# 2022 CAAHEP Standards and Guidelines

# ARF Raw Data Submission and On-Site Electronic Documents

There are important materials that need to be organized and submitted to MAERB one week prior to the site visit or ready for review at the site visit.

Outlined below is the necessary documentation that needs to be compiled after submission of the Self Study, including their timeframes.

| Documentation | Timeframe | Submission Process |
|---|---|---|
| ARF Raw Data (not required for initial accreditation) | One week (7 days) prior to site visit | Submit to the MAERB SharePoint Site |
| Curricular Materials | Samples prior/Site visit | Paper Folders, Electronic Resource Room on campus, Program Learning Management System, or MAERB SharePoint Site. There will be requests for five samples two weeks prior to the site visit, but most of the curriculum will be reviewed on site. |
| Course Records | Site visit | Electronic Resource Room on campus or MAERB SharePoint Site |
| Supporting Documentation | Site visit | Electronic Resource Room on campus or MAERB SharePoint Site |
| Updated Materials | Site visit | Electronic Resource Room on campus or MAERB SharePoint Site |

The MAERB staff, rather than the site surveyors, will be reviewing the ARF Raw Data in the weeks after the program's submission at the SharePoint site.

The site surveyors will be reviewing the course records, supporting documentation, and any other updated materials at the site visit itself. For these documents, you will either be creating an electronic resource room on site OR using the MAERB SharePoint site. With the curricular materials required, you have a range of options to use, and more detail will be provided on that in the individual section.

Below you will find a description of the above-listed materials.

# Submission to MAERB SharePoint

## ARF Raw Data Submission – Required to be submitted to the MAERB SharePoint Site one week prior to site visit

PLEASE NOTE:  Programs applying for initial accreditation are not required to provide this ARF-related information.

If your program is applying for continuing accreditation, one week prior to your site visit, you will need to submit to the MAERB office via the SharePoint site the raw data to support your most recently submitted Annual Report Form (ARF).

The MAERB office will be reviewing this ARF raw data to ensure compliance with the *Standards and Guidelines* in conjunction with your site visit.  Outlined below is the necessary data required:

Raw data (matching the program's current ARF) for the following outcomes:

a. **Retention:** Five years of course rosters, based either on the formal admission process or, for programs that don't have a formal admission process, the trigger course (i.e., the first course in which psychomotor or affective competencies are taught and assessed). For programs that use a trigger course, rosters should be clearly annotated to indicate any person who didn't pass or complete the trigger course. Similarly, for programs with a formal admissions process, rosters should clearly show those students who didn't remain in the initial course beyond the add-drop date.

b. **Graduate and Employer Survey Participation and Satisfaction:** Raw data, organized by year of graduation, that matches the five reported years from your most recently submitted ARF, including the date of survey completion and showing each graduate's response to each required question in the 3 domain areas.  If a given survey was conducted via telephone, the person transcribing the answers must indicate on the survey that it was conducted via telephone. Raw employer surveys must be dated and signed by the evaluating supervisor and should include the name of the graduate that is being evaluated.

c. **MAERB's Tracking Tool:** An unprotected Excel copy of your current, fully updated ARF Tracking Tool.

## Electronic Resource Room on Campus or MAERB SharePoint Site

Here are some general guidelines to think about when you are putting together your electronic resources:

1. The document titles must be significantly abbreviated.  You will note examples below to provide you with guidelines.
2. If you decide to combine a large group of documents (such as master competency checklists) into a single PDF, you need to add bookmarks so that the surveyors can easily and efficiently access the material.

The documentation that you provide to the site surveyors fits into these four categories:

1. Curricular Materials: Those include the tests, assignments, and checkoff sheets for every course in the medical assisting core curriculum that contains the MAERB Core Curriculum. Paper Folders, Electronic Documents, Learning Management System.
2. Course Records—Rosters, Gradebooks, and tracking mechanism for achievement of all the psychomotor and affective competencies Required Electronic Format
3. Supporting Documentation—Materials that provide supporting data Required Electronic Format
4. Updated Materials—Information that you provided in your SSR that might have changed during the four months prior to the site visit Required Electronic Format

You will find a visual representation of the organization throughout this discussion to help you "see" the possibilities, and you will find a discussion for how to organize these materials electronically.

You can certainly organize the material in a variety of different ways, so you can consider these to be guidelines rather than rules. You do, however, need to think about your audience. The organization outlined below is optional, but it is based upon conversations over the years with Program Directors and surveyors.

The large folder that contains all your electronic documents (items #2 – 4 listed above) could be organized in the following fashion:

| > ElectResourceRmORMAERB SharePointSite | | |
| --- | --- | --- |
| Name | Status | Date modified |
| CrseRec | ↻ | 5/30/2022 1:52 PM |
| SupDoc | ⊘ | 5/30/2022 1:50 PM |
| UpdtdMat | ⊘ | 5/30/2022 1:50 PM |

## Curricular Materials

You will need to have available for the site surveyors all the syllabi and course content outlines, tests, checkoff sheets, assignments for every course in the medical assisting curriculum. Those materials, as outlined above, can be stored in paper folders, electronic folders, digital learning resources, or a learning management system. You are allowed to use your own organization in the specific methodology, but you need to be able to access the material quickly during the Curriculum review material, so you do need to have it organized. It will be necessary to prepare the material, even if you are relying on your learning management system, in such a way that you and your faculty can access it easily.

It may be that some of the courses are currently being taught and you also may need to provide information from courses that were taught in the past. You will need to have the instructors available to explain the materials to the Site Surveyors, as they will sample the materials while they are on site. You will also need to have the books and other instructional materials available.

On the agenda, you will include a curriculum review meeting with the surveyors to share this information. Please arrange to have this meeting in a room that allows for a show and tell of the

curriculum materials. If it is all in a learning management system or electronic documents, a room with a computer and projector will be useful; if it is in paper folders, it would be great to have a large table.

## Course Records Required Electronic Format

You are required to include the following information for the most recently assessed class of students for every course in which the MAERB Core Curriculum is taught.

- **Rosters** (the official course lists of students for each most recently assessed course)
- **Gradebook** (all the grades, which includes test scores, assignments, etc…., for each student in the course)

Within the "CrseRec" folder, you would create sub-folders for each course and then place the rosters and gradebooks for each course into each sub-folder, as shown in the two graphics below:
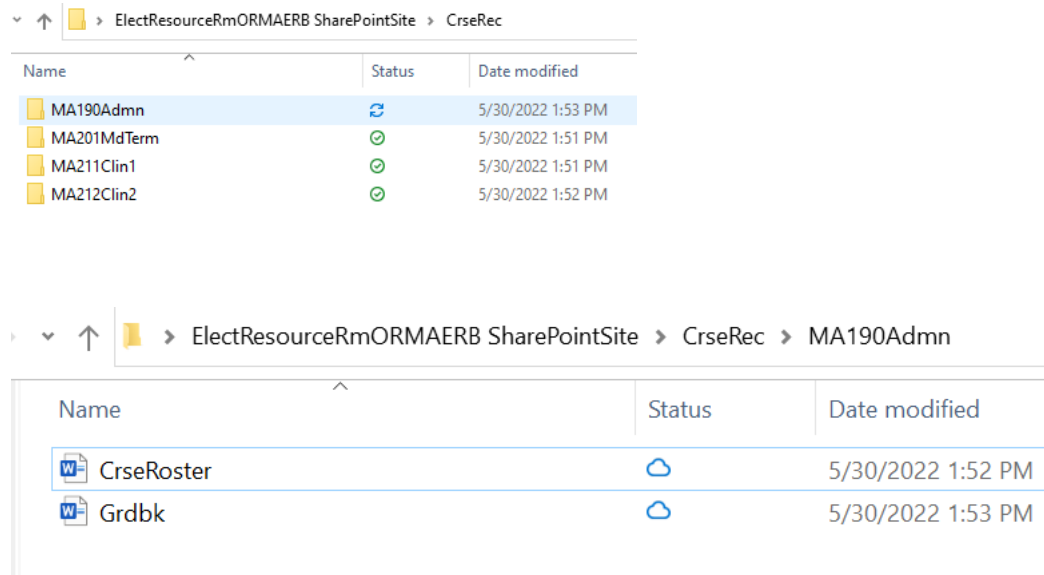




## Supporting Documentation Required Electronic Format

This documentation supports the information that you provided in the Self Study Report (SSR). Because this documentation is so unique to each program, below you will find some suggested abbreviations, which you can explain to the site surveyors, if needed.

| Supporting Documentation | Naming Conventions |
|---|---|
| **Tracking mechanism** (master competency checklist for each student, or a detailed gradebook that shows the assessment of the student on **each** psychomotor and affective competency) for the most recent graduate cohort. | Folder: TrckMech |

| | |
|---|---|
| **NOTE:** If you don't use a tracking mechanism, you need to include the dated evaluation assessment (completed student work) for all the students indicating that they have been assessed on each of the psychomotor and/or affective competencies for that course. | Documents: LastName, FirstInitial |
| **Practicum Documentation**<br><br>Documentation, for the most recently graduate cohort, showing that graduates complete at least 160 supervised practicum hours in a healthcare setting prior to graduation, including time sheets (completed by the students and verified by the practicum site), and documentation that the Practicum Coordinator (PC) reviews the hours for compliance. In addition, the practicum evaluations, demonstrating that the students have performed a range of administrative and clinical skills, must be included. | Folder: PractEvid<br><br>Documents: LastName.FirstInitial |
| **Resource Assessment Documentation – <mark>See MAERB Policy 225</mark> Initial Accreditation Programs do not need to supply 3 years of forms, but they do need to complete the resource assessment that is a part of their Self-Study.**<br><br>For programs undergoing continuing accreditation, you should include three years of completed forms (i.e., faculty evaluations, student surveys, course evaluations, and practicum site evaluations by students, etc.) that the program has used for its most-recent resource assessments. You will need to create your own mechanism for organizing this information, as each program is unique in this sense and evaluates its resources using differing resources. Your medical assisting program must undergo a formal resource assessment at least once every academic or calendar year.<br><br>In January 2024, MAERB is putting in place a new required Resource Assessment Form and required surveys. If you use that new form, you will need to show the required surveys as well. | Folder: ResAssmSup<br><br>Files<br>FacEval<br>StudSurv |

## Updated Materials Required Electronic Format

If, during the four months between submission of your SSR and the site visit itself, any of the information that you submitted in your SSR has changed, you will need to provide the new, updated information to the surveyors at the start of your site visit. Otherwise, the surveyors will use the information that was a part of your original SSR. In addition, your site surveyors may ask you for additional materials and you can include it in your folder.