

MAERB Spring Report 2018

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New Annual Report Form (ARF) Technology Tool: Fall 2019

The Medical Assisting Education Review Board (MAERB) will be implementing a new Annual Report Form (ARF) Technology Tool. The MAERB will start to use this new tool in fall 2019 for the 2018 data. This information was shared in the 2017 Fall MAERB Report and at the MAERB Forum at the AAMA Conference in October 2017. We will continue to report on this initiative to ensure widespread understanding.

2018 will be a transitional year. You will be organizing your 2017 admission cohort data for the 2018 ARF according to the guidelines of the current technology, and you will continue to use the current tracking tool (Outcome Thresholds Tracking Tool) that is posted on the Documents tab of the MAERB website. In fall 2018/spring 2019, programs will be submitting their outcome data for 2017 using the old tracking tool.

At the same time, during 2018, you will start to organize the data for the new technology tool. Below you will find a discussion about the differences. You will find on the website a new resource under the ARF section. It is called the 2019 ARF Tracking tool. You will be using that tracking tool to organize your 2018 data for the 2019 Annual Report Form submission.

In fall 2019, we will switch to the Annual Report Form Tool that is developed by CAAHEP, as it has several functionalities that will make it easier for the CAAHEP-accredited medical assisting programs to submit the data. In addition to supplying outcomes data, the Program Directors will be able to provide to the MAERB additional information about new faculty members and administrators.

As a brief overview of the difference in the organization and reporting of data, currently MAERB asks the Program Directors to report retention based upon admission cohorts; in addition, the Program Directors report job placement, graduate survey participation and satisfaction, and employer survey participation and satisfaction based upon admission cohorts. The exam participation and passage is based upon graduation year.

The new method of reporting will still require the Program Director to report retention based upon admission cohorts, but, in contrast with the current MAERB reporting standards, job placement,

graduate participation and satisfaction, employer survey participation and satisfaction, and exam survey participation and passage will all be based upon year of graduation, which is the standard methodology for reporting outcomes to accrediting bodies. Below, you will see a visual representation of the shift.

Outcomes/Section of ARF	Current MAERB Method		2019 Future Method
Retention	Admission Cohort		Admission Cohort

**Students Graduate from the program,
and the Program Directors report on the categories below.**

Job Placement	Admission Cohort		Graduation Year
Graduate Survey	Admission Cohort		Graduation Year
Employer Survey	Admission Cohort		Graduation Year
Graduate Analysis	Graduation Year		Graduation Year
Exam Participation and Passage	Graduation Year		Graduation Year

This shift in the ARF will require a significant change in the method by which MAERB Program Directors compile and count the outcome data. It is important to note that there are no changes being made for the 2016 and 2017 data that will be submitted on the 2017 and 2018 ARFs, respectively.

[Recorded Webinar for Program Directors: Organizing 2018 Admissions Data](#)

On the Educator's tab of the MAERB website (www.maerb.org), you will find a video that discusses the 2019 ARF Tracking Tool. That video will demonstrate how to use the new tracking tool and will provide a brief show-and-tell of the new system that will be used to submit the 2019 Annual Report Form. Viewing it will help you organize the data for the 2018 Admission Cohorts.

[Annual Report Form \(ARF\) 2018, Deadlines](#)

Fall Submissions, 2018 ARF (2017 admission cohorts and updates to prior years)

August 17, 2018: Program Directors receive a notice informing them that in approximately 30 days they will be able to access the 2018 ARF.

September 14, 2018: Program Directors can access the 2018 ARF.

October 19, 2018: Deadline for submission of the 2018 ARF (no grace period)

Spring Submissions, 2018 ARF (2017 admission cohorts and updates to prior years)

December 14, 2018: Program Directors receive a notice informing them that in approximately 30 days they will be able to access the 2018 ARF.

January 11, 2019: Program Directors can access the 2018 ARF.

February 15, 2019: Deadline for submission of the 2018 ARF (no grace period)

Publishing ARF Outcomes

In 2016, all CAAHEP-accredited programs submitted a link or other information about the publication of at least one ARF outcome. In doing so, you were conforming to the 2015 *Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting*, Standard V.A.4 that states the following:

The Sponsor must maintain, **and make available to the public**, current and consistent summary information about student/graduate achievement that includes the results of one or more of the outcomes assessments required in these **Standards**.

Thank you for your energy and initiative in complying with this new Standard.

After you receive from MAERB your ARF review letter regarding your completed 2017 ARF, you will need to update that information or post a new outcome again this year. If your program offers two different CAAHEP-accredited awards, then you will need to report an outcome for each award. Programs with fall ARFs have recently received an ARF review letter from MAERB, with the outcome due to be posted no later than April 1, 2018. Programs that submitted their ARF in February 2018 will receive an ARF review letter from MAERB by May 1, 2018 and will need to post their revised outcome no later than June 1, 2018.

The important issue is that the information be accessible to the public, so the easiest venue for that information is the school's website.

It is not acceptable to provide this information only on internal documents. In other words, it is not enough to include it ONLY within your advisory meeting minutes. You should certainly be sharing your outcomes with your advisory committee, but this information needs to be publicly posted.

MAERB Policy 210, "Reporting ARF Outcome(s)," provides you with information about posting the outcome. In addition, with your MAERB review letter, you will be receiving a reminder about posting the information, as well as information about how to report the updated link to MAERB.

MAERB Forum at AAMA Conference, Friday, September 14, 2018, 1:30 – 3:30 pm

Please join us on Friday, September 14, 2018, at the MAERB Forum. It will be held from 1:30 – 3:30 pm at the AAMA conference (Room TBD) in Salt Lake City, Utah. The MAERB will be sharing details about its ongoing activities and will be soliciting feedback from the Program Directors and other staff of CAAHEP-accredited medical assisting programs. If you are not able to attend the Forum, the MAERB will be putting a video of the information on the MAERB website, and you will be informed when that is posted.

Accreditation Workshop at AAMA Conference, Saturday, September 15, 2018, 8:00 am - 5:00 pm

We have not yet posted the details about the Accreditation Workshop, but they will be posted in May 2018 on the Educators Tab of the MAERB website (www.maerb.org). Preference will be given to people with site visits in 2019, 2020, and 2021.

The Accreditation workshop is an in-depth educational seminar designed to help organizations prepare for the comprehensive site visit. Whether you are applying for accreditation for the first time or preparing for re-accreditation, these workshops can help you to understand applicable CAAHEP Standards and MAERB Policies and the processes and procedures to get your organization ready for its accreditation survey site visit. This workshop is led by experienced surveyors, who are able to share their expertise in and knowledge of the Standards and the survey process.

Policy Changes and Updates

The following policies were updated at the 2018 winter MAERB meeting:

Policy 110 “Advertising of Accreditation Status”: The CAAHEP-mandated formula of advertising has not changed, but MAERB has added in more explicit instructions.

Policy 132 “Hybrid Programs”: Due to a shift in categories, MAERB is now specifying that the psychomotor and affective competencies in the “Anatomy & Physiology,” “Infection Control,” and “Protective Practices” cannot be taught and assessed online unless the program submits a special report. The template of that report can be acquired by contacting Sarah Marino at smarino@maerb.org.

Policy 145 “Practicum”: This expanded policy is based on the practicum survey and report that MAERB distributed in fall 2016 and spring 2017. The draft policy was circulated to the CAAHEP-accredited programs for review in fall 2017 and was affirmed, with some modifications, by the MAERB in winter 2018.

Policy 305 “Initial Accreditation”: The revised policy clarifies that the entire MAERB Core Curriculum needs to be taught and assessed prior to the date of an initial accreditation site visit.