Interim Reports
Winter 2024
(report due April 19, 2024)

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Accreditation – Quality Manager
AGENDA

• Purpose
• Resources
• Reminders and Clarifications
• Standards
• Q&A
The purpose of the Interim Report is to facilitate reflection by a program of its curriculum, monitor programs between on-site evaluations and to document continuing compliance with the ACOTE Standards.

Questions are designed to elicit self-evaluation of continuing compliance with each Standard.

For maximum benefit to the program, the report should be discussed by the entire program faculty and incorporated into, or flow directly from, a program’s ongoing evaluation.
Welcome

- Staff introductions
- Welcome
Process

• Interim Report modules are opened approximately 8 months before the April due date
  – (Example: 2024 Interim Report would open in September of 2023)

• After the Interim Report is submitted, reviewers have the option to mark as:
  – Reopen (this occurs before the ACOTE meeting)
  – Compliant
  – Area of non-compliance

• Interim Reports are reviewed by ACOTE at its summer meeting

• Actions taken by ACOTE include:
  – Acceptance of the report with no further action
  – Deferral of action with a request for clarification
  – Acceptance of the report with a request for a Plan of Correction
Reopened Standards in 2023

• 39 Interims for 2023
• 36 programs had Standards reopened
  – down from ~307 in 2022
• 25 Standards cited as noncompliant
• 18 programs with Standards cited
2023 Reopened Standards
# Areas of Noncompliance

## Standards Cited from 2023 Interim Report

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<th>Standard</th>
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*ACOTE®*  
Accreditation Council for Occupational Therapy Education
RESOURCES

- Standards
- Forms
- Quick Reference to Documents
- eAccreditation System including eAccred FAQ/Resources Policies and Procedures
- Policies and Procedures
- Program FAQ for C Standards
- Education
RESOURCES

Report Forms
- OTA Summary of Program Director Credentials – Download
- OT Summary of Program Director Credentials – Download
- Additional Report Form to be used as instructed:
  - Progress Report Form – Download

Report Templates (Optional)
- Annual Report Guide – Download
- Curriculum Design Template – Download
- Faculty Professional Development Plan Template – Download
- Program Evaluation Plan Template – Download
- Program Evaluation Report Template-OTA – Download
- Program Evaluation Report Template-OTA-B – Download
- Program Evaluation Report Template-OTM – Download
- Program Evaluation Report Template-OTD – Download
- Program Strategic Plan Template – Download
- Scholarship Agenda Template – Download

Examples
- Sample Program Webpage – Download

Self-Study Guide and Related Forms
- Course Summary – Download
- Faculty Profile Form – Download
- Fieldwork Sites – Download
- Financial Resources – Download

Personnel Changes
- AFWC, DCC, CEO, Dean, or Faculty Member Changes: See “Adding New User or Changing Information” under Resources. Changes to these individuals should be made in the eAccreditation portal. There will be a delay when removing an official as Accreditation staff processes the pending edit. Users that require access to more than one portal require dual user access. To gain dual user access, email accred@acoa.org
- AFWC, DCC, or PD Listserv: To be added or removed email EDleadership@acoa.org

Program Director Changes: Submit a copy of the Program Director Data Form to accred@acoa.org and follow ACOTE Policy N.E.4. Program Director Changes to submit required documentation for review of credentials.
- Program Director Data Form
This page includes educational resources for updates, interpreting the Standards, and completing ACOTE required reports.

Reports

2023 Interim Report Information – Download

Standards

Capstone and Baccalaureate Presentation – Download
**ACOTE Downloads Page**

This page serves as a quick reference to all documents found on the ACOTE website.

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<td>3. OT Summary of Program Director Credentials (143)</td>
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<td>4. Program Director Data Form (87)</td>
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RESOURCES

• Accreditation Department: accred@aota.org
  – Program questions contact:
    • Melissa Tilton (mtilton@aota.org)
    • Teresa Brininger (tbrininger@aota.org)
  – Technical Questions (eAccred) contact:
    • Kristen Brown (kbrown@aota.org)
Reminders

• Use the 2018 Standards Interpretive Guide
  – Yellow boxes
  – Grey boxes
  – Glossary

• Start early
  – The dean/administrator needs to sign and submit to ACOTE

• ~ 49-56 Standards depending on degree level

• Submit by April 19, 2024
General Information

• Provide a narrative and ensure **upload** of all evidence

• Pay close attention to what is being asked for evidence and read the **instructions** in the eAccred system
  
  – If the Standard states “document” then the program must provide documentation (policy, memo, procedure, etc.)

• Address all aspects of the Standards
• Before submitting the Interim Report, **it must be** electronically signed by the dean/administrator to whom you report
• After signing, the dean/administrator will submit the report electronically to ACOTE
• The CEO signature **is not** required for interim reports
Submission Reminders

• Ensure the information regarding the dean/administrator is accurate in the official's tab
• Ensure the dean/administrator have access to the system
• To submit your interim report, turn all Standards to "ready for submission" and navigate to the HOME tab to submit to the dean/administrator
A Standards: Section A.2.0

• All about Faculty
  – Program director and academic fieldwork coordinator
    • Ensure release time is documented
    • Provide evidence of current license, degree, and initial certification
    • Provide evidence of qualifications – CV
  – Faculty
    • Ensure Faculty tab is updated
    • Evidence of licenses and degrees
    • Evidence of sufficient faculty
    • Core faculty identified
A Standards: Section A.2.0.

- **Distance Education**
  - Provide in the narrative how your program typically operates
  - The technology and resources to support the students
  - How does the program ensure the faculty are properly trained
  - How does the program verify the identity of the student
A Standards: Section A.4.0.

• Provide evidence that information is published and made available to the students/stakeholder
  – A.4.3. Publication of ACOTE information
  – A.4.4. Published Policies and Procedures

Sample Program Webpage
STANDARD A.5.3.

- The program must document a system and rationale for ensuring that the length of study of the program is appropriate to the expected learning and competence of the graduate.
- See interpretative guide in the 2018 Standards for OTD, OTM, OTA-B and OTA-A details.
- No supporting materials upload section, narrative only.
A Standards: Section A.5.0.

• **STANDARD A.5.7.**
  – Do not need to update the Curriculum Tab for the interim report in the e-accreditation system
  – In the "Compliance Statement" of A.5.7.
    • Include a brief statement of how each course relates to the curriculum design
    • Upload **All** syllabi in the "Supporting Material" section
• Strategic Plan
  – Ensure there are measurable actions steps - **NOT** ongoing (see interpretative guide in the 2018 Standards)

• Professional Development Plans
  – Ensure professional development plans are signed by faculty and program director (electronic signatures are acceptable)
  – Ensure actions steps are measurable
B Standards

• ONLY Four B Standards to Address
  – B.1.3.
  – B.4.27.
  – B.5.3.
  – B.6.6.

• Must include an assessment measure for ALL aspects of the Standard

• Upload the requested information under each of the Standards within the Interim Report (do not update curriculum tab)
C Standards

• Fieldwork
  – Sufficient FW agreements
  – FW in behavioral health or psychological and social factors
D Standards (OTD)

• **D.1.6. Mentor for Doctoral Capstone**
  – A policy outlining the process for assuring that the student is mentored by an individual with appropriate expertise
  – Individual must have expertise consistent with the student’s focus
  – The mentor does not have to be an occupational therapist
  – The mentor does not have to be employed by the Institution

• **D.1.7. Evaluation of Doctoral Capstone Experience**
  – Document a formal evaluation mechanism for objective assessment
D Standards (OTA-B)

- D.1.1. Baccalaureate Project Reflects Curriculum Design
- D.1.7. Evaluation of Baccalaureate Project
  - Document a formal evaluation mechanism for objective assessment
- D.1.8. Baccalaureate Project
  - Documentation of the policy/procedure for ensuring completion and presentation of the report of the individual or group project that demonstrates in-depth knowledge in the focused area of study.
Q&A

• Reach out to us with any questions: accred@aota.org