of Frequently Asked Questions that will be presented at the end of our webinar. Additionally, this slide set will be posted to CODA's website on Friday.

Interruption of Education During the COVID-19 Pandemic

This session will provide information on:

- CODA's Directive on Interruption of Education Report Submission
- Report Format and Mechanics
- Frequently Asked Questions

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The Commission recognizes the struggle and hardship that COVID-19 has placed on the dental education community, and especially the students, residents, and fellows. The Commission also recognizes the significant work of dental educators through the use of innovative approaches to maintain the quality of dental education for students, residents, and fellows.

Today's webinar will provide information on:

- CODA's directive related to interruption of education report submission;
- the details of report format and mechanics, which must be addressed; and
- frequently asked questions.

CODA's Directive on Interruption of Education Report Submission

CODA's Expectations and Timeline

Let's move into the first topic, CODA's directive on interruption of education report submission, along with the expectations and timeline.

CODA's Expectations and Timeline

- April 2, 2020 – Guidelines for Reporting an Interruption of Education Report Approved by CODA
- April 13, 2020 – Discipline-Specific *Temporary Flexibility Documents* Approved by CODA
- May 15, 2020 – **Due Date** for Submission of Interruption of Education Report (*All CODA-accredited programs must submit a report that conforms to the Guidelines*)
- *CODA review will occur through special meetings of its Review Committees and Commission in Spring/Summer 2020*

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As you know, CODA has communicated with educational programs since March 13th related to the impact of COVID-19. Most recently, on April 2nd CODA published the Guidelines for Reporting an Interruption of Education. On April 13, CODA adopted the temporary flexibility guidance documents for each discipline under its purview.

These guidance documents apply for the Class of 2020, only. The Commission recognizes that it may have to revisit the impact on underclasses in dental education later this summer. As such, your report should be limited to the impact on the Class of 2020.

The Commission has directed that ALL Commission-accredited dental and dental-related education programs submit a Report on Interruption of Education that conforms to the Guidelines by no later than May 15, 2020.

Reports will be considered by the Commission's discipline-specific Review Committees and the Commission during Spring/Summer 2020. Within 30 days of Commission action on the report, the program will receive a letter of transmission of CODA's action.

Report Format and Mechanics

How to Prepare Your Program's Report

Let's move to the important discussion on Report Format and Mechanics, and specifically how a program will prepare its Interruption of Education Report to the Commission by the May 15th deadline.

Guidelines and Temporary Flexibility Documents

- Visit CODA's website [Accreditation Updates: COVID-19](#)

The screenshot shows the CODA website's "Accreditation Updates: COVID-19" page. The header includes the CODA logo and navigation links: ACCREDITATION, SITE VISITS, STANDARDS, FIND A PROGRAM, POLICIES/GUIDELINES, and CONTACT. The main content area is titled "Accreditation Updates: COVID-19" and contains the following text:

Home > Accreditation > Accreditation Updates

Accreditation Updates: COVID-19

The Commission is monitoring COVID-19 and will post updates here as available.

Guidance Documents: Temporary Flexibility in Accreditation Standards to Address Interruption of Education Reporting Requirements Resulting From COVID-19 for the Class of 2020 (4/14/20)

Below are guidance documents regarding Temporary Flexibility in Accreditation Standards to Address Interruption of Education Reporting Requirements Resulting From COVID-19 for the Class of 2020, as adopted by the Commission on Dental Accreditation at its Special Meeting held on April 13, 2020. Click on any of the links below to read the guidance document for that discipline.

[Guidelines for Reporting an Interruption of Education During COVID-19 4/3/20 \(PDF\)](#)

Temporary Flexibility in Accreditation Standards:

- [Predictorial Dental Education \(PDF\)](#)
- [Dental Assisting Education \(PDF\)](#)
- [Dental Hygiene Education \(PDF\)](#)
- [Dental Laboratory Technology Education \(PDF\)](#)
- [Advanced Education in General Dentistry \(PDF\)](#)
- [Dental Anesthesiology Education \(PDF\)](#)
- [Dental Public Health Education \(PDF\)](#)
- [Endodontics Education \(PDF\)](#)
- [General Practice Residency Education \(PDF\)](#)

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To obtain the Guidelines for Reporting an Interruption of Education During COVID-19 and the Discipline-Specific Temporary Flexibility Document:

- Visit the CODA website at “ada.org forward slash coda”
- Click on Accreditation
- Click on Accreditation Updates

Two Important Documents to Access

- Guidelines for Reporting an Interruption of Education During COVID-19
 - This document must be used to develop the program's report. Note the following sections:
 - Format for Interruption of Education Report
 - Mechanics
 - Other general guidance
- Temporary Flexibility in Accreditation Standards
 - Provides discipline-specific guidance on temporary flexibility approved by CODA

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The Guidelines for Reporting Interruption of Education provides the reporting questions and format that must be used when preparing the interruption of education report. We will discuss the details of each section in the next slides.

The Temporary Flexibility in Accreditation Standards provides the Commission's temporary flexibility related to:

- Alternative assessment methods,
- Modification/reduction of curriculum content or curriculum length,
- Program length or program component length (for example, rotations), and
- Accreditation Standards for which CODA is providing temporary flexibility.

Format for Interruption of Education Report (p. 3-4)

FORMAT FOR INTERRUPTION OF EDUCATION REPORT: The report must be clear and concise and must follow the “Format” and “Mechanics” illustrated within this guideline. Reports related to the interruption of education, including appendices, may not exceed five (5) pages. An additional five (5) pages may be submitted to address Question 2a related to use of distance education. Reports that fail to adhere to the stated guidelines may be returned to the program for proper formatting.

DOCUMENT THE INTERRUPTION OF EDUCATION as briefly, clearly and completely as possible. The following areas may have been impacted by the interruption of education. Prepare a report that lists all questions below (1 through 4, and all subparts) along with the program’s response to each item. Attach supporting documents, as necessary to demonstrate continued compliance with Commission Accreditation Standards. All areas must be addressed; if there has been no change in a particular area, indicate so in the program’s response.

- 1) Provide a chronology of events/circumstances leading to the interruption of education and the expected period of interruption of education (initial and expected end dates).
- 2) Describe specific temporary modifications to curriculum content, curriculum length, and/or sequence that have occurred and how the modifications will maintain compliance with CODA Accreditation Standards for the Class of 2020. At a minimum, address the following in your response:
 - a) Document specific changes made to the delivery method of educational curriculum in didactic, laboratory, preclinical or clinical portions of the program (for example, changes in traditional vs. distance education).
 - i. For temporary use of distance education, if not previously submitted, please submit the following:
 1. Outline the specific uses of distance education within the curriculum
 2. Document the methods by which the program will apply student identity verification to address the following:
 - a. Document how the identity of each student/resident who registers for the course is verified as the one who participates in, completes, and receives academic credit for the course.
- 3) Describe specific temporary modifications to the laboratory, preclinical, and/or clinical portions of the program that have occurred and how the modifications will maintain compliance with CODA Accreditation Standards for the Class of 2020. At a minimum, address the following in your response:
 - a) Document changes to the laboratory, preclinical, and/or clinical portion of the program and describe how the program demonstrates continued compliance with CODA Standards related to program and course requirements (i.e., changes in any program, course, or CODA-mandated educational requirements)
 - b) Document changes and describe how the program demonstrates continued compliance with CODA Accreditation Standards related to new or different evaluation, assessment, and/or grading methods have been employed due to the interruption of education. Describe the specific changes that were made and how the program complies with CODA Accreditation Standards related to assessment of student/resident competence.
- 4) Describe specific temporary modifications to the laboratory, preclinical, and/or clinical facilities used by the program and how the modifications will maintain compliance with CODA Accreditation Standards for the Class of 2020. If temporary facilities will be used, provide evidence of the facility capacity and student use schedule to ensure continued compliance with CODA Standards. Submit a signed affiliation agreement for the use of temporary facilities.

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We will discuss format and page length later, so let’s begin with a discussion on the report content.

Please note that EVERY question and subpart must be addressed, except for Question 2a on “Distance Education” if the program has already submitted a distance education report that addressed all components of Question 2a. If the program previously reported distance education, please answer this question by stating a prior report was submitted.

If there has been no change in a particular area, please state that there has been no impact or change due to the interruption; **do not leave any question blank.**

You will see that there are four (4) main components to this report:

1. Chronology of interruption and expected period of interruption;
2. Impact to and modification of curriculum content, length and/or sequence;
3. Impact to and modification of laboratory, preclinical, and/or clinical portions of the program; and
4. Impact to and modification of laboratory, preclinical, and/or clinical facilities.

Format for Interruption of Education Report

1. Provide a chronology of events/circumstances leading to the interruption of education **and** the expected period of interruption of education (initial and expected end dates)

- Document the chronology of interruption of education and the expected timeline of interruption
- If a defined end date is not available, estimate the program's plan for the Class of 2020

The Commission recognizes that many programs do not know when they will return to full operation. However, please provide as much information as possible on the program's plan to manage the education of the Class of 2020. Be detailed and complete.

Format for Interruption of Education Report

2. Describe specific temporary modifications to curriculum content, curriculum length, and/or sequence that have occurred and how the modifications will maintain compliance with CODA Accreditation Standards for the Class of 2020

- Provide details on temporary modifications to curriculum content, length, and/or sequence.
- Document maintained compliance with CODA Accreditation Standards using the temporary flexibility guidance, as necessary.

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Please answer items “A” through “E” of Question 2.

If the program previously submitted a distance education report to CODA, please make note of this in response to Question 2a but do not resubmit your distance education report.

If a distance education report was not previously submitted, you must address Question 2a, which may be an additional five (5) pages on distance education. The distance education report section must address alternative educational modalities for all enrolled years of the program; whereas all other interruption of education will be focused only on the Class of 2020.

If the program has found it necessary to use alternative instructional and evaluation delivery methods, please indicate so, including the types of methods used and differences from prior methods.

Document whether curriculum content was eliminated or re-sequenced, in accordance with the flexibility guidance and Accreditation Standards.

If the program's overall length, or the length of a rotation, service, or other educational activity was modified, describe the change and how the program complies within the flexibility guidelines and Accreditation Standards.

Provide sufficient information to succinctly tell the story of the program's modifications while confirming continued compliance with the flexibility guidelines and Accreditation Standards.

Format for Interruption of Education Report

3. Describe specific temporary modifications to the laboratory, preclinical, and/or clinical portion of the program that have occurred and how the modifications will maintain compliance with CODA Accreditation Standards for the Class of 2020.

- Describe changes to the laboratory, preclinical, and/or clinical portion of the program.
- Document maintained compliance with CODA Accreditation Standards using the temporary flexibility guidance, as necessary.

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Document changes and describe how the program demonstrates continued compliance with CODA Accreditation Standards and the temporary flexibility guidance, related to new or different evaluation, assessment, and/or grading methods that have been employed due to the interruption of education.

Describe the specific changes that were made and how the program complies with CODA Accreditation Standards related to assessment of student/resident/fellow competence.

Format for Interruption of Education Report

4. Describe specific temporary modifications to the laboratory, preclinical, and/or clinical facilities used by the program and how the modifications will maintain compliance with CODA Accreditation Standards for the Class of 2020.

- Describe temporary modifications to laboratory, preclinical, and/or clinical facilities.
- Document maintained compliance with CODA Accreditation Standards using the temporary flexibility guidance, as necessary.

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Perhaps the only impact to your facilities is the inability to access them. If so, please describe the means by which the program is providing education, which may include a reference to alternative education and evaluation methods, including use of distance education.

If temporary facilities are being used as a result of the interruption of education, describe these circumstances and provide a signed affiliation agreement.

Mechanics

MECHANICS: The following guidelines must be observed when preparing your report. Electronic Submission Guidelines to assist in preparing a digitized copy of the report must be strictly followed.

1. **COVER PAGE** – Must include the following information:
 - a. name and address of the institution
 - b. program title;
 - c. name, title, telephone number, e-mail address and signature of the program director;
 - d. name, title, telephone number, e-mail address and signature of the department head/dean;
 - e. name, title, telephone number, e-mail address and signature of the chief executive officer of the institution (the chief executive officer of the institution sponsoring the program must be copied on the letter to the Commission).

The electronic copy must include a signed cover/verification page and must conform to the Commission's electronic submission guidelines. If, due to the nature of the interruption of education, the program is unable to obtain administrative signatures, the submission must at a minimum include evidence of distribution of the completed report to the program's institutional administration (e.g. carbon copy on email submission of report).
2. **DOCUMENTATION** – The report must be succinct and provide only the information necessary to fully address the questions noted above. See above related to page limitations.
3. **COPIES**–The Commission requires one (1) electronic copy be submitted for each program affected following the Electronic Submission Guidelines. (separate document). Failure to comply with these guidelines will constitute an incomplete report.

- Interruption of education, including appendices, may not exceed five (5) pages.*
- An additional five (5) pages may be submitted to address Question 2a related to use of distance education.
- *Affiliation agreement may be included separately.

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Now let's talk about the Mechanics of the report. As you will note on page 3 of the Guidelines, reports related to the interruption of education, including appendices, may not exceed five (5) pages. An additional five (5) pages may be submitted to address Question 2a related to use of distance education. **The submission must be a formal report, not simply text with an email.**

If an affiliation agreement is needed due to a temporary use of a facility, you may include this as an additional submission beyond the five (5) page limit. This is the only except to the page limitation.

Mechanics

- A cover page must be included and conform with the information requested.
- Please make sure to date your submission, preferably on the cover page.
- If signatures cannot be obtained, at a minimum include evidence of distribution of the completed report to the program's institutional administration (e.g. carbon copy on email submission of report)
- Submit one (1) electronic copy of the report **by email, only**.
- Do not include patient protected health information (PHI) or sensitive personally identifiable information (PII)

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A cover page must be included, which provides the information noted in the Guidelines. If you are unable to obtain signatures of the appropriate individuals, you may carbon copy these individuals in the email submission to CODA staff. The Commission office will retain the email as the signed cover page. The cover page does not count as one (1) of the five (5) pages of the report.

Please ensure there is a date on your report, preferably on the cover page.

Submit only one (1) electronic copy of the report, **by email only**. Do not send materials in the US Postal Mail. CODA offices are currently closed and there will be no one available to receive the report.

Please note that like all other communications submitted to CODA, the program's report must not include PHI or PII. Including prohibited information will result in an administrative fee to the program.

Frequently Asked Questions

Answers to Frequently Asked Questions

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Let's conclude with a review of Frequently Asked Questions related to the Interruption of Education report submission. Additional questions may be directed to the CODA staff by email following the presentation. However, you are first and foremost encouraged to carefully review the Guidelines for Reporting an Interruption of Education and other resources on CODA's website, as most answers are found within these publications.

Frequently Asked Questions

- Q: Can CODA staff tell us whether our alternative assessment methods will suffice?
- A: No, CODA staff cannot advise programs on what is acceptable.

- Q: Is the five (5) page report limit per program or for the institution?
- A: Per program, submit no more than 5 pages on interruption of education and an additional 5 pages for distance education (if distance education was not previously submitted).

- Q: What if we can't get administrator signatures for the verification page?
- A: The CEO, CAO and Director must be included in the e-mail submission (no paper copies please) and this will serve as the verification page. Please carbon copy these individuals in the email.

Frequently Asked Questions

- Q: Does the five pages include appendices and exhibits?
- A: Yes, the entire report must be limited to five (5) pages, and every question must be addressed in the submission. Again, per program, submit no more than 5 pages on interruption of education and an additional 5 pages for distance education (if distance education was not previously submitted).

- Q: Does the five pages include the verification page?
- A: No, the verification page is a separate item.

- Q: Is there a special format I should use?
- A: There is no specific format, however, it is suggested that you state the question you are replying to in order to establish context within the response. Every question must be answered.

Frequently Asked Questions

- Q: Is there a font size requirement?
- A: No, but general business protocol is 10pt or 12pt font.

- Q: Where is the form I need to fill out?
- A: The “Guidelines for Reporting an Interruption of Education During COVID-19” is found at: [Accreditation Updates: COVID-19](#)

- Q: Could you send me an example report to follow?
- A: No, CODA does not provide examples. All submitted reports are confidential.

Frequently Asked Questions

- Q: I'm the residency coordinator, could you please add me to all your e-mails?
- A: The Commission's official contact for each program are the Program Director, CAO (Dean/Department Chair); CEO (Chief Executive Officer). CODA manages sensitive information and will not discuss program details with an administrative staff. The Program Director is ultimately responsible for the program and communication with the Commission office.

- Q: Should I send one report covering both distance education and interruption, or should there be two separate reports? And, how many verification pages?
- A: Please send a separate report/document for distance education and interruption of education, but one verification page included with the submission of both reports is fine.

Frequently Asked Questions

- Q: Did you get the report I sent you? Do you need anything else?
- A: Please carefully review the Guidelines for Reporting an Interruption of Education During COVID-19 and ensure that your submission addresses the questions that CODA has noted. If you need to resubmit a complete report, please contact the Commission office. Commission staff cannot determine whether the content of your report will be acceptable.

- Q: Who should I send the report to? And can I mail it?
- A: The report is sent to the discipline manager at CODA, **by email only** since CODA office is currently closed.

Frequently Asked Questions

- Q: Did you get the report I sent? In it, I indicated the program would have no interruption of education and would meet all requirements. Do I still need to send another report by May 15, as directed in the April 13 email?
- A: The program must submit a report that attests to no interruption based upon the specific questions noted in the Guideline document. This will be retained in the program's file. Please submit a complete report for the program's records.
- Q: I understand CODA staff is not able to offer advice or tell us whether our alternative assessment methods will suffice. But I have a unique question. Can I call you?
- A: You may email the Commission office; however, please note that CODA staff cannot advise a program on solutions for addressing interruption of education.

Frequently Asked Questions

- Q: We have multiple cohorts, one graduating in August and one in December. Does CODA want the plan for both cohorts?
- A: The interruption of education report is to address the Class of 2020, which typically means a spring/summer graduation. Please address the Class of 2020 to the extent you believe one or more cohorts will be impacted. The Commission will consider the impact on underclasses at a later time this summer.
- Q: Can I have a Word copy of the Guidelines so that I can respond directly into the document and return it to CODA?
- A: Like all other Guidelines, you are provided a PDF. You may copy the required questions into your own Word file to prepare a report for submission to CODA.

Frequently Asked Questions

- Q: The Guidelines state distance education must be reported for all years of the program, but the interruption of education is limited to the Class of 2020, is that correct?
- A: Yes. If you have not already done so, please submit distance education information for all enrolled years of the dental education program. The interruption of education should be reported for the Class of 2020, only. Please submit two (2) separate reports since CODA will not review and approve the temporary use of distance education. The interruption of education report may then be focused on the remaining questions in the Guidelines, as the interruption of education report will require CODA review.

Commission Staff Contact Information & Resources

- CODA's website ada.org/en/coda
- Click on Contact > [Staff Directory](#)
- Click on [Accreditation Updates: COVID-19](#) for access to the Guidelines and Temporary Flexibility documents
- Click on [Accreditation Standards](#) for access to the current Accreditation Standards for all disciplines

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There is a wealth of information, guidance and resources on CODA's website. Please carefully review these materials as you prepare your submission.

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Thank You for Attending this Webinar

Again, on behalf of the Commission on Dental Accreditation, we thank you for joining us today. The webinar is now concluded and further questions may be directed to the appropriate CODA manger by email. Thank you.

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