

# CAS

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## for Program Directors



Revised: 7/22/2021

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## Introduction

CAHIIM's Comprehensive Review process utilizes the **CAHIIM Accreditation System (CAS)**.

Your comprehensive review can be broken down into 4 main phases: *Self-Assessment*, *Site Review*, *Council Review*, and *Progress Report* (a progress report is not required for all programs).

This guide will explain, step-by-step, how to navigate the CAS system and complete your *self-assessment*, as well as how to respond to your *site review*.

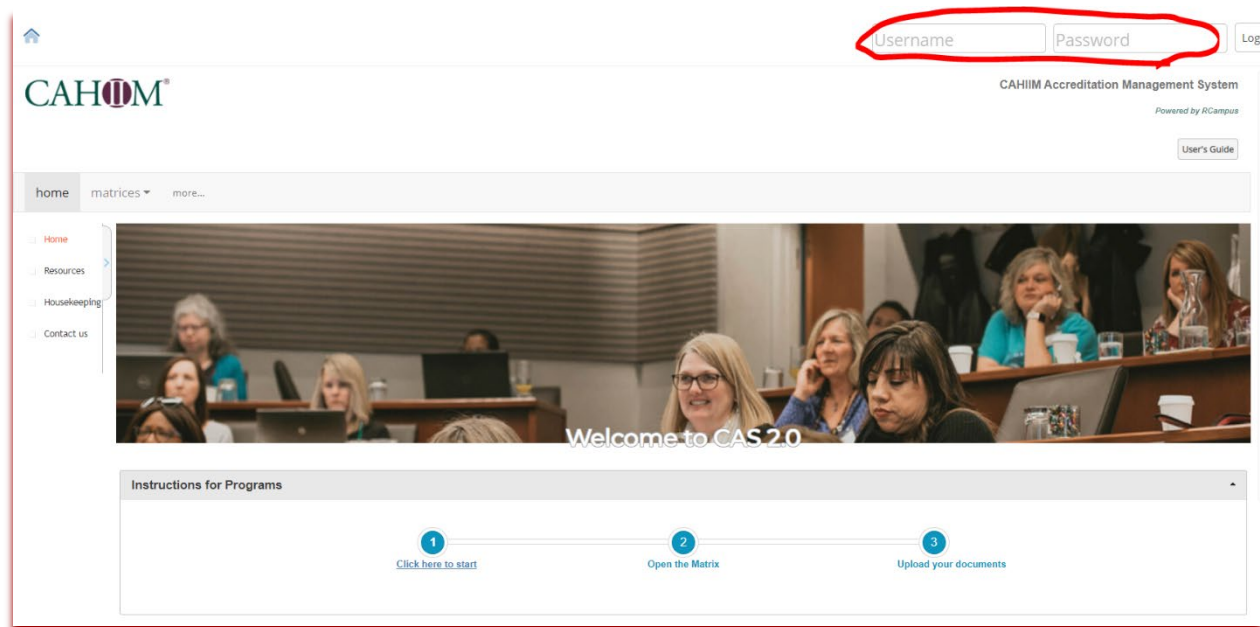
## Self-Assessment

### Login

Navigate to <https://cahiim.rcampus.com>

Input *username* and *password*\* in the appropriate boxes in the upper-right corner of the page. Click *login*.

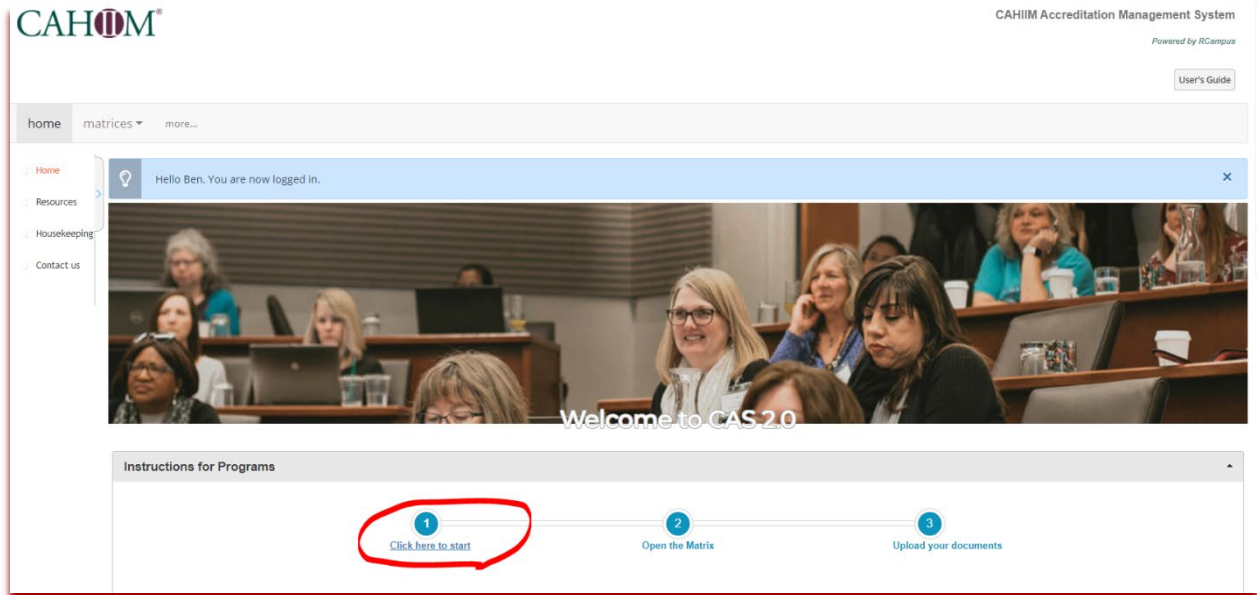
*\*If you do not know your password, please click "forgot?" and utilize the onscreen instructions to reset your password.*



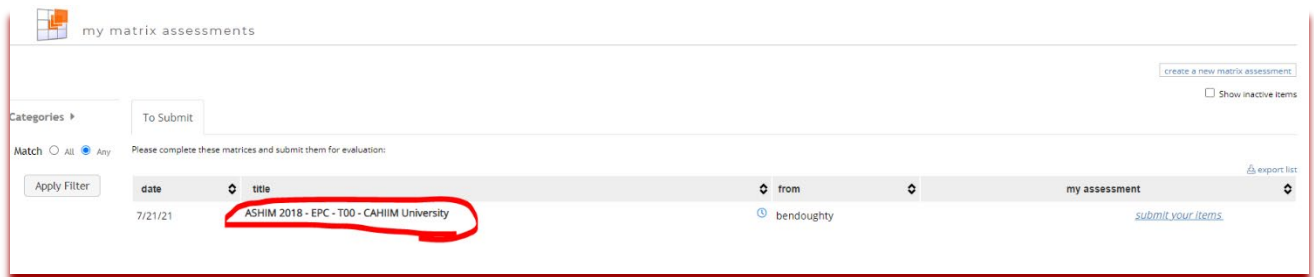


## Access Assessment

Select *click here to start*.



Select your program's assessment from the list, under the **To Submit** tab, which is open by default.



You should now see your *matrix assessment*.

The screenshot shows a web interface for a Matrix Assessment. At the top, there are navigation tabs: 'home', 'matrices', and 'more...'. Below this is a search bar and a list of actions: 'gallery', 'search', 'my matrices', 'build', 'assigned matrices', and 'help'. The main content area displays the assessment title 'ASHIM 2018 - EPC - T00 - CAHIIM University' and a legend for assessment statuses: Not Started (grey), Started (yellow), Submitted (purple), Returned (red), Accepted (green), and Completed (blue). A table titled '2018 Associate Degree HIM Standards' is shown with a 'Self Assessment' column. The table has the following rows:

2018 Associate Degree HIM Standards	
	Self Assessment
> Overall Feedback	Not Started
> Program Profile Information	Not Started
> Opening Statement	Not Started
I: Sponsorship	
> 1. Sponsoring Educational Institution	Not Started
II: Systematic Planning	

Each row in the matrix coincides with a standard which you will need to respond to (except the *Overall Feedback* row). The column should indicate the current *Phase* of your comprehensive review.

This is a close-up of the 'Self Assessment' column from the table above. The 'Not Started' status is highlighted with a red circle.

Self Assessment
Not Started
Not Started
Not Started

To open a standard cell for response, you will need to click on the word or symbol for the cell's status (Not Started, Started, etc.).

This is another close-up of the 'Not Started' status, showing the text 'Not Started' next to a small icon. The text is circled in red.

Not Started
Not Started
Not Started

**Please note that you *do not* have to complete your assessment all at once. You can submit each standard as you complete it.**

## Program Profile

Open the *Program Profile Information* cell (again, by clicking the word or symbol indicating the cell's status):

2018 Associate Degree HIM Standards	
	Self Assessment
> Overall Feedback	Not Started
> Program Profile Information	Not Started
> Opening Statement	Not Started
I: Sponsorship	
> 1. Sponsoring Educational Institution	Not Started

Click *Program Information* in the *Surveys* heading and complete the survey.

Doughty, Ben (TestUASHIM)

Program Profile Information > Self Assessment

+ Cell Info:

- Surveys:

Program Information

- Submissions:

This cell does not allow submissions.

- Status:

Status change notes:  
(optional)

submit for evaluation

**Please note that you *do not* have to complete your program information survey all at the same time. To save your progress, however, you will need to scroll to the bottom of the survey and click “*save*”.**



## Submit for Evaluation

When your survey is complete, select *submit for evaluation*.

The screenshot displays the 'Submissions' section of the CAHIIM interface. At the top, a confirmation dialog box asks, 'Are you sure you want to submit this cell for review/evaluation?'. The 'OK' button in this dialog is circled in red. Below the dialog, the 'Reflections' section shows a checked item: 'Opening Statements - CAHIIM University 7/22/21 9:20 AM (me)', with an 'Add reflections' button. The 'Status' section shows a 'Started' status with a yellow dot and the name 'Ben Doughy' and timestamp '7/22/21 9:19 AM'. Below the status, there is a 'Status change notes: (optional)' text area. At the bottom of the form, a blue button labeled 'submit for evaluation' is circled in red.

You will see a window pop up asking “*Are you sure..*”. Click *Okay* to finalize your submission. **Please note that this cell will be “locked” once you submit. If you find that you need to make changes after submitting, please reach out to CAHIIM staff to “return” the cell.**

## Opening Statement

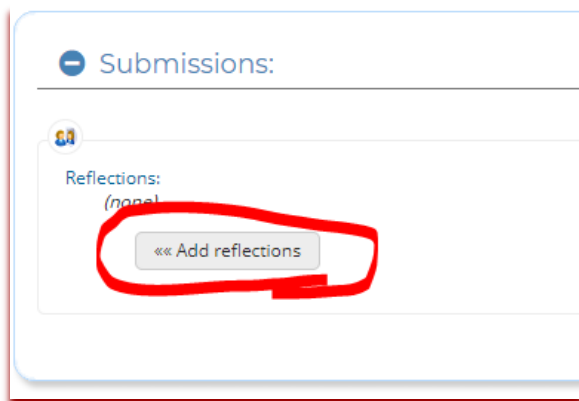
Here, you will provide an opening statement, telling CAHIIM about the program offered, campus support, community support, or any other general information that you would like to share about the program, which may not be covered by the standards.

Open the *Opening Statement* cell.

2018 Associate Degree HIM Standards	
	Self Assessment
> Overall Feedback	Not Started
> Program Profile Information	Submitted
> Opening Statement	Not Started
I: Sponsorship	
> 1. Sponsoring Educational Institution	Not Started

## Submitting Documentation

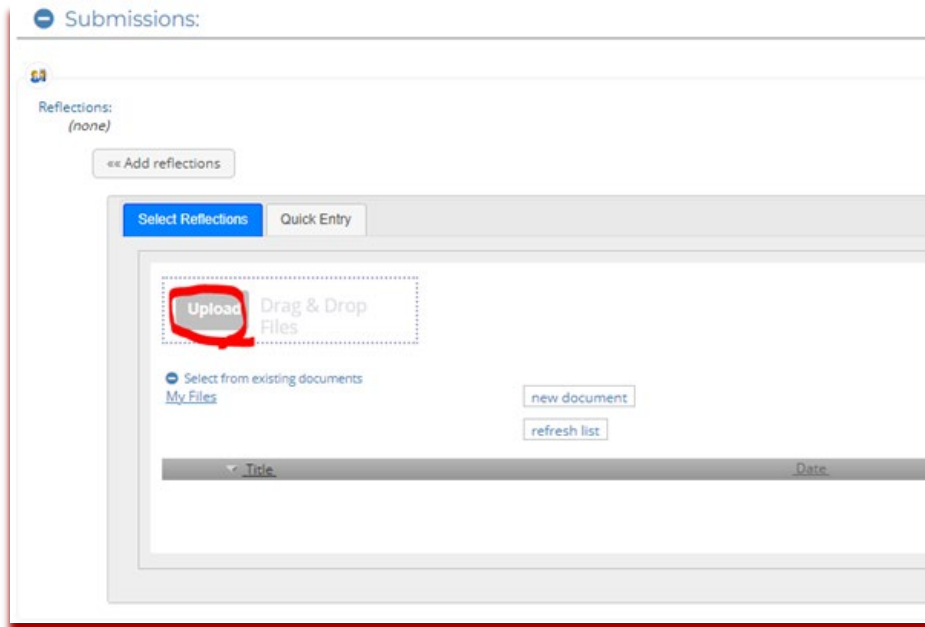
To submit documentation, first select *Add reflections* underneath the *Submissions* heading and the *Reflections* subheading.



Here, you have two options:

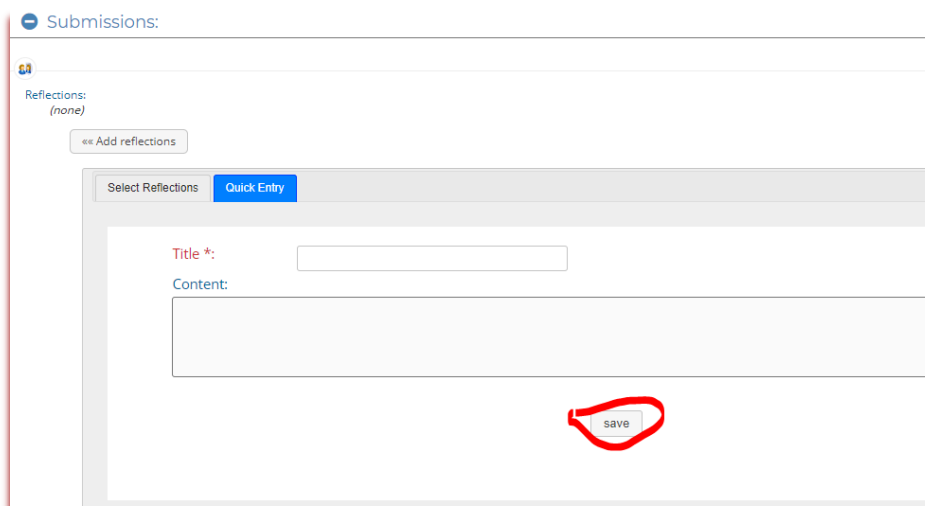
*Upload a pre-existing document*

Click **Upload** and select a document from your computer.



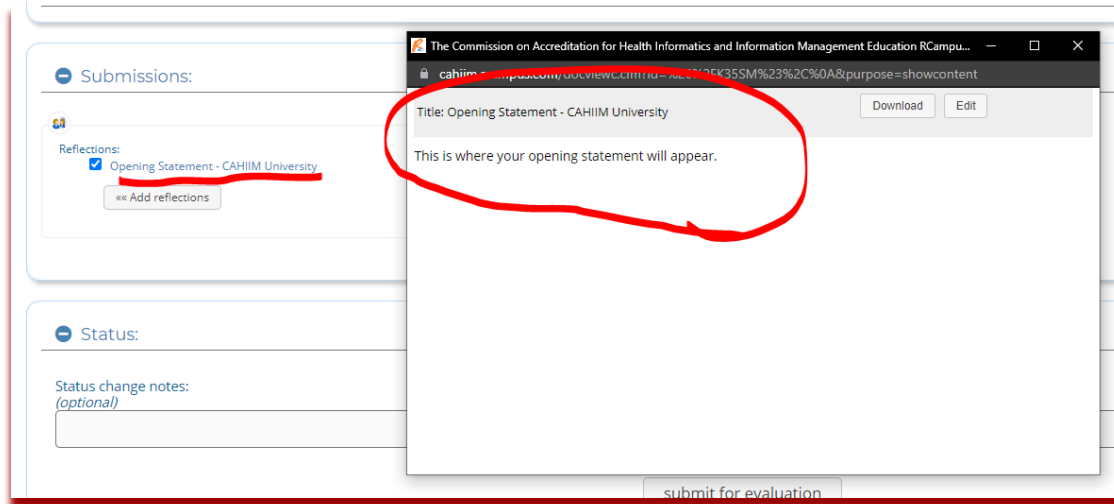
*Create a new document*

Click the **Quick Entry** tab. Enter a title for your document, then type the content, and click **Save**.



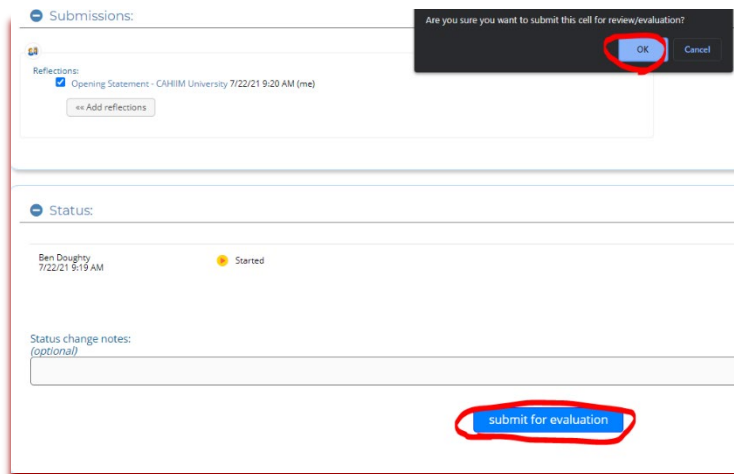
## Reviewing your submission

You can review your submission by clicking on the title of the document in the *Reflections* list. If the document is a .pdf or .txt, you will see it open in a pop-up window. Most other types of documents, such as Word Docs or Excel files must be downloaded to view.



## Submit for Evaluation

When you are satisfied with your response, click *submit for evaluation*.



You will see a window pop up asking “*Are you sure..*”. Click *Okay* to finalize your submission. **Please note that this cell will be “locked” once you submit. If you find that you need to make changes after submitting, please reach out to CAHIIM staff to “return” the cell.**

## Standards

### Opening a Standard

Click on the row for the standard you would like to open, in the column indicating your current phase.

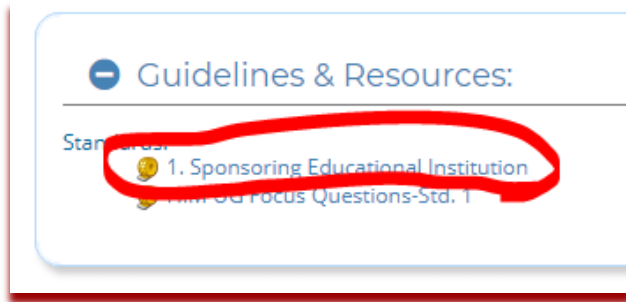
2018 Associate Degree HIM Standards		Self Assessment
> Overall Feedback		Not Started
> Program Profile Information		Submitted
> Opening Statement		Submitted
I: Sponsorship		
> 1. Sponsoring Educational Institution		Not Started
II: Systematic Planning		
> 2. Program Mission		Not Started
> 3. Program Effectiveness Measures		Not Started

### Standard Language

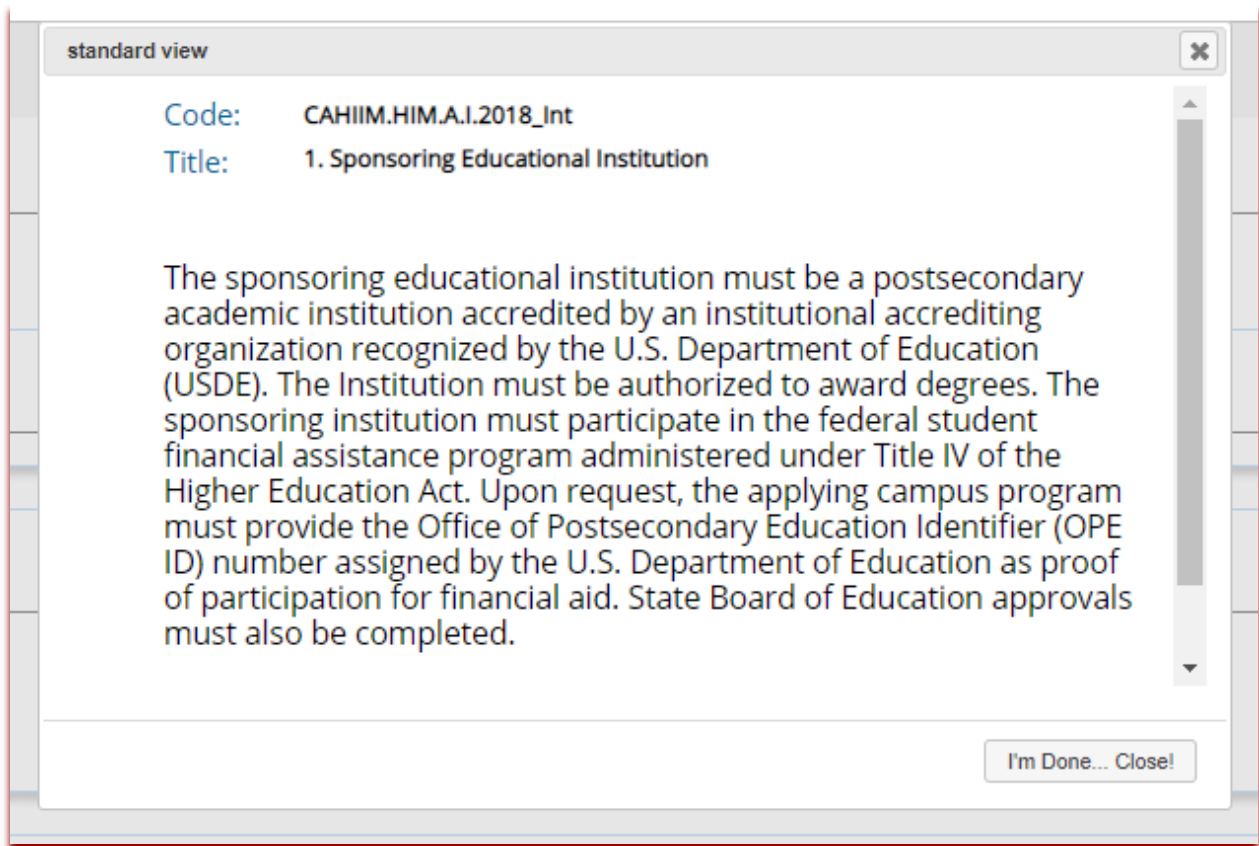
To read the full standard language, expand the *Guidelines & Resources* heading.

The screenshot shows the self-assessment interface for the standard '1. Sponsoring Educational Institution'. The user is logged in as 'Doughty, Ben (TestUASHIM)'. The interface includes sections for 'Cell Info', 'Guidelines & Resources', 'Submissions', and 'Reflections'. The 'Guidelines & Resources' section is expanded, showing the standard '1. Sponsoring Educational Institution' and a list of documents to be submitted. The 'Submissions' section shows a list of documents to be submitted, with a button to 'Add documents'.

Next, click on the name of the standard.

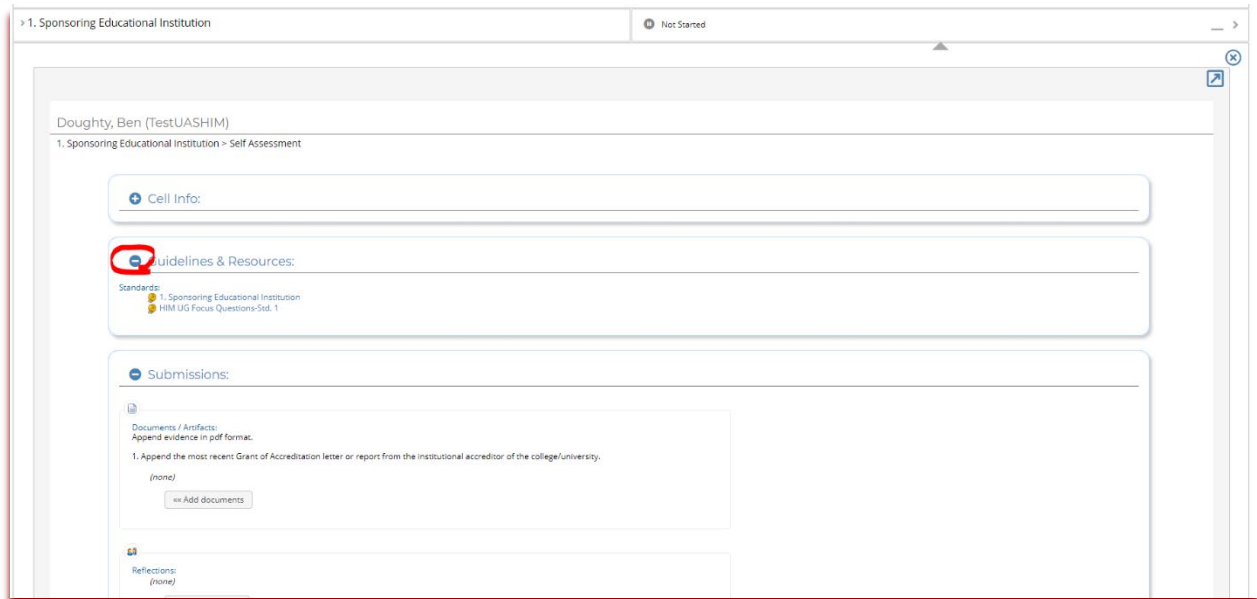


A description of the standard should open in a pop-up.

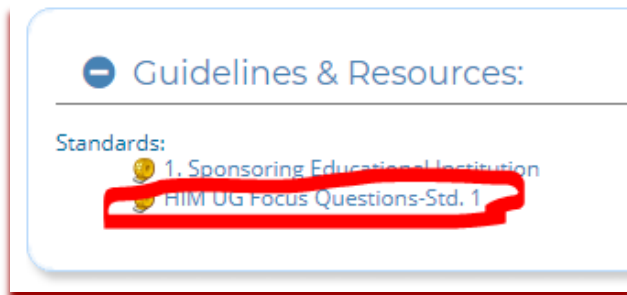


## Focus Questions

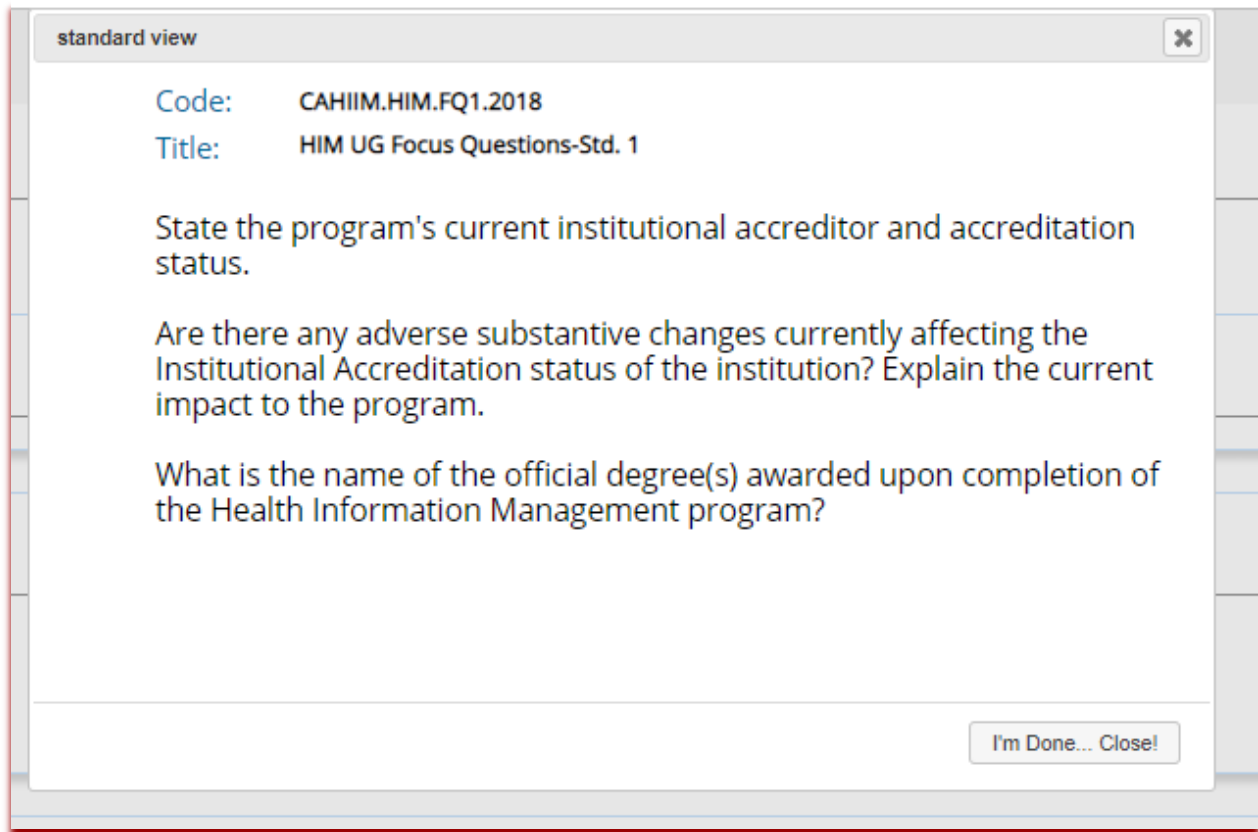
To read the focus questions for a standard, expand the *Guidelines & Resources* heading.



Next, click on the link to the Focus Questions.



A pop-up should open with a list of focus questions for the selected standard.





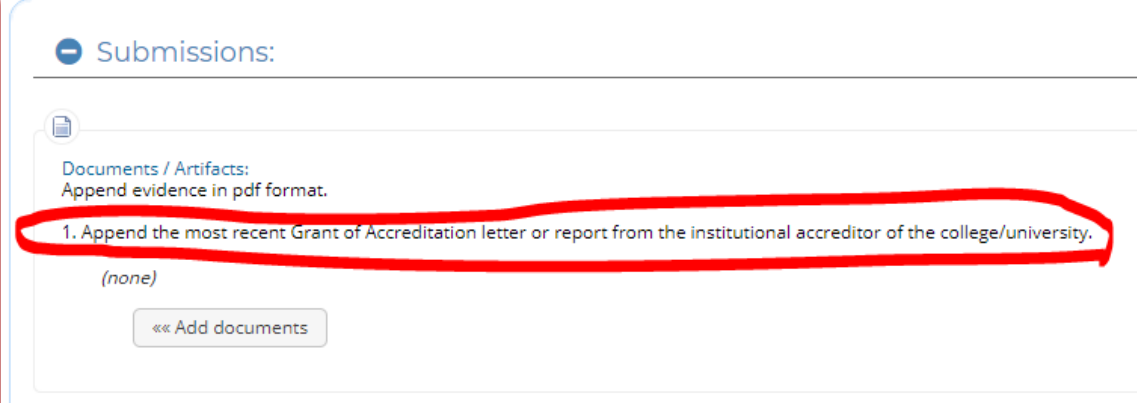
## Responding to a Standard

To respond to a standard, you will need to *submit an explanation/narrative* and you may need to *submit documentation* (such as a course syllabus), depending on the standard.

**Please note that you do not have to address a standard all at once. You can begin work and then return later. You can make as many changes as you like until you choose to submit the standard for evaluation (See: *Submit for Evaluation*).**

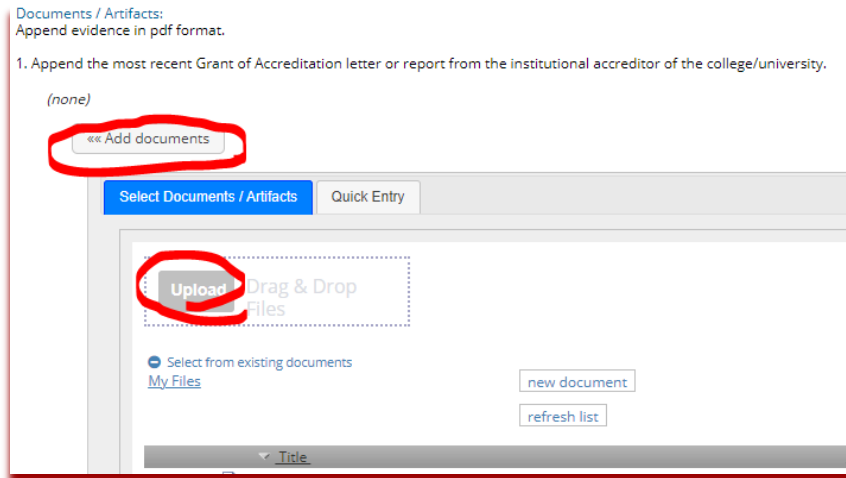
### *Submitting Documentation*

If a specific document is required, there will be a list of required documents under the *Documents/Artifacts* subheading below *Submissions*.



The screenshot shows a web interface for submitting documents. At the top, there is a section titled "Submissions:" with a minus sign icon. Below this, there is a subheading "Documents / Artifacts:" followed by the instruction "Append evidence in pdf format." A list of required documents is shown below, with the first item circled in red: "1. Append the most recent Grant of Accreditation letter or report from the institutional accreditor of the college/university." Below the list, the text "(none)" is displayed, and there is a button labeled "«« Add documents".

To submit documentation, first select *Add documents* and then click *Upload* to select a document from your computer.



### Submitting Explanation/Narrative

For each standard, you will need to submit a narrative.

Sometimes, this narrative will be your entire response to the standard, and no other documents are required.

Other times, the narrative may just be a short explanation of the documents that you have submitted to answer the standard, such as:

*The relevant policy to address this standard can be found on page 36 of the submitted CAHIIM University policy manual document, entitled 2021CUpolicymanual.doc.*

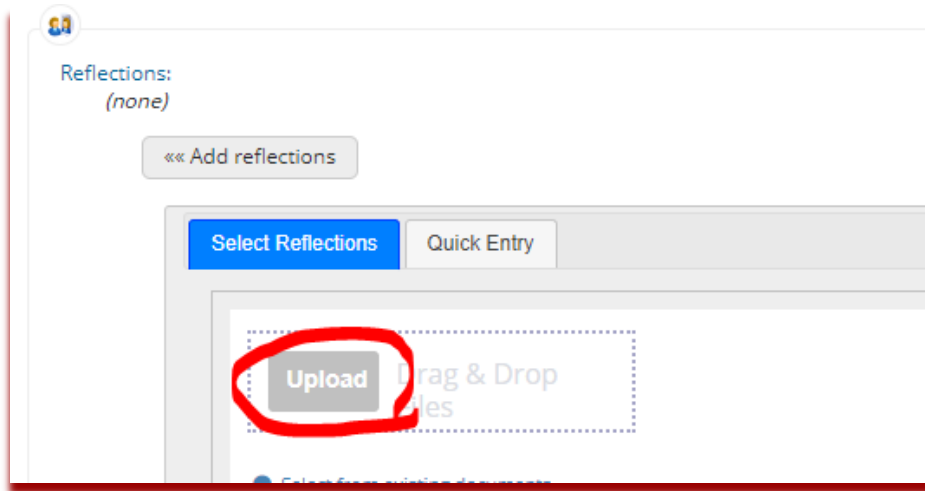
To submit a **narrative**, select *add reflection* under the *Submissions* heading and the *Reflections* subheading.

The screenshot shows a web interface for submitting evidence. At the top, there is a blue header with a minus sign icon and the text "Submissions:". Below this, there are two main sections. The first section is titled "Documents / Artifacts:" and contains the instruction "Append evidence in pdf format." followed by a numbered list: "1. Append the most recent Grant of Accreditation letter or report from the institutional accreditor of the college/university." Below the list, it says "(none)" and there is a button labeled "«« Add documents". The second section is titled "Reflections:" and also says "(none)". Below this, there is a button labeled "«« Add reflections" which is circled in red. The entire interface is enclosed in a red border.

Here, you have two options:

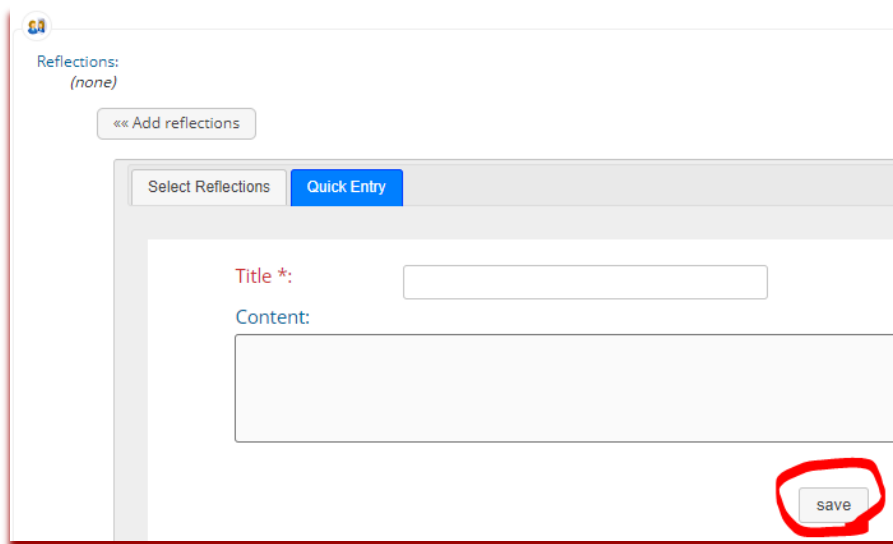
- 1) Upload a pre-existing document

Click *Upload* and select a document from your computer.



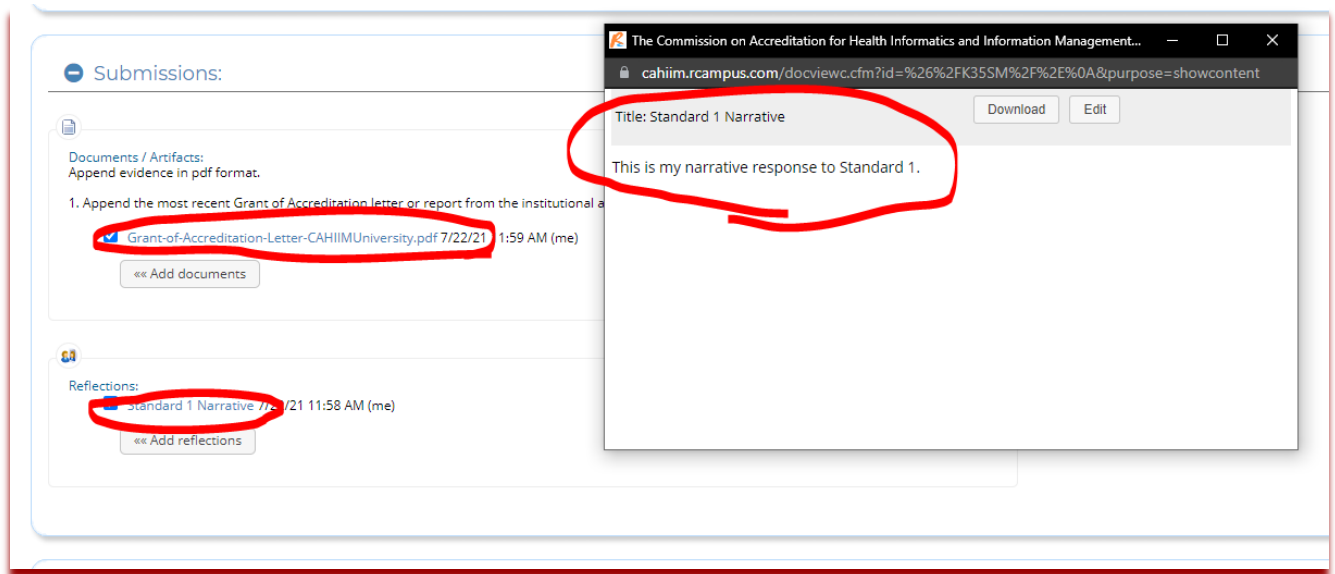
- 2) Create a new document

Click the *Quick Entry* tab. Enter a title for your document, then type the content, and click *Save*.



### Reviewing your submission

You can review your submission by clicking on the title of the document you would like to review in the *Documents/Artifacts* list or the *Reflections* list. If the document is a .pdf or .txt, you will see it open in a pop-up window. Most other types of documents, such as Word Docs or Excel files must be downloaded to view.



## Submit for Evaluation

When you are satisfied with your response, click *submit for evaluation*.

The screenshot displays a web interface for submitting evidence and reflections. At the top, there is a section for 'Documents / Artifacts' with a sub-section 'Append evidence in pdf format'. Below this, a list of documents is shown, including 'Grant-of-Accreditation-Letter-CAHIIMUniversity.pdf' with a checkbox and a timestamp. A '« Add documents' button is present. Below the documents section is a 'Reflections' section with a sub-section 'Standard 1 Narrative' and a checkbox with a timestamp. A '« Add reflections' button is also present. Further down, there are sections for 'Assessments' (showing 'there's nothing to display!') and 'Status' (showing 'Ben Doughty' with a 'Started' status and a timestamp). At the bottom, there is a 'Status change notes: (optional)' text area. A blue button labeled 'submit for evaluation' is located at the bottom right of the main content area. A dark grey dialog box is overlaid on top right, asking 'Are you sure you want to submit this cell for review/evaluation?' with 'OK' and 'Cancel' buttons. Red circles highlight the 'OK' button in the dialog and the 'submit for evaluation' button in the main interface.

You will see a window pop up asking “*Are you sure..*”. Click *Okay* to finalize your submission. **Please note that this cell will be “locked” once you submit. If you find that you need to make changes after submitting, please reach out to CAHIIM staff to “return” the cell.**

## Concluding the Self Assessment

When you have submitted all standards, you should see that every row of the *Self Assessment* will show a *Submitted* status, except for the first row, *Overall Feedback*.

2018 Associate Degree HIM Standards		Self Assessment
> Overall Feedback		Not Started
> Program Profile Information		Submitted
> Opening Statement		Submitted
I: Sponsorship		
> 1. Sponsoring Educational Institution		Submitted
II: Systematic Planning		
> 2. Program Mission		Submitted
> 3. Program Effectiveness Measures		Submitted
> 4. Communities of Practice Outreach Goal		Submitted
> 5. Program Planning and Assessment		Submitted

CAHIIM staff will review your self-assessment for *completion*\*

\*Program adherence to the standards is evaluated by Peer Reviewers/Site Visitors during the site visit, not CAHIIM staff. CAHIIM staff check the self-assessment to ensure the Peer Reviewers have the information they need to make an appropriate evaluation.

## Revising the Self-Assessment

If CAHIM staff find that a revision must be made to the self assessment prior to the site visit, they will notify the program director via email that one or more standard has been *Returned*.




When you view the self assessment at this stage, you should see that all standards have been marked *Accepted* except for those which were *Returned*.

> Program Profile Information	Accepted	
> Opening Statement	Accepted	
I: Sponsorship		
> 1. Sponsoring Educational Institution	Returned	
II: Systematic Planning		
> 2. Program Mission	Accepted	

To see an explanation of the reason a standard was returned, you will need to open the relevant cell and scroll down to the *status log* under the *Status* heading.

**Please note that it may be necessary to click *Show more* to see all status comments.**

– Status:

Benjamin Doughty 7/22/21 12:58 PM	 Returned The Grant of Accreditation Letter file is unreadable. Please upload a clear copy of this letter.
Ben Doughty 7/22/21 12:02 PM	 Submitted
Ben Doughty 7/22/21 11:58 AM	 Started

Status change notes:  
(optional)

submit for evaluation

Resolve the issue by uploading additional documents and/or narratives, as necessary.



## Submit the Revised Standard

When you are satisfied with your response, click *submit for evaluation*.

The screenshot shows a web interface for submitting standards. At the top, a dark dialog box asks, "Are you sure you want to submit this cell for review/evaluation?" with "OK" and "Cancel" buttons. The "OK" button is circled in red. Below the dialog, the interface has sections for "Assessments" (empty) and "Status". The "Status" section lists three items:

Name	Date	Status	Message
Benjamin Doughty	7/22/21 12:58 PM	Returned	The Grant of Accreditation Letter file is unreadable. Please upload a clear copy of this letter.
Ben Doughty	7/22/21 12:02 PM	Submitted	
Ben Doughty	7/22/21 11:58 AM	Started	

Below the status list is a "Status change notes: (optional)" text area. At the bottom right, a blue button labeled "submit for evaluation" is circled in red.

You will see a window pop up asking “*Are you sure..*”. Click *Okay* to finalize your submission. **Please note that this cell will be “locked” once you submit. If you find that you need to make changes after submitting, please reach out to CAHIIM staff to “return” the cell.**

## Finalize

Let your CAHIIM staff member know once you have responded to all returned standards.

The staff member will review your changes and may return some standards multiple times.

Once all returned standards have been resolved, your access to the self assessment will be **restricted**, as your site visit team will soon begin their pre-site visit review of the materials.

## Site Review

The Site Review phase can be broken into two parts, each with a review by the site visit team and a response by the program, the *Pre-Site Visit Review* and the *Site Visit*.

### Pre-Site Visit Review

Once the self-assessment is completed, the assessment will be hidden from the program as the site visit team begins their Pre-Site Visit Review.

Similar to the CAHIIM Staff review, the purpose of this review is for the visitors to make sure they have all information they need to carry out the visit. Unlike the staff review, programs will only have one opportunity to respond to these requests prior to the site visit. Programs should have at least 30 days to make any revisions to the self-assessment prior to the site visit.

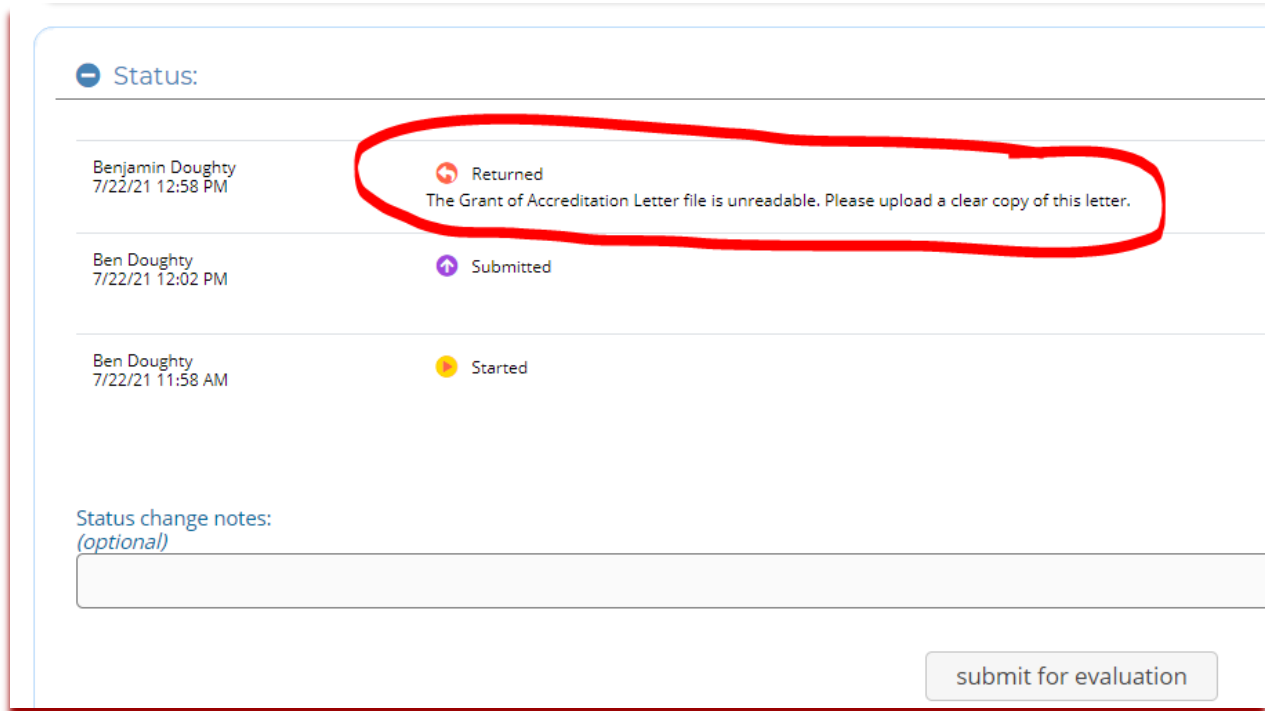
### Final Revision of the Self-Assessment

Once the pre-site visit review is complete, the program will be notified of any returned standards. As before, you should see that all standards have been marked *Accepted* except for those which were *Returned*.

> Program Profile Information	Accepted	>
> Opening Statement	Accepted	>
I: Sponsorship		
> 1. Sponsoring Educational Institution	Returned	>
II: Systematic Planning		
> 2. Program Mission	Accepted	>

To see an explanation of the reason a standard was returned, you will need to open the relevant cell and scroll down to the *status log* under the *Status* heading.

**Please note that it may be necessary to click *Show more* to see all status comments.**



The screenshot displays a 'Status:' section with a list of status changes. The first entry, dated 7/22/21 12:58 PM, is marked as 'Returned' and circled in red. The message for this entry reads: 'The Grant of Accreditation Letter file is unreadable. Please upload a clear copy of this letter.' The second entry, dated 7/22/21 12:02 PM, is marked as 'Submitted'. The third entry, dated 7/22/21 11:58 AM, is marked as 'Started'. Below the list is a 'Status change notes: (optional)' section with a text input field. A 'submit for evaluation' button is located at the bottom right of the interface.

Resolve the issue by uploading additional documents and/or narratives, as necessary.

## Submit the Revised Standard

When you are satisfied with your response, click *submit for evaluation*.

The screenshot shows a web interface with a confirmation dialog box at the top right that reads "Are you sure you want to submit this cell for review/evaluation?". Below the dialog, there are sections for "Assessments" (with a "There's nothing to display!" message) and "Status". The "Status" section contains a table with three entries:

Name	Date	Status	Message
Benjamin Doughty	7/22/21 12:58 PM	Returned	The Grant of Accreditation Letter file is unreadable. Please upload a clear copy of this letter.
Ben Doughty	7/22/21 12:02 PM	Submitted	
Ben Doughty	7/22/21 11:58 AM	Started	

Below the table is a "Status change notes: (optional)" section with a text input field. At the bottom right, there is a blue button labeled "submit for evaluation".

You will see a window pop up asking “*Are you sure..*”. Click *Okay* to finalize your submission. **Please note that this cell will be “locked” once you submit. If you find that you need to make changes after submitting, please reach out to CAHIIM staff to “return” the cell.**

## Finalize

These materials will not be reviewed again until the site visit, but please respond to all returned standards prior to the site visit date.

## Site Visit

As before, the self-assessment will be hidden from the program during the site visit, until the site visit team has completed their report.

Once the site visit team submits their report, the program will be granted 30 days to respond to the report prior to review by the Accreditation Council.

Unlike previous stages, this stage will evaluate compliance with standards.

## Responding to Deficiencies

The site visit team will use the system to inform programs of deficiencies by utilizing the *Status Log*, as in prior stages. As before, you should see that all standards have been marked *Accepted* except for those which were deficient, which are marked *Returned*.

> 9. Program Director Responsibilities	Accepted	assess	☐ >
> 10. Faculty	Returned	assess	☐ >
> 11. Faculty Qualifications	Accepted	assess	☐ >
> 12. Faculty Performance	Accepted	assess	☐ >
IV. Resources			

In the *Status Log*, there should be an explanation of the standard deficiency, including *Rationale for Deficiency* and *Guidelines for Compliance*.

**Please note that it may be necessary to click *Show more* to see all status comments.**

- Status:

< Self Assessment   ● Site Review   > Council   > Progress Report

---

Benjamin Doughty  
 7/22/21 2:01 PM

● Returned

This standard is not met.

Rationale for Deficiency: The program does not employ a second full-time faculty member.

Guidelines for Compliance: The program should hire a new full-time faculty member or transition one of the current adjuncts or part-time faculty members into a full-time position.

Status change notes:  
 (optional)

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Respond to the standard deficiency by uploading additional documents and/or narratives, as necessary. Some standards may contain specific instructions on the expected response.

## Submit the Revised Standard

When you are satisfied with your response, click *submit for evaluation*.

The screenshot displays a web interface for a site review. At the top, there is a breadcrumb trail: "Site Review" (with a red dot), "Council", and "Progress Report". A modal dialog box is open, asking "Are you sure you want to submit this cell for review/evaluation?" with "OK" and "Cancel" buttons. The "OK" button is circled in red. Below the dialog, there is a text input field with "rd 10" and a "score it" button. Further down, another breadcrumb trail is visible: "Site Review", "Council", and "Progress Report". A "Show details" checkbox is present. A "Returned" status is shown with a red circular icon and a text box stating: "This standard is not met. Rationale for Deficiency: The program does not employ a second full-time faculty member. Guidelines for Compliance: The program should hire a new full-time faculty member or transition one of the current adjuncts or part-time faculty members into a full-time position." Below this, there is a "Show details" dropdown arrow. At the bottom, there are three buttons: "submit for evaluation" (highlighted with a red circle), "accept submission", and "flag cell as completed".

You will see a window pop up asking “*Are you sure..*”. Click *Okay* to finalize your submission. **Please note that this cell will be “locked” once you submit. If you find that you need to make changes after submitting, please reach out to CAHIIM staff to “return” the cell.**

## Final Review

After the program response period has ended, the self assessment will again become inaccessible by the program. The relevant Accreditation Council will begin their review of the program's self-assessment, site visit report, and response.

**Please note that programs will not have another opportunity to address standard deficiencies prior to the recommendation by the Accreditation Council and the accreditation vote by the CAHIIM Board.**

If a program is accredited with deficiencies, they may be assigned a *progress report* in the CAS system, details of which will be specified by the CAHIIM Board.