What You Should Know About The ABHES Annual Report

Presented to the

Accrediting Bureau of Health Education Schools

11th Annual National Conference on Allied Health Education

February 26–28, 2014

Nashville, TN

Presented by

Nicholas Kent
Vice President, Legislative and Regulatory Affairs
Education Affiliates Inc.
Agenda

- Annual Report
  - Institutional Information
  - Program Information
  - Program Outcomes
  - Distance Education
  - Surgical Technology
  - Financial
  - Sustaining Fees
  - Required Documents
- Outcomes Reporting
- Maintaining Data Integrity
- Institutional & Program Improvement
Definition

Annual Report - Submitted by every member institution and program in October.* The ABHES Annual Report covers the period of July 1st through June 30th of the given reporting year. The report contains questions pertaining to items such as program offerings, retention, placement, credentialing and enrollment.

*ABHES Bulletin, August 13, 2013, ABHES Annual Report - Extension on Reporting
*ABHES Memo, October 31, 2013, 2012-2013 ABHES Annual Report
Who exactly must submit?

- Main campus
- Non-main campus
- Satellite campus
Institutional Information

General information must be consistent with ABHES records:

- Institution Name
- ABHES ID#
- Address
- Phone / Fax
- Website
- Fiscal Year End
- Primary Contact
- Approved Separate Classrooms, if applicable
Institutional Information

Alternate contact information:
- Changed from "Emergency" to "Alternate"
- Should not be the same as institution contact information:
  - Name
  - Address
  - Telephone
  - Email
Institutional Information

Legal Status, Ownership, or Form of Control:

- Non-Profit Organization
- Privately Held Business Corporation
- Publicly Held Business Corporation
- Sole Proprietorship Business
- Other (e.g., Privately Held LLC)
Institutional Information

Legal Status, Ownership, or Form of Control Cont'd:

- Changes since July 1 in legal status, ownership, or form of control?
  
  ✔ Yes  No

- Considered a change in legal status, ownership, or form of control by ABHES?

- Considered a change in legal status, ownership, or form of control by U.S. Department of Education?
Institutional Information

Legal Status, Ownership, or Form of Control Cont'd:

- Pending litigation?
  
  ✔ Yes  No

- Explain in detail
Institutional Information

Other Accreditation:

- Agency
- Type (Institutional or Programmatic)
- Expiration date of current grant of accreditation
- Explanation of any disciplinary action, if applicable

* List accreditation agencies only:
Program Information

Program synopsis must be consistent with ABHES records*:

- Program Name
- Credential
- CIP Code
- In Class Clock Hours
- Outside Clock Hours, if applicable
- Total Clock Hours
- Number of Instructional Weeks (Day/Evening/Weekend)
- Credit Hours (Quarter/Semester), if applicable
- Method of Delivery (residential, blended, full distance, etc.)

*As of June 30th
• Annual Report is not the appropriate forum to notify ABHES of institutional or program changes

• Changes must be reported as outlined in Chapter III, *Accreditation Manual*, 17th Edition
Program Information

Discontinuation of program(s) or method of delivery*:

- Program Name
- Credential
- Total Clock Hours
- Number of Instructional Weeks (Day/Evening/Weekend)
- Credit Hours (Quarter/Semester), if applicable
- Date of Last Graduating Class

*Since July 1st
Program Information

Discontinuation of program(s) or method of delivery Cont'd:

- Includes discontinuation of program and delivery method (e.g., residential, blended, or full distance education)

- Not in operation for continuous 12 month period

- Notify ABHES by submitting the Notice of Discontinuation of Program and/or Delivery Method form

Chapter III, Section B, Subsection 4, C Accreditation Manual, 17th Edition
Updated February 11, 2014
- Annual Report is not the appropriate forum to notify ABHES of institutional or program changes

- Changes must be reported as outlined in Chapter III, *Accreditation Manual, 17th Edition*
Program Information

New program(s)*:

- Program Name
- Credential
- Total Clock Hours
- Number of Instructional Weeks (Day/Evening/Weekend)
- Credit Hours (Quarter/Semester), if applicable
- Date Approved by ABHES

*Since July 1st
Program Information

New program(s) Cont'd:

- Must be submitted to ABHES prior to implementation
- Notify ABHES by submitting the Application for New Program Approval form
  - Does not represent a significant departure from exiting offerings - Staff approval needed
  - Represent a significant departure from exiting offerings - Commission approval needed

Chapter III, Section B, Subsection 1(iii)
Chapter III, Section B, Subsection 2(c)
Accreditation Manual, 17th Edition
Updated February 11, 2014
- Annual Report is not the appropriate forum to notify ABHES of institutional or program changes

- Changes must be reported as outlined in Chapter III, *Accreditation Manual*, 17th Edition
Program Information

Enrollment:

• Recognized accreditation agencies must monitor overall growth of its institutions or programs and collect headcount enrollment data from those institutions or programs at least annually.

• Recognized accreditation agencies must monitor the growth of programs at institutions experiencing significant enrollment growth, as defined by the agency.

• Recognized accreditation agencies must monitor the headcount enrollment of each institution it has accredited that offers distance education or correspondence education. If any such institution has experienced an increase in headcount enrollment of 50 percent or more within one fiscal year, the agency must report that information to the Secretary.

34 CFR § 602.19
Program Information

Enrollment Cont'd:
- Program Name
- Credential
- Total # of students during previous reporting year
- Total # of students during current reporting year
- Percent Increase/Decrease between the two reporting years
Total Student Enrollment Formula

BE + NS + RE
Program Information

Enrollment:

- ABHES reviews student population growth by program compared to the previous reporting year. Any increase in the population of any program greater than 50 percent from the prior year must be explained by means of an appendix of the Annual Report that addresses the impact of growth on:
  - Availability of resources in class sizes, classrooms facilities, laboratories, faculty, student services, and clinical education experiences;
  - Program retention;
  - Graduate results on required licensing or credentialing examinations; and
  - Program placement in the subject field

Chapter III, Section A, Subsection 10
Accreditation Manual, 17th Edition
Updated February 11, 2014
No Student Enrollment From Previous Reporting Year

No appendix!
Program Information

Enrollment Cont'd:

- Appendix:
  - Required for each program with greater than 50 percent from the prior reporting year
  - Explain how the enrollment increase impacted each required area
    - Address each sub-area (e.g., student services)
  - If program did not meet a student achievement benchmark, explain how the enrollment increase did or did not contribute
  - KISS
  - No supporting documentation unless subsequently requested
Program Information

Enrollment Cont'd:

- Any failure to meet the student achievement requirements or financial indicators, or to show an adverse impact on the institution's or program's ability to comply with accreditation standards due to extraordinary enrollment growth, may result in the institution or program being directed to show cause why the institution or program should not have its accreditation withdrawn.
Program Outcomes

Student Achievement Outcomes:

- ABHES reviews key student achievement indicators set forth in the Annual Report of every accredited institution and program.

- Failure to demonstrate at least 70 percent retention rate for each program, a 70 percent placement rate for each program, or a 70 percent pass rate on mandatory licensing and credentialing examinations using the formula provided by ABHES in the annual report, as well as meet the state mandated results for credentialing or licensure required for employment, raises a question to whether accreditation requirements are being met.

- Failure to meet accreditation requirements will result, at a minimum, in the institution or program being required to demonstrate that is has effectively analyzed the situation and taken measures to correct the deficiency through creation of an action plan.

Chapter III, Section A, Subsection 10
Accreditation Manual, 17th Edition
Updated February 11, 2014
Program Outcomes

Retention:

- The retention rate is determined by using the ABHES required method of calculation, for the reporting period July 1 through June 30: \( \frac{EE + G}{BE + NS + RE} = \text{Retention Rate} \):

  \[
  EE = \text{Ending Enrollment} \\
  G = \text{Graduates} \\
  BE = \text{Beginning Enrollment} \\
  NS = \text{New Starts} \\
  RE = \text{Re-entries}
  \]
Beginning Enrollment

- Should match previous year's Ending Enrollment
- If not, submit a letter of explanation to ABHES prior to Annual Report due date
Program Outcomes

Retention:

- The retention rate is determined by using the ABHES required method of calculation, for the reporting period July 1 through June 30: \( \frac{EE + G}{BE + NS + RE} = \text{Retention Rate} \)

EE = Ending Enrollment
G = Graduates
BE = Beginning Enrollment
NS = New Starts
RE = Re-entries

Standard V.I.1.a.
Accreditation Manual, 17th Edition
Updated February 11, 2014
Re-entries

- Refers to any students who dropped from a *previous* reporting period and re-enrolled during the *current* reporting period

- Must re-enroll into the same program
Program Outcomes

Retention Cont'd:

- At a minimum, an institution maintains the names of all enrollees by program, start date, and graduation date.

- For the retention back-up documentation, an institution must use the ABHES back-up documentation form found at www.abhes.org.
  - Do not modify form
  - One retention back-up form per institution (insert additional worksheets into one workbook)
  - Label each worksheet tab with program name and credential

Standard V.I.1.a.
Accreditation Manual, 17th Edition
Updated February 11, 2014
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<th>Start Date</th>
<th>Graduation Date</th>
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Program Outcomes

Action Plans:

- Required for each program with retention, placement, or credentialing below 70 percent student achievement benchmark
- Must be submitted with the Annual Report
  - Provide supporting documentation if pertinent
- Should be developed after thoughtful assessment and analysis
- Should be well-written and clear
- Explain why rate is below benchmark
- Include an analysis of trends that affected the rate
- List specific strategies that have been implemented to improve retention, placement, or credentialing. If not yet implemented, include a detailed timeframe in which they will be implemented
- Should be consistent with Program Effectiveness Plan
Program Outcomes

Retention Action Plan Best Practices:

- Provide a trend analysis using several years of data, if available
  - Use July 1 - June 30 cohort period
  - Program viability study may be necessary
- Provide contemporaneous data, if favorable
- Describe resources and services (e.g., orientation, financial aid, learning resources, advising, tutoring, etc.) available to support students
- Describe assessment measures in place for admissions, curriculum, and student progress
  - Are results shared with stakeholders (staff, faculty, students, alumni, advisory boards)?
- List short and long-term (e.g., three years) goals that are both measurable and realistic
- Note action items and specify who is responsible
  - If everyone is responsible, no one is accountable
- Explain additional information that may be pertinent
Program Outcomes

Placement:

- The placement rate is determined by using the ABHES required method of calculation, for the reporting period July 1 through June 30: \( \frac{(F+R)}{(G-U)} \) = Placement Rate:

\[
\begin{align*}
F & = \text{Graduates placed in their field of study}^* \\
R & = \text{Graduates placed in a related field of training}^* \\
G & = \text{Total Graduates} \\
U & = \text{Graduates unavailable for placement}
\end{align*}
\]

*A graduate must be employed for 15 days and the verification must take place no earlier than 15 days after employment.

*Standard V.I.1.d.
Accreditation Manual, 17th Edition
Updated February 11, 2014
Related Field

- Related field refers to a position wherein the graduate's job functions are directly related to the majority of skills and knowledge acquired through successful completion of the training program.
- Burden of proof to evidence appropriate classification is institution's responsibility:
  - Position announcement
  - Job description
  - Letter from employer
  - Skills utilized checklist completed by employer
    - Should be consistent with curriculum
    - Could be sent with employer survey
Program Outcomes

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- The placement rate is determined by using the ABHES required method of calculation, for the reporting period July 1 through June 30: \( \frac{(F+R)}{(G-U)} \) = Placement Rate:

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Unavailable

- Health-related issues
  - Health care provider note/letter, insurance bill, photo
- Military obligations
  - Military orders, official documentation on letterhead or downloaded from an official website such as https://www.dmdc.osd.mil/appj/scra/scraHome.do
- Incarceration
  - Law enforcement record, booking/intake record, court order, newspaper article, other official documentation on letterhead or downloaded from an official website
- Continuing Education
  - Enrollment agreement, acceptance letter, transcript, class schedule, financial aid record
- Death
  - Death certificate, memorial card, letter from funeral home or hospital, law enforcement record, newspaper article
Program Outcomes

Placement Cont'd:

- At a minimum, an institution maintains the names of graduates, place of employment, job title, employer telephone numbers, and employment and verification dates.
- For any graduates identified as self-employed, an institution maintains evidence of employment.
- For any graduates identified as unavailable, the reason must be stated.
- For the placement back-up documentation, an institution must use the ABHES back-up documentation form found at www.abhes.org:
  - Do not modify form
  - One placement back-up form per institution (insert additional worksheets into one workbook)
  - Label each worksheet tab with program name and credential

Standard V.I.1.d.
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Updated February 11, 2014
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<th>Name of Graduate</th>
<th>Method of Delivery</th>
<th>Graduation Date</th>
<th>Placed in Field (F)</th>
<th>In A Related Field (R)</th>
<th>Not Placed or Out of Field</th>
<th>Reason for Unavailable</th>
<th>Place of Employment</th>
<th>Job Title</th>
<th>Employer Phone Number</th>
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</table>
Program Outcomes

Placement Action Plan Best Practices:

- Provide a trend analysis using several years of data, if available
  - Use July 1 - June 30 cohort period
  - Program viability study may be necessary
  - Market survey may be necessary
- Provide contemporaneous data, if favorable
- Describe resources and services (e.g., advising, remedial, career services, etc.) available to support students and graduates
  - Explain staffing ratios in career services
- Describe assessment measures in place for admissions, curriculum, and student progress, career services
  - Are results shared with stakeholders (staff, faculty, students, alumni, advisory boards)?
- List short and long-term (e.g., three years) goals that are both measurable and realistic
- Note action items and specify who is responsible
  - If everyone is responsible, no one is accountable
- Explain additional information that may be pertinent
Program Outcomes

Credentialing:

- The credentialing rate is determined by using the ABHES required method of calculation, for the reporting period July 1 through June 30: \( \frac{GP}{GT} = \) Examination Pass Rate

\[ GP = \text{Graduates Passing Examination} \]
\[ GT = \text{Graduates Taking Examination} \]

*Standard V.I.1.c.*
*Accreditation Manual, 17th Edition*
*Updated February 11, 2014*
Graduates Passing Examination

- Passing on any attempt (first, second, third, etc.)
- Only graduates from current cohort year
  - Can not include graduates from previous reporting periods
Program Outcomes

Credentialing Cont'd:

- At a minimum, an institution maintains the names of graduates by program, actual graduation date, and the credentialing or licensure exam for which they are required to sit for employment.
- For the credentialing back-up documentation, an institution must use the ABHES back-up documentation form found at www.abhes.org.
  - Do not modify form
  - One credentialing back-up form per institution (insert additional worksheets into one workbook)
  - Label each worksheet with program name and credential

*Standard V.I.1.c.*

*Accreditation Manual, 17th Edition*

*Updated February 11, 2014*
Multiple Credentialing Examinations

- Some professions may require more than one credentialing examination in order to work in field
  - E.g., state and national examinations
- If multiple credentialing examinations are required, the institution must report each examination separately in the back-up documentation form
Program Outcomes

Credentialing Cont'd:

- NEW - State mandated examination pass rate:
  - Program Name
  - Examination Name
  - Mandated Pass Rate
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<th>Exam Taken</th>
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</table>
Program Outcomes

Credentialing Action Plan Best Practices:

- Provide a trend analysis using several years of data, if available
  - Use July 1 - June 30 cohort period
  - Program viability study may be necessary
- Provide contemporaneous data, if favorable
- Describe resources and services (e.g., curriculum, advising, financial aid (test fees), remedial, career services (delay in testing), etc.) available to support students and graduates
- Describe assessment measures in place for admissions, curriculum, and student progress, career services
  - Are results shared with stakeholders (staff, faculty, students, alumni, advisory boards)?
- List short and long-term (e.g., three years) goals that are both measurable and realistic
- Note action items and specify who is responsible
  - If everyone is responsible, no one is accountable
- Explain additional information that may be pertinent
Distance Education

Distance Education:

- Must be completed by institutions with programs offered through distance education delivery methods (i.e., residential, blended, and full distance education delivery):
  - Student enrollment by method of delivery
  - Retention by method of delivery
  - Placement by method of delivery
  - Credentialing by method of delivery, if applicable
Surgical Technology

Surgical Technology:

- Must be completed by institutions with surgical technology programs:
  - Class completion dates
  - Pass/fail rate for first-time takers of the CST examination:
    - Previous three-year comparable (Above, Comparable, Below, Not Applicable)
  - Credentialing rates
  - Graduate satisfaction survey results:
    - Analysis of survey results should be detailed
    - Previous three-year comparable (Above, Comparable, Below, Not Applicable)
  - Employment satisfaction survey results:
    - Analysis of survey results should be detailed
    - Previous three-year comparable (Above, Comparable, Below, Not Applicable)
  - Market survey results:
    - Analysis of survey should be detailed and support justification for continued program enrollment, including population size during the cohort period
  - Clinical affiliation agreements
Financial

Financial:

• NEW - Must be completed by an independent CPA

• Reviewed by the Financial Review Committee:
  • Financial Delineation Information
  • Three Year Cohort Default Rates
  • NEW - Composite Score
  • NEW - 90/10 Revenue Percentage
  • NEW - Heightened Cash Monitoring 2 (HCM2)
Sustaining Fees

Sustaining Fees:
• Institutional Members
  • Based on total gross annual tuition
• Programmatic Members
  • Based on total number of students enrolled in program(s)
Required Documents

Documents that must be submitted in conjunction with the Annual Report in order for it to be considered complete*:

- Annual Sustaining Fee
- Current Catalog
  - Searchable Portable Document Format (PDF) preferred
- Enrollment Increase Appendix, if applicable
- Retention Back-up Document
- Placement Back-up Document
- Credentialing Back-up Document, if applicable
- Action Plan(s), if applicable

*$2,500 Annual Report Delinquency Fee / Show-Cause issued after 10 days following deadline
Outcomes Reporting

Outcomes Reporting Compliance Timeline:

- Annual Report Submission - December (first Tuesday)
- Annual Report Committee (ARC) reviews Annual Report - January Meeting
- Institution responds to ARC letter requesting additional information - April Due Date
- ARC reviews institution's April response - June Meeting
- Commission reviews Annual Report and institution's April response to determine compliance and, if applicable, notifies the institution/program that they are placed on outcomes reporting - July Meeting
- Institutions/programs respond to Commission letter requesting additional information for institutions/programs on outcomes reporting - October Due Date
- ARC reviews institution's response to Commission's outcomes reporting letter requesting additional information and new Annual Report - January Meeting
Outcomes Reporting

Outcomes Reporting Compliance Timeline Cont'd:

- 12 months, if the longest program is less than one year
- 18 months, if the longest program is at least one year, but less than two years in length
- 2 years, if the longest program is at least two years in length

Chapter III, Section C, Commission Actions
Accreditation Manual, 17th Edition
Updated February 11, 2014
Maintaining Data Integrity

- To avoid mistakes, departments should collaborate when completing the Annual Report, including back-up documents and action plans (e.g., Education and Career Services)
- Be mindful of information provided elsewhere in the Annual Report so not to create inconsistencies
- Review previous year's Annual Reports:
  - If applicable, notify ABHES of errors in previous year's Annual Reports
- Always work from primary source documents (e.g., approval letters)
- Maintain multiple copies of the Annual Report along with all primary source information (e.g., save a copy of student management system reports) and an explanation of how data were collected
Institutional & Program Improvement

- Use Annual Report process to identify institutional and program strengths and weaknesses:
  - Establish action plans for continuous improvement, even for programs above benchmark
- Share the Annual Report with and request feedback from faculty, staff, students, alumni, and Advisory Boards
- Use data when completing institutional and program assessments (Program Effectiveness Plan)
What You Should Know About The ABHES Annual Report

THANK YOU!