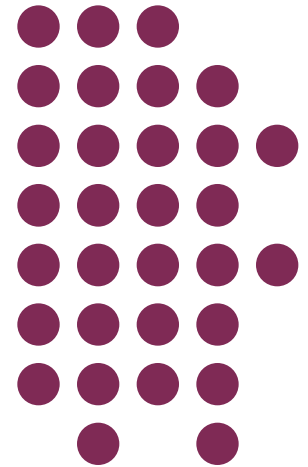


# 2014 ADEA Regional Allied Dental Accreditation Workshop

July 21-22, 2014  
Sheraton Gateway  
Los Angeles, IL



# CODA PURPLE



- New logo/color
- *New separate CODA website May 2014*
- [www.ada.org/coda](http://www.ada.org/coda)



# Allied CODA Updates

- NEW DA and DLT Standards: Jan 2014
- Revisions to DH Standards: 2-20, 3-7
- Completely revised DA and DH SSGs  
(incl: new exhibits!)

# Exhibit System

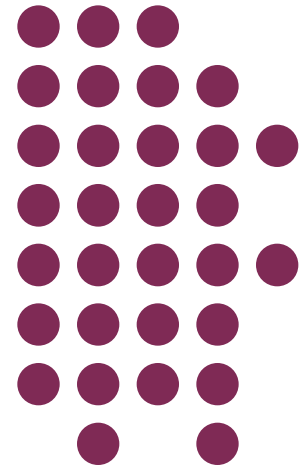


- *All* exhibits requested are required
- *Some* examples are provided
  - These are “Example Exhibits”
  - Numbered as such, e.g. “Example Exhibit 8”
- Some exhibits are requested with no example provided
- The program may opt to provide additional exhibits
- The final exhibit names/numbers will be sequential and determined by program

# Commission Policies

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New and Revised





# Straw Poll

How often are Commission policies reviewed and revised?

- a. Every 5 years
- b. When someone brings up a problem
- c. With the start of new Commission volunteers
- d. All of the above
- e. They are never revised



# Straw Poll

How often are Commission policies reviewed and revised?

- a. Every 5 years
- b. When someone brings up a problem
- c. When we get new Commissioners
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# Straw Poll

How often are Commission policies reviewed and revised?

- a. Every 5 years
- b. When someone brings up a problem
- c. When we get new Commissioners



# Revised Complaint Policy



## Three components:

- 1. Students informed annually
- 2. Complaint records
- 3. Formal and informal

# Complaint Policy



- Students must be notified at least annually of the Commission's address
- Record of all student complaints maintained
- Commission will review all complaints
- Is there a pattern related to Standards or policies?

# “Informal” Complaints

Team will review informal complaints

Collected since last site visit

(e.g., unsigned, anonymous, emails)

Program is provided summary

Can address

Site visit team is provided (redacted)  
complaint and program response



# Distance Education Policy



- The identity of each student/resident who registers for the course is verified as the one who participates in, completes, and receives academic credit for the course
- Program must demonstrate it has mechanism(s) to ensure compliance

# Third Party Comments\*



- Policy revised
- Must now notify broader public including:
  - Specialty and dental-related organizations
  - Consumers
  - Patients
  - Program administrators

See current policies manual (EOPP) on website

# Program Changes



- All changes must be reported
- Two (2) categories:
  - Reviewed by Commission and approved prior to implementation
  - Prior Commission review not needed; reviewed at time of visit
- If approval needed, submit minimum of 30 days before RC meeting
- Unexpected changes report within 30 days
- Contact CODA staff for more information

# Ex: Changes Requiring Approval:



Must be *approved* before implementation  
(Submit at least 30 days before RC meeting)

- Off-campus sites
- Sponsorship transfer
- Relocation
- Increase in enrollment, program length
- Curriculum changes that eliminate content required by the standards
- New PD: not all specified qualifications
- Reduction in faculty or support staff positions



# Prior Approval Not Required:

- Other changes must be reported 30 days before implementation:
  - New PD
  - Move within same campus
  - Curriculum re-sequencing
  - New equipment
  - Adding content to courses
  - New faculty
- DA & DH programs with IA cannot expand
- refer to EOPP [www.ada.org/314.aspx](http://www.ada.org/314.aspx)



# Off-Campus Sites:



- Primary site
- Off-campus site
  - Additional training site
  - Could be principle learning site
  - Incl. distance sites, additional training sites
  - Formal agreement may exist
- Optional enrichment/observation site: not necessary to fulfill program objectives or to meet standards
- DA & DLT practice sites excluded

# Off-Campus Sites



- Must be reported as program change 30 days before RC meeting
- Reviewed and approved prior to use
- *RC makes determination:*
  - “A special focused site visit\* will be conducted to each off-campus site where a significant portion of education is provided”
  - Thereafter, each will be visited during regular site visits

*\*An administrative fee of \$4,000 plus actual expenses will be assessed to the institution*

# PII/PHI



- Programs must not submit “identifiers”
- \$1,000 fine
- Important to review all documents before submitting:
  - No transcripts with SS # as student #
  - No patient records, incl. vaccination records
  - Submit BioSketch (No CVs)
- Institutional administrators must attest: no PII/PHI
- Staff will advise how to proceed if identifiers are found

# HIPAA



In response to September 2013 HIPAA laws, CODA now requires Business Associate Agreement

## Business Associate Agreement

- Deems CODA as a “business associate” of a HIPAA covered entity
- Business Associates must now comply with same HIPAA Security and Privacy rules as Covered Entities
- Allows CODA volunteers to view patient information
- All programs must complete, even if agreement already on file

# Fees



- CODA fees comparatively low
- 2015 proposed annual increases
  - \$1,620 for allied programs (DLT \$1,140)
  - Double fee year of site visit started 2014
- Special Focused Site Visits
  - Actual costs
  - *Plus* \$4,000 administrative fee
- Application fee
  - \$15,000

# Allied CODA Staff



- **Patrice Renfrow**, manager  
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## QUESTIONS?