

# CAHIIM Accreditation: Program Site Visit Checklist

All travel will be booked by CAHIIM, but will be invoiced to the program after the site visit concludes. If the institution has any discounts at local hotels, please alert CAHIIM. Your responsibility of organizing the site visit begins at the door to the college.

- If parking has to be reserved, please reserve a parking space for two days near the door that the site visit team will use.
- The institution must provide a dedicated workroom for the team to use. A conference room is preferred, so the team can conduct interviews in the same room they are working in.
- Display all program books on a side table, a note on the cover as to which courses use which book are very helpful.
- Display updated curriculum binders (*see below*)
- If any students or staff are calling in via conference call rather than in person, the school needs to set up a speaker phone and/or screen for viewing the conference platform in the room. Also, provide instructions to the team as to how to use the technology in the room. All interviews are confidential, therefore, staff from the institution cannot be present to help set up technology during the specific interviews.
- Each interview must have its own session, we can not run one continuous session. Explore the virtual platform to either have different dial in sessions or use a virtual waiting room.
- Have someone from IT available both mornings should the team have trouble signing onto the school learning management system or Internet.
- Breakfast snacks are provided both mornings (yogurt cups, bagels, pastry –anything like that works) along with coffee and water.
- School provides lunch on day one which is a working lunch for the team. Most schools just take an order in the morning and have a delivery from a local lunch shop or the institution's cafeteria.
- Program director should provide his/her cell number should anything come up during the day where we need help.

Complete the program checklist below for preparation of on-site CAHIIM Accreditation Site Visit

## PROGRAM SITE VISIT CHECKLIST

Complete and return CAHIIM Site Visit Itinerary (Agenda) Form located on the CAHIIM website	Confirm interview attendance for the assigned times for students/graduates, program faculty, and Advisory Board members <b>30 days prior</b> to site visit
Obtain campus map, parking instructions, and parking pass (if applicable) and send to CAHIIM	Email campus map and parking instructions/map to CAHIIM staff member <b>5 days prior</b> to site visit
Provide lunch for Review Panel on Day 1	Contact review panel regarding any allergies/preferences
Reserve interview room that will accommodate meeting attendees	Room where team will meet with faculty, students, advisory committee members, and administration. A large conference room will double as both interview room and CAHIIM work room.  Remote: If any attendees will be dialing in, set up a conference call in advance and

		arrange to have invitees dial in. Have a speaker phone in the meeting room.
	<p>Prepare Review Panel meeting room</p> <ul style="list-style-type: none"> <li>• Wi-Fi access is required (sign on and passcode)</li> <li>• LMS access is required: reviewers need access to all HIM required courses taught in the last 12-18 months. Consider how frequently courses are taught in order to determine how far back to open access to previously taught courses. All HIM required courses must be made available for reviewing.</li> </ul>	<p>Beverages/ice/snacks  Course required textbooks,  Student records,  Program catalog/materials,  Proof Binders*  Additional items may be requested in the Review Panel's initial self-assessment report of the program</p>

**Curriculum Binders:**

**What is needed in the Proof Binders, and why is this a requirement? The CAHIIM onsite visit is a high-stakes meeting. We are unable to reproduce the meeting later should we be unable to access materials due to internet outage, LMS failures, or LMS turnover. It is therefore crucial that the peer review team be able to complete an in-depth review of the curriculum, quizzes/exams and syllabi in print form. This should match the curriculum map that you submitted in the curriculum standard. If there have been recent changes; please make note of such changes and highlight in the binders.**