



# **CAHIIM ACCREDITATION TRAINING SERIES**

## **Introduction to the 2018 Online Training Courses**

The CAHIIM training series is designed to meet the needs of educators by providing training at a time that is convenient to your schedule. The CAHIIM Accreditation Training Series (CATS) is designed for HIM and HI college programs and explores the areas where most questions arise in the accreditation process. CATS voice over video lectures are designed to run on PCs and mobile devices. The videos may not operate correctly on MACs.

Registration information and a course listing follows. Courses will change each year as changes occur to the standards, the model curriculum, and ongoing policy updates from CAHIIM.

The CATS training videos are a new resource for CAHIIM programs, and opens August 1, 2018. The library of offerings will expand with time. Be sure to suggest an area that you would like to see addressed in the future.

# Signing up for CATS?



The **CAHIIM Accreditation Training Series (CATS)** is designed to meet the needs of HIM and HI educators by providing online training at a time that is convenient to your schedule. The series is available to any CAHIIM accredited or candidacy program at no additional charge, and provides quick answers to topics where most questions arise in the initial and continued accreditation process. All offerings are free to CAHIIM programs except for the workshop courses.

The Workshop series is available at no charge for individuals that attended the in-person workshop by CAHIIM, and is available for a fee for those that did not attend in person.

## How to register

Online registration is completed by visiting:

<http://events.eventzilla.net/e/cahiim-accreditation-training-series-2138957751>

You can enroll in one or more courses. Once enrolled, you have six months of access to these courses.

After requesting enrollment into a course(s), you will receive a registration email from **ECHO 360** for each course. ECHO 360 is the application software that CAHIIM uses as its online training portal. Register for your course using the link provided in the ECHO email. Registration in ECHO is quick, with only your name and email needed.

Please be sure to make a note of the email you use for ECHO and the password that you create. The CAHIIM Administrator does not have access to your password. Your access to the courses is available for six months from the

point of registration, if you need longer or wish to sign up for new courses please visit the online registration website again.

### **Navigating in ECHO360**

Before you begin a course, please view this quick (less than 5 minutes) tutorial on how to navigate within ECHO 360: <https://www.screencast.com/t/8qM4SlgcuAV>

### **CAHIIM Training Website**

To begin a course, please visit the CAHIIM training portal that is found at: <https://login.echo360.org>

### **AHIMA CEUs are available**

Students enrolled in ECHO360 who have an AHIMA credential, you can receive CEUs for completing a course. A CEU certificate is available on demand. Student completion will be audited to confirm that all modules were viewed, after which a CEU certificate for the corresponding training hours will be sent to the student's email. After you have completed your training, please leave a message on the message board within the course and request your CEUs.

### **2018 COURSE OFFERINGS:**



CATS courses are for CAHIIM programs that are either accredited or in candidacy and are available at no additional charge to these programs. CATS courses are not available to programs that are not yet in candidacy. Please contact CAHIIM to begin the process of accreditation if you wish to access the training materials.

*Note: Courses with an asterisk are available for registration on August 1, 2018. The remaining courses are in development and release will be in Fall 2018. Please visit the online registration site to see what new courses are open.*

### **Free Courses:**

To register for any course, visit the CAHIIM home page, and click Training & Publications tab, and select the New User option.

\* **HIM.103 Understanding the Current (2014) Standards** – Builds a solid foundation of the elements found in each standard, and how programs can address these elements when completing the self-assessment.

**HIM. 105 Baccalaureate Curriculum Content** – Assess and improve curriculum content based on feedback from CAHIIM Peer Review teams.

**HIM. 106 Associate Curriculum Content** - Assess and improve curriculum content based on feedback from CAHIIM Peer Review teams.

**HIM. 107 Masters Curriculum Content** - Assess and improve curriculum content based on feedback from CAHIIM Peer Review teams.

\* **HIM.201 Best Practice Tips for Site Visits** – Presented by Nacole Everett of Edgecombe Community College. Nacole’s onsite visit was rated a near perfect score. She shares tips on how to get your program ready for an accreditation visit.

\* **HIM.204 Building Program Goals** – Program goals represent an area that is complex and challenging for many programs. This course focuses on how to construct goals that are meaningful. Three programs share their experience in how to write excellent goals: Anita Hazelwood of University of Louisiana, Lafayette, Janet Robertson of Santa Barbara City College, and Laurie Rinehart-Thompson of The Ohio State University.

**HIM.202 PPE Models Explored** – In this course we evaluate various PPE models, and issues seen by peer review teams in the field. Successful programs are interviewed for advice on setting up the field based and simulation lab components of PPE.

**For a fee courses:**

## **CAHIIM ACCREDITATION PROCESS WORKSHOP TRAINING VIDEOS**



These videos are recordings of the in-person training offered each spring by CAHIIM. Individuals who registered for and attended the 2018 CAHIIM Workshop receive access to the video at no additional charge. Individuals that did not attend the workshop in person will need to purchase access for **\$275** per person. To register for the workshop videos, visit the CAHIIM home page, and click Training & Publications tab, and select the New User option.

\* **HIM.125 CAHIIM Virtual HIM Accreditation Process Workshop 2018** – The May 2018 workshop held in Chicago, IL by CAHIIM for HIM programs is recorded, with handout materials provided. There are five staff presentations and three guest speakers:

- Val Prater - How to Complete the Curriculum Map
- Nacole Everett - How to Run a Successful Site Visit
- Deb Adair - Quality Matters for Online Programs

\* **HI.401 CAHIIM Virtual HI Accreditation Process Workshop 2018** - The May 2018 workshop held in Chicago, IL by CAHIIM for Health Informatics programs is recorded, with handout materials provided. There are five staff presentations and four guest speakers. Guest speakers:

- Sue Feldman - Six Steps to a Successful Self-assessment
- Eric Swirsky - How to Evaluate Program Competencies
- Deb Adair - Quality Matters for Online Programs
- Addy Swanson-Kazley - Institutional Effectiveness and Student Outcomes

### **Private courses**

Invitation only course offerings are for CAHIIM volunteers only: CAHIIM peer reviewers, HIMAC Council members, HIAC Council members, and CAHIIM Board members.

\* **PRC.101 Peer Review Training** – HIMAC and HIAC new peer review training. This one-hour course is divided by modules that covers the pre-visit, site visit, and post-visit obligations of the peer review team members.

\* **RPC.102 Reader Pair Training** – HIMAC new reader pair training. Tackles aspects of the post-visit review that are relevant to reader pair feedback to the council.

\* **PRC.103 Baccalaureate Curriculum Changes** – HIMAC briefing on the changes in taxonomy for the baccalaureate curriculum and its impact on site visits, effective May 2018.

**PRC.203 HIMAC Case Studies** – Advanced cases that challenge council members and peer reviewers to reach consensus on key aspects when encountering a problematic program.

# Have an Idea for a New Course?



If you have an idea for a new course, please let us know! Contact CAHIIM with your request:

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*Hi Reem,*

- *I really need help with:*
- *I'd like to see you cover these areas in training:*
- *I want handouts on:*
- *I want recorded lecture videos about:*

*Your name*

*College*

*Email*