Q&A with Accreditation: Interim Reports
Winter 2023

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Accreditation – Quality Manager
AGENDA

• Purpose
• Resources
• Reminders and Clarifications
• Standards
• Q&A
Welcome

- Staff introductions
- Welcome
  - Will have open Q & A at the end of the session
  - Keep questions general versus program specific
  - If you do not have an interim this year, we ask that you reach out to us with your questions. This will allow those who have 2023 Interims due to have time during calls
Purpose of Interim Reports

• 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.
Process

- Interim Report modules are opened approx. 8 months before April (Example: 2024 Interim Report would open in September of 2023)
- 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 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 2022

• 41/48 programs had Standards reopened
• 18/41 programs had Standards cited
Common Reopened Standards (Interim 2022)
<table>
<thead>
<tr>
<th>Areas of Noncompliance</th>
<th>Score</th>
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<tbody>
<tr>
<td>C.1.9 LEVEL I FIELDWORK</td>
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<td>C.1.7 FW BEHAVIORAL HEALTH OR PSYCHO SOCIAL</td>
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<td>C.1.3 FW OBJECTIVES</td>
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<td>A.6.4 PASS RATE</td>
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<td>A.5.7 SYLLABI &amp; ASSESSMENT</td>
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<td>A.5.6 SCHOLARSHIP AGENDA</td>
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<td>A.5.5 CURRICULUM DESIGN</td>
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<td>A.4.4 PUBLISHED P &amp; P</td>
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<tr>
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<td>A.4.2 OUTCOMES</td>
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<tr>
<td>A.4.1 ACCURATE PROGRAM PUBLICATIONS</td>
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<tr>
<td>A.2.7 FACULTY DEGREES</td>
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<td>A.2.3 PD &amp; FACULTY QUALIFICATIONS</td>
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<td>A.2.15 DISTANCE ED.</td>
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## Reopened Standards

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<th>A.2.1. Program Director</th>
<th>A.5.6. Scholarship Agenda</th>
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<td>A.2.2. FTE Faculty Composition</td>
<td>A.6.4. Certification Exam Pass Rate</td>
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<td>A.2.3. Program Director and Faculty Qualifications</td>
<td>B.1.3. Social Determinants of Health</td>
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<td>A.2.4. AFWC</td>
<td>B.4.27 Community and Primary Care Programs</td>
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<td>A.2.6. Licensed OT and OTA Faculty</td>
<td>B.5.3. Business Aspects of Practice</td>
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<td>A.2.7. Faculty Degrees</td>
<td>B.6.6. Prep for work in Academic Setting</td>
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<td>A.2.8. Site Coordinator</td>
<td>C.1.1. FW Program Reflects Curriculum Design</td>
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<td>A.2.9. Sufficient Faculty</td>
<td>C.1.10. Length of Level II FW</td>
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<td>A.3.2. Admission Policies</td>
<td>C.1.11. Qualified Level II FW Supervisors</td>
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<td>A.3.3. Credit for Previous Work</td>
<td>C.1.12. Evaluating Effectiveness of Supervision</td>
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<td>A.3.5. Evaluation on a Regular Basis</td>
<td>C.1.14. FW Supervision Where No OT Services Exist</td>
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<td>A.3.7. Advising by Faculty</td>
<td>C.1.16. FW Supervision Outside the US</td>
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<td>A.4.2. Publication of Program Outcomes</td>
<td>C.1.13. FW Objectives</td>
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<td>A.4.3 ACOTE info</td>
<td>C.1.14. Ratio of FW educations to students</td>
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<td>A.4.4. Published Policies and Procedures</td>
<td>C.1.17. FW in Behavioral Health or Psycho Social</td>
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<td>A.4.6. Progression, Retention, Graduation</td>
<td>C.1.18. Qualified Level I FW Supervisors</td>
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<td>A.4.7. Completion in a Timely Manner</td>
<td>C.1.19. Level I FW</td>
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<td>A.4.8. Student Records</td>
<td>D.1.4 MOUs Doctoral Capstone</td>
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<tr>
<td>A.5.4. Program Mission and Philosophy</td>
<td>D.1.5. Length of Doctoral Capstone</td>
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<tr>
<td>A.5.5. Curriculum Design</td>
<td>D.1.6. Mentor for Doctoral Capstone</td>
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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

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 accredit@aota.org

AFWC, DCC, or PD Listserv: To be added or removed email EDDleadership@aota.org

Program Director Changes: Submit a copy of the Program Director Data Form to accredit@aota.org and follow ACCOTE Policy IV.E.4. Program Director Changes to submit required documentation for review of credentials.

- Program Director Data Form
ACOTE Downloads Page
This page serves as a quick reference to all documents found on the ACOTE website

Search downloads...

Accreditation Actions (12)
1. October 2020 ACOTE Actions (1599)
2. December 2020 ACOTE Actions (1551)
3. Summer 2020 ACOTE Actions (1134)
4. April 2021 ACOTE Actions (804)

Accreditation Resources (3)
1. AOTA Resources for Recruiting a New Program Director (710)
2. Sample Program Webpage (446)

Accredited Program Optional Templates (9)
1. Faculty Professional Development Plan Template (1655)
2. Program Strategic Plan Template (1221)
3. Scholarship Agenda Template (1209)
4. Program Evaluation Plan Template (1113)

Accredited Program Report Forms (4)
1. Progress Report Form (886)
2. OTA Summary of Program Director Credentials (154)
3. OT Summary of Program Director Credentials (143)
4. Program Director Data Form (87)
RESOURCES

• Accreditation Department: accredit@aota.org
  – Program questions contact:
    • Melissa Tilton (mtilton@aota.org)
    • Teresa Brininger (tbrininger@aota.org)
  – Technical Questions (e-Accred) contact:
    • Kristen Brown (kbrown@aota.org)

• If you email an individual, recommend you cc the department email (accredit@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
• Submit by April 17, 2023
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 e-accreditation system
  – If the Standard states “document” then you 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, your dean/administrator will submit the report electronically to ACOTE
• The CEO signature **is not** required for interim reports
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 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
  – A.4.4. Published Policies and Procedures
    • Ensure cost of attendance is displayed on webpage or a link is provided on the 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.
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" 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.
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
• ONLY 4 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
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