Q&A with Accreditation: Interim Reports

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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.
• After you submit your Interim Report, reviewers have the option to mark as:
  – Compliant
  – Re-open
  – Area of non-compliance
• Interim Reports are reviewed by the 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
Areas of Non-Compliance

- Standard A.2.7. Academic Fieldwork Coordinator
- Standard A.5.1. Strategic Plan
- Standard A.5.2. Faculty Professional Development Plans
- Standard A.5.3. Program Evaluation
Areas of Non-Compliance 2021

- Standard C.1.11. Qualified Level II Fieldwork Supervisors
- Standard C.1.3. Fieldwork Objectives
- Standard A.6.2. Professional Development Plans
RESOURCES

ACOTE®
Accreditation Council for Occupational Therapy Education

ABOUT  SCHOOLS  BECOME ACCREDITED  FOR PROGRAMS  NEWS

Forms

Report Forms
- Progress Report Form – docx
- Plan of Correction Form – docx
- OTA Summary of Program Director Credentials – docx
- OT Summary of Program Director Credentials – docx

Self-Study Guide and Related Forms
- 2020 Self-Study Guide – Download
- Course Summary – Download
- Faculty Profile Form – Download
- Fieldwork Sites – Download
- Financial Resources – Download
RESOURCES

• Accreditation Department: accred@aota.org
  – Barb Ostrove (bostrove@aota.org) or Teresa Brininger (tbrininger@aota.org) for program questions
  – Sue Graves (sgraves@aota.org) for technical questions

• If you email an individual recommend you cc the department email (accred@aota.org)
Reminders

- Use the 2018 Standards
- Start early
  - The dean needs to sign and send to ACOTE
  - There are multiple components to the 2018 Standards
- ~ 49-56 Standards depending on degree level
General Information

• Provide a narrative and ensure to upload all evidence

• Pay close attention to what is being asked for evidence and read the Instructions in the e-accreditation system
  – If the Standard states “document” then you must provide documentation (policy, memo, procedure etc.)

• Address all aspects of the Standards
A.5.7 Clarification

• Do not update the Curriculum Tab for the interim report in the e-accreditation system
  – System will not allow you to link to the B Standards
• 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
Signatures

• Before submitting the Interim Report it must be electronically signed by the dean/administrator to whom you report

• After signing, your dean/administrator will submit the report electronically to ACOTE

• The CEO signature is not required for interim reports
• All about Faculty
  – Program director and academic fieldwork coordinator
    • **Ensure release time is documented**
    • Provide evidence of 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
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 did you ensure the faculty were properly trained
    • How did you 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
    • ACOTE recently moved – ensure ACOTE address is correct
  – A.4.4. Published Polices and Procedures
    • Ensure cost of attendance is displayed on their webpage or a link is provided on the webpage
A Standards: Section A.5.0.

- **STANDARD A.5.7.**
  - You do not need to update the Curriculum Tab for the interim report in the e-accreditation system.
  - In the "Compliance Statement" box of A.5.7, include a brief statement of how each course relates to the curriculum design and upload all syllabi in the "Supporting Material" section.
A Standards: Section A.6.0.

• Strategic Plan
  – Ensure you have 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 4 B STANDARDS TO ADDRESS
  – New B Standards

• Upload the requested information under each of the 4 B Standards within the Interim Report
C Standards

- Fieldwork
  - Sufficient FW agreements
  - FW in behavioral health or psychological and social factors
D Standards

• 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