

February 10, 2012

Ms. Carol Moneymaker
Executive Director
ABHES
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043

Re: ABC Health Education Institute, Indialantic, FL ID# I-555-01
Response to January 13-14, 2012, Evaluation Visit Reports

Dear Ms. Moneymaker:

Following this letter is ABC Health Education Institute's Response to the accreditation standards violations cited in the ABHES evaluation reports for the on-site evaluation visits conducted January 13-14, 2012.

Sincerely,

Penelope Brown
Executive Director

**RESPONSE TO RENEWAL GRANT VISIT
ABC HEALTH EDUCATION INSTITUTE - INDIALANTIC CAMPUS**

IV.J.2. An institution has a written emergency preparedness plan that is available to all students and staff.

Compliance Rating: <input type="checkbox"/> Exceeds Standard <input type="checkbox"/> Meets Standard <input checked="" type="checkbox"/> Violates Standard <input type="checkbox"/> N/A
The institution does not have a comprehensive (one document) emergency preparedness plan.

Accreditation Standard

IV.J.2. An institution has a written emergency preparedness plan that is available to all students and staff.

The emergency preparedness plan includes, but is not limited to, the following,

- i. Risk Assessment
- ii. Evacuation
- iii. Lockdown (if the danger is a threat to students on campus)
- iv. Communications (means of communicating with staff, students, and family members during, and immediately post, incident)
- v. Media (designated persons who may address the media and what information, minimally, that will be released)
- vi. Training (method and timeframe for orienting staff and students)

RESPONSE

The lack of a written emergency preparedness plan for our institution was an oversight. We are grateful to the ABHES evaluation team for bringing this matter to our attention. Although we had written policies and procedures that addressed emergency evacuation and communication during emergencies, including steps to follow if there was a sudden threat to students on campus, we admittedly did not have all these policies and procedures collectively in one streamlined, comprehensive document. The institution now has the Emergency Preparedness Plan ([Exhibit 4 – Emergency Plan](#)) that includes all requirements and more. We are confident the Plan provides a sound and effective strategy to follow in case of emergency. The Plan is available for reference at the Reception desk in our lobby and has been placed on the instructor’s desk in every classroom and is available as well in the student and faculty lounges. The Plan will now be provided to new staff and new students during their required orientations. [Exhibit 5 – Orientation Agenda](#) provides copies of the updated Orientation Agendas with the Emergency Preparedness Plan noted as agenda item #5.

Exhibit 4 – Emergency Plan



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Exhibit 5 – Orientation Agenda

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V.A.5. A program has an active advisory board of in-field specialists, current in the applicable specialty, representing its communities of interest, to assist administration and faculty in fulfilling stated educational objectives.

Compliance Rating: <input type="checkbox"/> Exceeds Standard <input type="checkbox"/> Meets Standard <input checked="" type="checkbox"/> Violates Standard <input type="checkbox"/> N/A
The Distance Education representative attending the Advisory Board is a school employee. The institution has not identified an outside individual to serve on the Board for the Distance Education portion of the program.

Accreditation Standard

V.A. 5. A program has an active advisory board of in-field specialists, current in the applicable specialty, representing its communities of interest, to assist administration and faculty in fulfilling stated educational objectives.

At a minimum the institution has an advisory board comprised of at least three community representatives, not employed by the institution, for each discipline or group of related programs (e.g., medical assisting and medical administrative assisting). These individuals collectively provide a reasonable sampling of the community and are knowledgeable about the current state of the field. Programs offering complete or partial content by distance education have a minimum of one non-school employee representative specializing in this method of delivery.

The board convenes a minimum of once per 12-month period and addresses a broad range of topics that may include the program’s mission and objectives, curriculum, outcomes, program strength and weaknesses in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship, and employer feedback.

Prepared minutes of meetings are maintained, distributed and used to improve curricula. Meeting minutes include member participation, topics discussed, summary of significant outcomes and activities, areas of unfinished business with projection for completion, and a list of recommendations made by the advisory board, and the program’s or institution’s response to these recommendations.

RESPONSE

ABC Health Education Institute made a wide-spread effort to locate and recruit an individual to serve as a distance education advisor on our program advisory boards. After interviewing several candidates, we have secured the services of Ms. Deirdre McCarthy. Ms. McCarthy has been working within the distance education environment since 2000. See Ms. McCarthy’s current resume – [Exhibit 1 McCarthy Resume](#). She currently works with Cardinal University Minneapolis, Minnesota, as chair, Computer Technology Programs as well as an instructor. She has extensive experience in developing online as well as residential courses and programs. Additionally, she has served as a mentor to faculty new to online instruction.

Exhibit 1- McCarthy Resume is a copy of Ms. McCarthy's current resume to demonstrate her qualifications.

Exhibit 2 – Meeting Agenda is the Agenda for the Medical Assisting Program Advisory Board Meeting held February 7, 2012, via GoToMeeting. Please note agenda item one is the Introduction to Ms. McCarthy and her role on the Advisory Board.

Exhibit 3 – Meeting Minutes the Meeting Minutes, is provided to note Ms. McCarthy's attendance, and furthermore, to demonstrate her participation at the Meeting. The next scheduled Advisory Board Meeting for the Medical Assisting Program is scheduled for August 7, 2012. Ms. McCarthy is planning a visit to the institution for a few hours, including meeting with program instructors, prior to attending (in person) the scheduled meeting.

Exhibit 1- MCCARTHY RESUME

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Exhibit 2 – MEETING AGENDA

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Exhibit 3 – MEETING MINUTES

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