

MAERB Spring Report 2017

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Headline News: Site Visits under 2015 CAAHEP Standards and Guidelines

It is an uncontested truism that nothing moves quickly in accreditation. The 2015 *CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting* were approved in March 2015. It does, however, take time for change and implementation, particularly when over 500 medical assisting programs need to put these changes into place. The MAERB started conducting site visits on the 2015 *Standards and Guidelines* in January 2017, using a new template for the Self-Study Report as well as several new resources for Program Directors.

Kudos and thanks go to the Program Directors who have worked with these new resources for their visits in the spring of 2017. The MAERB office has learned a great deal from the process, and we are implementing the small tweaks and changes that naturally take place during this adoption process.

For those of you who have a visit scheduled for the future, even it is five years away, the MAERB recommends that you go to the website to review the new materials. At www.maerb.org, you will find the new Self-Study template and information about organizing the required electronic resource room. In addition, you will find other resources that focus on the 2015 *Standards and Guidelines*.

Practicum and Simulation Survey Report: The Results are In!

The Medical Assisting Education Review Board (MAERB) had requested feedback and information from the Program Directors (or their designated proxies) about the design and function of the required practicum in the CAAHEP-accredited medical assisting programs. The finished report is being sent to you in conjunction with the 2017 MAERB Spring Report; in addition, you will find it on the Educators' tab.

The MAERB will be sponsoring two webinars (see below for details) to share the information that we received. It will also be discussed at the MAERB Forum on Friday, October 6, 2017, at 2:00 – 4:00 pm at

the AAMA Conference in Cincinnati, OH. In addition, the MAERB is going to continue its discussion about the information shared at its February 2017 meeting and will provide further updates.

The information that was received from the Program Directors was extremely helpful and illustrates the value of medical assisting education. The CAAHEP-accredited medical assisting programs are doing valuable and interesting work that serves their local communities and contributes nationally to the medical assisting profession.

We will be continuing this good conversation with you in other places and reports.

Webinar for Program Directors

The MAERB Office is sponsoring a webinar designed for CAAHEP-accredited Program Directors and other interested faculty and/or administrators. The focus will be on findings of the MAERB Practicum Report that is being sent to you along with this report. In addition, you will find it on the “Educators’ Tab” of the MAERB website. The Practicum Report is the result of a survey that was conducted during fall 2016. We received responses from 417 staff of CAAHEP-accredited programs, so we have a great deal of data. During the webinar, we will be discussing the results of the MAERB Practicum Report, sharing MAERB’s discussion about the data that was received, and outlining the next steps for this project, as there is a great deal more to discuss and consider. Your responses were greatly appreciated, and we do want to take the time during this webinar to get more feedback.

We have scheduled two webinars, and the content will be the same for both of them. You can sign up for either one. The webinars are each limited to 100 participants, and they will be very strictly monitored, so we will let you know if you sign up for an event that is full. In addition, we will be recording one of the webinars so that the video will be up on the website for your information.

Wednesday, April 19, 2:00 pm - 3:15 pm (Central Daylight Savings Time)

Registration URL: <https://attendee.gotowebinar.com/register/7496580610234632705>

Thursday, April 20, 3:30 pm - 4:45 pm (Central Daylight Savings Time)

Registration URL: <https://attendee.gotowebinar.com/register/4230668237059442945>

Fee Increases, July 1, 2017

In January of 2016, the MAERB board authorized several fee increases, which will go into effect on July 1, 2017, and are enumerated below:

Continuing Accreditation Application Fee: \$800 (increased from \$500). If there are additional campuses or programs, the fee will be \$400 (increased from \$250) for each additional campus or program. Programs pay these fees four months prior to the scheduled site visit.

Initial Accreditation Fee: \$1500 (increased from \$1200). Programs going through initial accreditation pay this fee.

Program Director Change: \$350 (increased from \$300)

Practicum Coordinator: \$75 (increased from \$50)

Late fees: \$250 (increased from \$200)

Looking Ahead: Annual Report Form (ARF), 2017

Program Directors who submit their ARF in the spring have finished with the process and the MAERB office is currently reviewing the ARFs.

To aid you in planning for next year, below you will find the dates for the 2017 ARFs that will be submitted in the fall of 2017 and the spring of 2018 for the admission cohorts of 2016. While there may be a variance of a day or two, these dates provide you with some good guidelines for planning.

Fall Submissions, 2017 ARF (2016 admission cohorts and updates)

August 18, 2017: Program Directors receive a notice informing them that, in approximately 30 days, they will be able to access the ARF.

September 15, 2017: Program Directors can access their ARF in order to submit their data.

October 20, 2017: Deadline for ARF submission (no grace period)

Spring Submissions, 2017 ARF (2016 admission cohorts and updates)

December 15, 2017: Program Directors receive a notice informing them that, in approximately 30 days, they will be able to access the ARF.

January 12, 2018: Program Directors can access their ARF in order to submit their data.

February 16, 2018: Deadline for ARF submission (no grace period)

New Resource for Medical Assisting Programs

For reasons of both time and sanity, the MAERB office develops and updates its resources during the summer months, but there is one significant new resource, "Organization of Documents for Progress Reports and Other Submissions," on the "Documents" on the MAERB Website, under "Program Resources/Accreditation Resources."

The MAERB office frequently receives questions from Program Directors about the best method of providing documentation to the MAERB office with a progress report. In addition, the MAERB office has often had to return documentation because the titles of the documents are so long that the files do not transfer.

The resource, "Organization of Documents for Progress Reports and Other Submissions," provides a template for the submission of documentation as well as naming conventions. The goal is to provide Program Directors with an organization schema and a list of recognized naming conventions. The MAERB office will continue to remind the Program Directors of this resource as progress reports are due to be submitted.

Videos on the Standards

On the Educators' tab of the MAERB website, you will find a series of five videos, ranging from 30-40 minutes, that focus on the 2015 CAAHEP *Standards and Guidelines*. Creation of this video series is a direct result of feedback from Program Directors and instructional faculty at the Spring 2016 Webinar about Standard III.D "Resource Assessments."

Reminder: ARF Outcome Publication

In 2016, all CAAHEP-accredited programs submitted a link or other information about the publication of your ARF outcome for the 2014 admission cohort/s. In doing so, you were conforming to the 2015 *Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting*, Standard V.A.4 that states the following:

The Sponsor must maintain, **and make available to the public**, current and consistent summary information about student/graduate achievement that includes the results of one or more of the outcomes assessments required in these **Standards**.

Thank you for your energy and initiative in complying with this new Standard.

You will need to update that information or post a new outcome again this year, after you receive your ARF review letter from MAERB. If your program offers two different CAAHEP-accredited awards, then you will need to report an outcome for each award. Programs with fall ARFs have recently received an ARF review letter from MAERB; your outcome must be posted no later than April 1, 2017. Programs that submitted their ARF in February, will receive an ARF review letter from MAERB by May 1, 2017 and will need to post their revised outcome no later than June 1, 2017.

The important issue is that the information be accessible to the public, so the easiest venue for that information is the school's website.

It is not acceptable to provide this information only on internal documents. In other words, it is not enough to include it ONLY within your advisory meeting minutes. You should certainly be sharing your outcomes with your advisory committee, but this information does need to be publically posted.

MAERB Policy 210, "Reporting ARF Outcome(s)," provides you with information about posting the outcome. In addition, you will be receiving a reminder about posting the information in spring 2017 as well as information about how to submit the updated link to MAERB.

MAERB Forum at AAMA Conference, Friday, October 6, 2017, 2:00 - 4:00 pm

Please join us on Friday, October 6, 2017 at the MAERB Forum. It will be held from 2:00 - 4:00 pm at the AAMA conference (Room TBD) in Cincinnati, OH. The MAERB will be sharing details about its ongoing activities and will be soliciting feedback from the Program Directors and other staff of CAAHEP-accredited medical assisting programs. If you are not able to attend the Forum, the MAERB will be putting a video of the information on the MAERB website, and you will be informed when that is posted.

Accreditation Workshop at AAMA Conference, Sat., October 7, 2017, 8:00 am - 5:00 pm

You will find this information on the "Educators" tab on the MAERB website, www.maerb.org

The Accreditation workshop is an in-depth educational seminar designed to help organizations prepare for the comprehensive site-survey. Whether you are applying for accreditation for the first time or preparing for re-accreditation, these workshops can help you to understand applicable CAAHEP Standards and MAERB Policies and the processes and procedures to get your organization ready for its accreditation survey site visit. This workshop is led by experienced surveyors, who are able to share their expertise in and knowledge of the Standards and the survey process.

Outlined below are details about the Accreditation Workshop that is scheduled to be held at the AAMA 61st Annual Conference (Cincinnati, OH) on October 7, 2017. This workshop will focus on the current 2015 Standards. Preference will be given to people who have site visits in 2018, 2019, and 2020. People with later dates will be added as space allows.

Accreditation Workshop Registration

To register for the Accreditation Workshop to be held on October 7, 2017 in Cincinnati, OH, you will need to go to the following link: <https://www.surveymonkey.com/r/KYMMHNC>. Seats are limited to 50 participants.

You do not need to register for the AAMA Conference in order to register for an Accreditation Workshop, as they are separate events. The workshop will be held at the Hilton Cincinnati Netherland Plaza.

To make hotel reservations, go to <https://aws.passkey.com/event/16348886/owner/2602/home>. For more information about the hotel and travel, please go to the following link: <http://www.aama-ntl.org/docs/default-source/conference/reg-brochure.pdf?sfvrsn=68>. You will find information about travel information on p. 6 of the AAMA Conference brochure.

You must make your own hotel reservations. It is recommended to do so promptly as the room block does get booked quickly.

PLEASE NOTE: The \$200.00 workshop fee can be waived for one representative of currently accredited CAAHEP medical assisting programs that has paid the Annual Program Service Fees during the past 12 months. All others workshop registrants should submit the \$200 fee:

By credit card [MasterCard, Discover, Visa, or American Express]:

Contact Irene Lau at: 1-800-228-2262 x122.

By check: Make the check payable to the MAERB and mail it to the MAERB, 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606

The fee includes all workshop materials, along with breakfast and lunch on the day of the workshop.

The MAERB is adopting a new practice for registrants who do not show up to the workshop. If registrants for the accreditation workshop do not inform Irene Lau in the MAERB office that they cannot attend the October 7, 2017 workshop by October 4, 2017, they will be invoiced a \$200 "no show" fee. There will be no charge if the MAERB office is informed of the registrant's inability to attend either on or prior to October 4, 2017.

E-mail Verification. We will send you an email that confirms the receipt of your registration form and fee for this workshop, if applicable.

Seating is limited to 50 individuals; no on-site registration will be accepted.