

# MAERB Fall Report 2018

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## New Annual Report Form (ARF) Technology Tool: Fall 2019

The Medical Assisting Education Review Board (MAERB) will be implementing a new Annual Report Form (ARF) Technology Tool. The MAERB will start to use this new tool in fall 2019 for the 2018 data. This information was shared in the 2017 Fall MAERB Report and at the MAERB Forum at the AAMA Conference in October 2017. We will continue to report on this initiative to ensure widespread understanding.

2018 will be a transitional year. You will be organizing your 2017 admission cohort data for the 2018 ARF according to the guidelines of the current technology, and you will continue to use the current tracking tool (Outcome Thresholds Tracking Tool) that is posted on the Documents tab of the MAERB website. In fall 2018/spring 2019, programs will be submitting their outcome data for 2017 admission cohorts and graduates, as well as updating the data for previous years, using the old tracking tool.

At the same time, during 2018, you will start to organize the data for the new technology tool. Below you will find a discussion about the differences. You will find on the website a new resource under the ARF section. It is called the 2019 ARF Tracking tool. You will be using that tracking tool to organize your 2018 data for the 2019 Annual Report Form submission.

For many years, the ARF tool was a part of the MAERB website. In fall 2019, we will switch to the Annual Report Form Tool that is developed by CAAHEP, as it has several functionalities that will make it easier for the CAAHEP-accredited medical assisting programs to submit the data. In addition to supplying outcomes data, the Program Directors will be able to provide to the MAERB additional information about new faculty members and administrators.

As a brief overview of the difference in the organization and reporting of data, currently MAERB asks the Program Directors to report retention based upon admission cohorts; in addition, the Program Directors report job placement, graduate survey participation and satisfaction, and employer survey participation

and satisfaction based upon admission cohorts. The exam participation and passage are based upon graduation year.

The new method of reporting will still require the Program Director to report retention based upon admission cohorts, but, in contrast with the current MAERB reporting standards, job placement, graduate participation and satisfaction, employer survey participation and satisfaction, and exam survey participation and passage will all be based upon year of graduation, which is the standard methodology for reporting outcomes to accrediting bodies. Below, you will see a visual representation of the shift.

Outcomes/Section of ARF	Current MAERB Method		2019 Future Method
Retention	Admission Cohort		Admission Cohort

**Students Graduate from the program,  
and the Program Directors report on the categories below.**

Job Placement	Admission Cohort		Graduation Year
Graduate Survey	Admission Cohort		Graduation Year
Employer Survey	Admission Cohort		Graduation Year
Graduate Analysis	Graduation Year		Graduation Year
Exam Participation and Passage	Graduation Year		Graduation Year

This shift in the ARF will require a significant change in the method by which MAERB Program Directors compile and count the outcome data. It is important to note that there are no changes being made for the 2016 and 2017 data that will be submitted on the 2017 and 2018 ARFs, respectively.

[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 the new ARF technology tool and how to organize your admission and graduate data for 2018 to think ahead to the 2019 ARF. PLEASE NOTE: The MAERB Office held a similar training last spring, so the content will not have altered significantly.

- November 1, Thursday, 11:00-12:15 (Central Time)
- November 6, Tuesday, 4:00-5:15 (Central Time)

We have scheduled two webinars, and the content will be identical for each. You can attend either one. If you are unable to attend, we will be recording one of the webinars and the video will be (fairly) promptly posted on the website for your information. To register for one of the webinars, please go to the following link: <https://www.surveymonkey.com/r/TDDJP6C>

### Recorded Webinar for Program Directors: MAERB Forum

On the Educator's tab of the MAERB website ([www.maerb.org](http://www.maerb.org)), you will find a video that replicates the items discussed at the MAERB Forum. If you were not able to attend the event at the AAMA Conference on September 14, 2018, you will be able to hear an overview of what was discussed. You will find, however, that we cover the same information in the Fall MAERB Report that you are reading.

### Annual Report Form (ARF) 2018, Deadlines

Program Directors who submit their ARF each fall are in the middle of filling out the report. The programs that submit in the spring will need to comply with the following dates.

Spring submissions, 2018 ARF (2017 admission cohorts and updates to prior years)

**December 14, 2018:** Program Directors receive a notice informing them that in approximately 30 days they will be able to access the 2018 ARF.

**January 11, 2019:** Program Directors can access the 2018 ARF.

**February 15, 2019:** Deadline for submission of the 2018 ARF (no grace period)

### Change in MAERB Policy 210

In 2016, MAERB began to require that every CAAHEP-accredited program post at least one of the outcomes submitted in the Annual Report Form. 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**.

The Council for Higher Education Accreditation (CHEA) which recognizes CAAHEP, has changed its recognition standards, and they are mandating that only certain outcomes are appropriate to fulfill the requirement. CHEA is focusing on student achievement outcomes rather than program achievement outcomes, so retention, job placement and exam passage fit into those categories.

Due to that shift in CHEA recognition standards, the MAERB Policy 210—Reporting ARF Outcomes has been adapted. You are still required to publish one outcome, with the option of publishing more than one, from the ARF. The outcome data published must be the precise data from the program's most recent ARF that has received an official letter of review by MAERB. The requirements for the publication are as follows:

- The published outcome data must be retention, job placement, or exam passage.
- The published outcome data must be the single-year figure from the year prior to the most recent year reported.

- The published outcome data must be published on the program/institution’s website in a location that is easily accessible.
- The data must be updated annually by the program.

You have several possibilities for what you can publish, and the simplified chart below outlines what is acceptable based upon the 2018 ARF.

Date	Retention	Job Placement	Exam Passage
2017	95%	95%	89%
2016	97%	100%	98%
2015	92%	85%	92%
2014	99%	82%	98%
2013	88%	75%	100%

You can publish one of the outcomes that are highlighted in red. As always you have the option of publishing more than one outcome or the entire ARF chart, but the minimum requirement is to publish at least one outcome that comply with the requirements listed above. MAERB Policy 210, “Reporting ARF Outcome(s),” provides you with information about posting the outcome. You will find sample language and other helpful details.

At this point in time, you do not need to make any changes to your published outcome. After you submit your ARF, the MAERB Office will review the ARF and you will then receive a review letter. The review letter will provide you with information about publishing your ARF outcome as well as how to submit the link for the published outcome.

### Accreditation Fee Increases

In August 2018, the MAERB announced fee changes that will be put into place as of July 1, 2019. The entire list of changes is included in the MAERB Accreditation Fee Schedule, which is appended to Policy 115—Accreditation Fees in the MAERB *Policies and Procedures Manual*. We have attached the Accreditation Fee Schedule to the end of this report for easy reference.

## Nomenclature Change: From Case Manager to Program Manager



As of January 2, 2019, the MAERB Case Managers will change their title to MAERB Program Managers. As always, Jim, Tasha, Irene, and Bethany will be providing you with the same great service that they have always rendered. The job description, duties, and responsibilities have not changed. You will be served by your Program Manager in the same fashion that you have been served by your Case Manager. You can call them about anything related to CAAHEP programmatic accreditation for medical assisting. The goal in this shift is simply to represent more accurately what the MAERB staff do: They serve the CAAHEP-accredited medical assisting programs, and they are looking forward to continuing that good service.

## MAERB's Sponsoring Organizations

The Commission on the Accreditation of Allied Health Education Programs (CAAHEP) requires that all Committees on Accreditation (CoAs), such as MAERB have sponsoring organizations. The central goal is to ensure that the CoA has the necessary data about the profession to ensure that the education fits the changing needs. Sponsoring organization also strengthen CAAHEP's brand, expand the communities of interest, and provide a broad representation of the professional community.

MAERB is fortunate to have the American Association of Medical Assistants (AAMA) to be its founding sponsoring organization. AAMA created the accreditation arm for medical assisting programs and has supported it through a long and distinguished history.

As of April 2018, MAERB has two other sponsoring organizations: American Medical Technologists (AMT) and National HealthCareer Association (NHA).

The MAERB looks forward to working with all our sponsoring organizations in order to best serve the educational needs of the medical assisting profession.

## MAERB Accreditation Fee Schedule

### Application Fees

1. Initial Accreditation (1 campus/1 program)	\$1500
a. Each additional campus	\$650
b. Each additional program	\$650

Programs applying for Initial accreditation should submit the application fee as soon as they know when they want to have the visit scheduled. **The fee currently allows one person to attend an Accreditation Workshop free of charge, but for events held after August 1, 2019, there will be a \$200 charge for attending the accreditation workshop. See the Initial Accreditation Packet for more information.**

2. Continuing Accreditation (1 campus/1 program)	\$800
a. Each additional campus	\$400
b. Each additional program	\$400

CAAHEP-accredited programs need to “apply” for continued accreditation by paying fees four months prior to the comprehensive site visit.

3. Multiple Campus Program Application	\$500
4. Change of Ownership	\$500
5. Transfer of Sponsorship	\$950
6. Reactivation of an Inactive Program	\$400

All application fees are due with the applications and are not refundable.

### Annual Service Fee

1. One program on one campus	\$1200/ <b>\$1500 as of July 1, 2019</b>
a. Each additional program	<b>\$600/\$750 as of July 1, 2019</b>
b. Each additional campus	<b>\$600/\$750 as of July 1, 2019</b>
2. Initial Accreditation granted after June 30 of invoiced year for one program on one campus`	<b>\$600/\$750 as of July 1, 2019</b>
a. Each additional program	<b>\$300/\$375 as of July 1, 2019</b>
b. Each additional campus	<b>\$300/\$375 as of July 1, 2019</b>

CAAHEP-accredited medical assisting programs are sent the invoices in October with the final due date on the first business day of the New Year for the period January 1 through December 31 of the previous

year. These fees are charged retroactively, so programs pay for the past year. In other words, for the Annual Service Fee due in January 2019, CAAHEP-accredited programs are paying for 2018 services. **In regards to the fee increase that is scheduled for July 1, 2019, programs will be invoiced the increased fee in October 2019.** There are no partial year rates, with the exception of programs accredited on or after July 1 of the year covered by the fee.

*Comprehensive Review Fee*

**Programs that have a visit scheduled in January 2020 or later will pay the increased fee indicated in red. The invoices for those visits will be sent out in September 2019, but the amount is not due until four months prior to the scheduled visit.**

- |   |                                     |
|---|-------------------------------------|
| 1. One program on one campus (two days)                             | \$2300/ <b>\$2,700 as of 1/2020</b> |
| a. Additional Surveyor (more than one campus/one program, two days) | \$1150/ <b>\$1,350 as of 1/2020</b> |
| b. Additional Day(s) (more than one campus/one program)             | \$600/ <b>\$700 as of 1/2020</b>    |

The Comprehensive Review Fees pay for the travel, lodging and food of the surveyors who visit the program site. Comprehensive Review Fees are due when programs submit the Self-Study four months prior to the actual visit. Programs will be required to pay additional survey expenses if the actual expenses are in excess of these fees. The program will be invoiced for the entire amount of excess costs at the conclusion of the survey. The program will be responsible for the additional expenses incurred if, when a scheduled surveyor is not able to attend the visit, the program determines that the survey should not continue, even if the remaining available surveyor is qualified to conduct the survey as a sole surveyor. There will be no refunds of the Comprehensive Review Fee.

*Mandated Focused Visit*

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|------------------|--------------|
| 1. Focused Visit | Actual costs |
|------------------|--------------|

If MAERB schedules a focused visit to an institution based upon specific issues that have emerged, the institution will be charged the actual survey expenses (travel, lodging, hotel) of the surveyors. The program will be invoiced after the visit.

*Accreditation Workshop Fees*

**For workshops held after July 1, 2019, there will be a charge of \$200 for every institutional representative attending a face-to-face workshop, as is indicated in red below. The online workshops and educational events are free of charge.**

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|--|---------------------------------------|
| 1. One representative of a currently accredited CAAHEP medical assisting program that has paid the Annual Program Service Fee.   | Free/ <b>\$200 after July 1, 2019</b> |
| 2. One additional representative from each additional program or campus that has paid the additional Award Program or Campus fee, along with the Annual Program Service Fee. | Free/ <b>\$200 after July 1, 2019</b> |

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|--|---------------------------------------|
| 3. A representative from an unaccredited program that has paid the Initial Accreditation Application Fee   | Free/ <b>\$200 after July 1, 2019</b> |
| 4. A representative from an unaccredited program that has not yet paid the application fee or the application fee was paid over 12 months prior to the workshop. | \$200                                 |
| 5. A representative from a currently accredited program who already has the maximum number attending.  | \$200                                 |

*Change Fees*

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|--|-------|
| 1. Curriculum Change Fees  |       |
| a. 10 – 50% change in total credits or clock hours   | \$300 |
| b. 51% or greater change in total credits or clock hours   | \$500 |
| 2. Change of Award (Change a degree to a certificate/diploma or vice versa)/Addition of another accredited program | \$500 |
| 3. Personnel Change  |       |
| a. Program Director  | \$350 |
| b. Practicum Coordinator (additional or replacement)   | \$75  |

*Administrative Charges*

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|---|--|
| 1. Failure to report Program Director or Practicum Coordinator change within 14 days of the vacancy                                       | \$250                                      |
| 2. Failure to submit completed Program Director or Practicum Coordinator workbook, including documentation, within 30 days of the vacancy | \$250                                      |
| 3. Failure to submit Annual Service Fee by second notice due date   | \$250                                      |
| 4. Failure to submit any requested documentation by second notice due date  | \$250                                      |
| 5. Annual Report Form Unlock Fee  | \$200                                      |
| 6. Rescheduling comprehensive site visit within six months of the confirmed date at the program's request                                 | \$500 (plus any additional travel charges) |



These administrative fees cover staff time and other administrative costs that incur due to late or incomplete material being submitted or changes being made.