

# CAAHEP Annual Reports Management System

Welcome to the Annual Reports Management System provided by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for the Committee on Accreditation for the Medical Illustrator (ARC-MI).

There are still portions of the system to be finalized and DesertRose continues to work on completing those. Thus, it will be worthwhile for you to take time to review the **Frequently Asked Questions** and the **Known Technical Issues** pages at the back. Many common problems are listed there, and by reading them once through before entering the system, you may be aware of what is 'normal' under these conditions.

**An important note: we currently recommend you use Safari on Mac, or Internet Explorer on the PC to avoid a bug that is generated when hitting Enter while in a form field (this occurs in Firefox on Mac and PC). This error is detailed on page 15, item #2.**

Thank you for your patience during the ongoing development and testing phases of the new Annual Report system. We will keep you apprised as to changes and updates to the system, and provide revised Help documentation to assist you. The following information is provided in this document is as current as 11.29.07.

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## What's New

Since your use of the last annual report system, there have been major design improvements, which are addressed in the following pages. The key points of change are briefly noted below, according to their respective area in the tool.

### **Personnel section tab**

The information for President/CEO, Dean, Program Director, and Billing Contact has already been filled in from the CAAHEP database. Corrections to this information cannot be made directly in the Annual Report system. To update that information, email changes to [updates@caahep.org](mailto:updates@caahep.org).

Faculty members' information is now entered and maintained in this area. Most of your faculty information should already be present. Please check that all is current and correct, and make changes where necessary. Information regarding courses full/part time and tenured status, returning, and courses taught are not currently collected, but will be available in future revisions to the system.

### **Enrollment & Retention and Outcomes section tabs**

Several items have been reordered and consolidated as compared with the previous annual report tool. Some "program structure" items (such as graduation dates and number of applicants) and some "outcome measures" (such as cohort range definitions and graduation results) have now been consolidated into the current "Enrollment & Retention" tab. Remaining "outcome measures" (such as survey, CMI) are now under "Outcomes".

Classes of students (enrollment cohorts) are displayed in columns (one column per class), rather than as expandable drop-down menus as in the previous tool. The column to the far right is used to enter new classes. Once that information is saved, the column is positioned in chronological order by enrollment year, with most current displayed in the lefthand column.

For each outcome measure, a table for data entry is on the top portion of the screen with the threshold calculation (3-year average for 2006+2005+2004). In the lower portion of the screen are 2 text boxes: one for entering the Detailed Analysis of that outcome measure, the other for entering the Action Plan. Programs must provide a Detailed Analysis and Action Plan for any outcome measure that does not meet the threshold for the 3-year average. Programs do not need to enter survey results for any years prior to 2006. Data for previous years prior to 2006, where available, have been transferred from the previous Annual Report system. In most cases, this 3-year average will not be calculable due to incomplete or insufficient data. (This need not be a cause for concern, since more data will be added on an ongoing basis, ie good averaging result will not be available in earnest until 2009.)

### **Survey Worksheet section tab**

Only survey results from the Graduate and Employer Surveys for the graduates of 2006 need to be entered. Programs do not need to enter survey results for any years prior to 2006. Data for previous years, where available, have been transferred from the previous Annual Report system. Programs are asked to enter the frequency distribution of the responses to each survey item. The Annual Report system will calculate the % of responses that were rated 3 or better. A detailed Analysis and Action Plan must be provided (in the Outcomes tab) for all negative survey items (ie, less than 80% of the responses are 3 or better).

### **Annual Report Generation and Submission**

Annual reports may now be generated automatically by the system. To generate and download copies of the report (PDF file) as often as you need for your own review, click the "Generate/Submit Report" link. To submit the final report to ARC-MI, first check the "Submit a copy of the Annual Report via email to CoA" above the navigation buttons, then click the "Generate/Submit Report" link. A PDF file of your report will be sent to ARC-MI and you will receive an email receipt of the submission (to the email on file with ARC-MI). If you wish to re-submit your report, you must first contact ARCMi to unsubmit it. ARC-MI will use the last Annual Report submitted on or before **January 1, 2008** as the official program report for 2007.

### **Report Deadline for the 2007 Annual Report**

The deadline for Program Directors to submit their annual data for this year has been extended to **January 1, 2008**.

## Starting Out

### Log In View

The link to the login screen is: <http://www.mydesertrose.com/CAAHEPARMS/>.

The screenshot shows the login interface for the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Annual Reports Management System. It features the CAAHEP logo on the left and the system title on the right. The login form includes fields for 'User Name' and 'Password', a 'Remember me' checkbox, a 'Login' button, and a 'Forgot Password?' link. A browser compatibility notice at the bottom states: 'Internet Explorer 7 or Firefox 2 or higher is required for this application. Click on the icons to download the latest versions.'

An email was sent to you containing your User Name and Password. If you forget your password, click on “Forgot Password?”, enter your User Name in the next screen, click “Submit”, and your password will be emailed to you (to the email address on file with ARC-MI).

### Program Menu View

You will see your institution name and your program(s) listed.

The screenshot shows the 'Program Menu' view in the CAAHEP Annual Reports Management System. It displays a table with columns for 'Institution Name', 'Institution City', and 'Institution State'. The table contains one entry for 'Johns Hopkins School of Medicine' in Baltimore, MD, with the program 'Medical Illustrator [74]'. A 'Program Menu' tab is visible at the top left of the content area. A 'Welcome [User Name] | LOGOUT' message is shown at the top right. A '1' is displayed at the bottom right of the table, indicating one record.

Institution Name	Institution City	Institution State
Johns Hopkins School of Medicine Medical Illustrator [74]	Baltimore	MD

### Institution Information View

Clicking on your institution name (eg, “Johns Hopkins School of Medicine”) allows you to view your institutional information on file with CAAHEP. You cannot edit this information in the Annual Report. Send corrections to [updates@caahep.org](mailto:updates@caahep.org).

The screenshot shows the 'Institution Information' view for Johns Hopkins School of Medicine. It includes a 'Program Menu' tab and a 'Johns Hopkins School of Medicine' header. The information is organized into two columns: 'Institution Information' and 'CEO'. The 'Institution Information' column lists details such as Name, Type, Address, City, State, Zip, Phone, and Web. The 'CEO' column lists details such as First Name, Last Name, Credentials, Address, City, State, Zip, Country, Phone, Fax, and Email. Below the information is a 'Programs' section with a 'Title' field containing 'Medical Illustrator [74]'.

Institution Information		CEO	
<b>Name:</b> Johns Hopkins School of Medicine		<b>First Name:</b> Edward D	<b>Last Name:</b> Miller Jr
<b>Type:</b> Academic Health Center / Medical School		<b>Credentials:</b> MD	
<b>Address:</b> 100 Medical Admin Bldg 720 N Rutland Ave		<b>Address:</b> 100 Medical Admin Bldg 720 N Rutland Ave	
<b>Address 2:</b>		<b>Address 2:</b>	
<b>City:</b> Baltimore	<b>State:</b> MD	<b>City:</b> Baltimore	<b>State:</b> MD
<b>Zip:</b> 21205	<b>Country:</b> United States of America	<b>Zip:</b> 21205	<b>Country:</b> United States of America
<b>Phone:</b> 4109553180	<b>Fax:</b>	<b>Phone:</b> (410)955-3180	<b>Fax:</b>
<b>Web:</b> www.hopkinsmedicine.org		<b>Email:</b>	

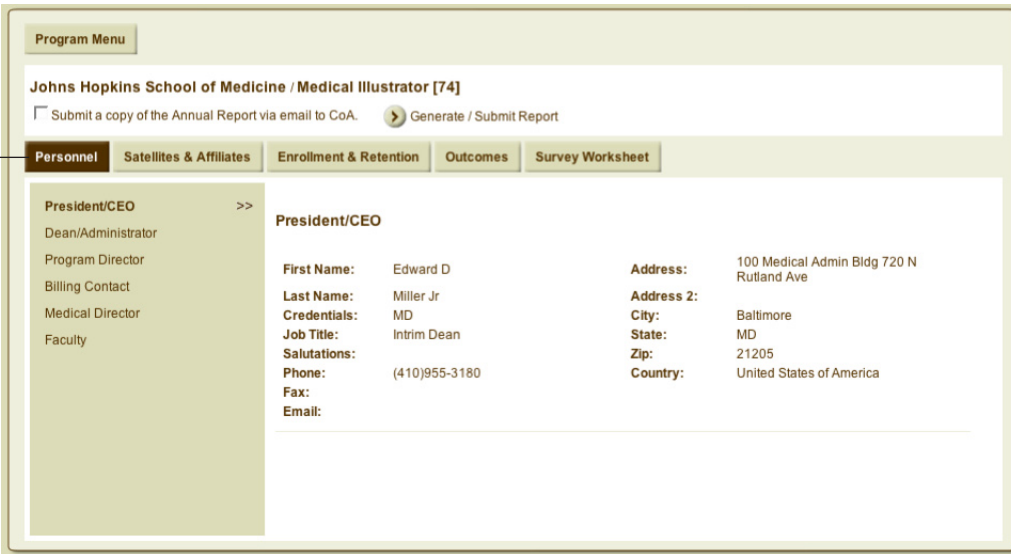
**Programs**

Title
Medical Illustrator [74]

## Section Navigation and Data Entry






To begin entering or editing data for your program, click on the “Medical Illustrator” link listed under your institution name. This will bring you to a new view with tabs for each section (below). For data entry, move to the various sections by clicking on the tabs.

Section tabs



The screenshot shows a web interface for the Johns Hopkins School of Medicine Medical Illustrator. At the top, there is a "Program Menu" section with the title "Johns Hopkins School of Medicine / Medical Illustrator [74]". Below this, there is a checkbox for "Submit a copy of the Annual Report via email to CoA." and a button labeled "Generate / Submit Report". A horizontal navigation bar contains five tabs: "Personnel", "Satellites & Affiliates", "Enrollment & Retention", "Outcomes", and "Survey Worksheet". The "Personnel" tab is selected and highlighted. On the left side of the main content area, there is a vertical list of roles: "President/CEO", "Dean/Administrator", "Program Director", "Billing Contact", "Medical Director", and "Faculty". The "President/CEO" role is selected, indicated by a double right-pointing arrow (>>). The main content area displays the details for the "President/CEO" role, including fields for First Name, Last Name, Credentials, Job Title, Salutations, Phone, Fax, Email, Address, Address 2, City, State, Zip, and Country. The data for these fields is as follows:

Field	Value
First Name	Edward D
Last Name	Miller Jr
Credentials	MD
Job Title	Intrim Dean
Salutations	
Phone	(410)955-3180
Fax	
Email	
Address	100 Medical Admin Bldg 720 N Rutland Ave
Address 2	
City	Baltimore
State	MD
Zip	21205
Country	United States of America

Note that the system does not save automatically, so in the areas that allow data entry, you must click the Save button (  Save ) to retain the information. To make changes to existing data, you can click the Edit button (  Edit ). Then to commit the changes, click the Update button (  ), or, to cancel, click the Cancel button (  ). To delete an entire entry, such as a Faculty profile, use the Delete button (  ), but do so with caution, since the system does not confirm the intent to delete!

## Personnel section tab

Various key personnel are listed as links in the right hand panel. The information for President/CEO, Dean, Program Director, and Billing Contact has already been filled in from the CAAHEP database. Corrections cannot be made directly in the Annual Report System. To update that information, email the changes to [updates@caahep.org](mailto:updates@caahep.org).

The information for Faculty members has been transferred from the previous annual report system. Please check that all data in the profiles are correct and edit as necessary. See note about editing Faculty profiles in the “Known Technical Issues” section, page 15.

Links to  
change view in  
right panel

Program Menu

Johns Hopkins School of Medicine / Medical Illustrator [74]

Submit a copy of the Annual Report via email to CoA.

**Personnel** Satellites & Affiliates Enrollment & Retention Outcomes Survey Worksheet

President/CEO >>

Dean/Administrator

Program Director

Billing Contact

Medical Director

Faculty

**President/CEO**

<b>First Name:</b>	Edward D	<b>Address:</b>	100 Medical Admin Bldg 720 N Rutland Ave
<b>Last Name:</b>	Miller Jr	<b>Address 2:</b>	
<b>Credentials:</b>	MD	<b>City:</b>	Baltimore
<b>Job Title:</b>	Intrim Dean	<b>State:</b>	MD
<b>Salutations:</b>		<b>Zip:</b>	21205
<b>Phone:</b>	(410)955-3180	<b>Country:</b>	United States of America
<b>Fax:</b>			
<b>Email:</b>			

## Satellites & Affiliates section tab

Satellites are off-campus location(s) that are advertised or otherwise made known to individuals outside the college or university at which the Medical Illustrator core didactic and laboratory courses of the program are available (does not pertain to sites used by a completely on-line/distance education program for individual students). Satellite location(s) function under the direction of the Key Personnel of the program.

If applicable, enter information for each program Satellite Location and each program Clinical Affiliate.

**Program Menu**

**Johns Hopkins School of Medicine / Medical Illustrator [74]**

Submit a copy of the Annual Report via email to CoA. [Generate / Submit Report](#)

**Personnel** **Satellites & Affiliates** Enrollment & Retention Outcomes Survey Worksheet

Institution Name	City	State	Country	Type
<input type="text"/>	<input type="text"/>	Please Select... <input type="button" value="v"/>	United States of America <input type="button" value="v"/>	Please Select... <input type="button" value="v"/>

 Save

## Enrollment & Retention section tab

Always use the far right column to enter a new class, or enrollment cohort. Start by selecting an Enrollment Year from the drop down list.

Program Menu

Johns Hopkins School of Medicine / Medical Illustrator [74]

Submit a copy of the Annual Report via email to CoA.

Personnel Satellites & Affiliates **Enrollment & Retention** Outcomes Survey Worksheet

Enrollment Year 2005 2004 2003 TOTAL Select...

Enrollment Date 8/2/2005 8/2/2004 8/1/2003

"On-time" Graduation Date 5/27/2007 5/26/2006 5/26/2005

Estimated Number of Applicants 40 34 37 111 0

Maximum Number of Students 6 6 6 18 0

Number of Students Initially Enrolled 6 5 5 16 0

Number Added to Class 0 1 0 1 0

Total Students in this Class 6 6 5 17

Number "In-Progress" or "Stopped Out" 6 1 0 7

Attrition due to non-academic reason(s) 0 0 1 1 0

Attrition due to General Education course(s) 0 0 0 0 0

Attrition due to professional course(s) 0 0 0 0 0

Total Number "Dropped Out" 0 0 1 1

Graduated in 2007 0 0 0 0 0

Graduated in 2006 0 5 0 5 0

Graduated in 2005 0 0 4 4 0

Graduated in 2004 0 0 0 0 0

Graduated in 2003 0 0 0 0 0

Total Number of Class Graduated 0 5 4 9

Percent Grad 0% 83% 80%

Save

\*Note: not actual data from this Program.

Use the Calendar icon to enter the Enrollment Date and the "On-time" Graduation Date. Note: you do not need to use the left and right arrows to select the year and month. After clicking on the the Calendar icon, click on "2007" for a drop-down list of years. Click on the month displayed for a drop down list of months.(With this system, it is possible to list multiple classes that have different Enrollment Dates and "On-time Graduation Dates" but exist within the same calendar year.)

As students in a given enrollment cohort (column) graduate, that number is entered into the appropriate "Graduated in [year]" row. For example, if a class of 20 students started on September 3, 2003 with an "On-time Graduation Date of June 2005 and 15 of those students graduated in 2005, then the number 15 would be entered in that "September 3, 2003" column in the row labeled "Graduated in 2005". If 2 students of that Enrollment cohort had stopped out for a year, but graduated in 2006, then the number 2 would be entered in that "September 3, 2003" column in the row labeled "Graduated in 2006".

Save after entering the class data and wait for the column to be built by the system to the far left hand side before exiting that tab. Note: once a class has been created with the Enrollment Year, that Enrollment Year field cannot be edited.

If you are not sure of the meaning of the terms in the columns you can hover your cursor over the Comments symbol ( ) for a description of the type of data to be entered.

## Outcomes section tab

Columns for up to 8 years can be displayed in the Annual Report (eg, 2007 through 2000). Note that the years that are displayed across the top row are Graduation years, not Enrollment years. If known, you may enter outcomes results for the current year, however, these results for are not computed in the 3-year average. For example, this year, 2007 is not part of the calculation, until next year.

**Program Menu** \*Note: not actual data from this Program.

Johns Hopkins School of Medicine / Medical Illustrator [74]

Submit a copy of the Annual Report via email to CoA.

**Personnel** | **Satellites & Affiliates** | **Enrollment & Retention** | **Outcomes** | **Survey Worksheet**

Grad Year	2007	2006	2005	2004	2003
# of Grads	0	6	6	5	6
# of grads attempting	0	6	6	5	5
# passing - 1st attempt	0	6	6	4	5
# passing - subsequent attempts	0	0	0	1	0
Total Passing to Date	0	6	6	5	5

Percent of Grads Passing (average 2006+2005+2004): 100%    Threshold: 50 %  
 Percent of Grads Passing (average 2006 through 2002): 75.2%

**BCMI CMI Part I** >>    Detailed Analysis of BCMI CMI Part I    Action Plan for BCMI CMI Part I

Write explanations in these fields if the Outcome measures are below threshold.

Update

To change the display of the various outcome measures displayed in the upper table, use the links at the bottom left of the interface. (This can be confusing for the first few times, and is considered a “known technical issue” that ARC-MI will be discussing modification with CAAHEP.)

**BCMI CMI Part I and Part II:** This refers to the Board of Certification of Medical Illustrators CMI exam, Part 1 and Part 2. This is a recent addition to outcome measures. Each program should receive information (that has been made anonymous) about their graduate students’ performance on Part 1 from the Board of Certification of Medical Illustrators. Part 2 information can be entered when available, but is not used as an outcome measure, since it results will be beyond the 6 months after graduation.

**Special Additional:** This refers to the either the data for the number of graduates passing and attempting the Comprehensive Examination (Medical College of Georgia only) or the data for the final grade average of the Practicum (University of Illinois Chicago only).

**Attrition/Retention:** All data in the table comes from the Enrollment & Retention tab (and is not editable here).

On-Time Graduation Date Year	2007	2006	2005	2004	2003	*Note: not actual data from this Program.
Total Students in this Class	6	6	5	0	0	
# of students dropped out (attrition)	0	0	1	0	0	
% attrition	0.00 %	0.00 %	20.00 %	0	0	
% retention	100.00 %	100.00 %	80.00 %	0	0	

Percent Attrition (average 2006+2005+2004): 9.09 %    Threshold: 0 %  
 Percent Retention (average 2006+2005+2004): 90.91 %  
 Percent Attrition (average 2006 through 2002): 9.09 %  
 Percent Retention (average 2006 through 2002): 90.91 %

**Positive Placement:** This refers to successful placement into employment. Enter the “# of grads employed” and then enter the “# of grads not employed, but who are continuing their education or serving in the military”. The sum of those 2 numbers represents Total Positive Placement. The number of graduate students employed is carried by the system to the Survey Worksheet tab for use with the Employer Surveys.

Grad Year	2007	2006	2005	2004	2003
# of Grads	0	5	4	0	0
# of grads employed	0	5	4	0	0
# of grads continuing education or serving in the military, but NOT employed	0	0	0	0	0
Total Positive Placement to Date	0	5	4	0	0

Percent of Grads Positive Placement (average 2006+2005+2004): 100.00 % Threshold: 0 %  
 Percent of Grads Positive Placement (average 2006 through 2002): 100.00 %

data here comes from Enrollment & Retention section tab

new data to enter here!

\*Note: not actual data from this Program.

Note: In order for the system to work properly, you must fill in the # of grads employed, before entering data into the Survey Worksheet area (tab).

Johns Hopkins School of Medicine / Medical Illustrator [74]

Submit a copy of the Annual Report via email to CoA.

Personnel | Satellites & Affiliates | Enrollment & Retention | Outcomes | **Survey Worksheet**

**Employer and Graduate Surveys:** There are separate links for each type of survey (Employer and Graduate) for each learning domain (cognitive, psychomotor, and affective). All data comes from the Survey Worksheet tab (and is not editable here).

Once the data has been entered in the tables of the Survey Worksheet tab, the number of negative survey items (ie, those items with less than 80% rated 3 or better) is displayed on the corresponding Survey/Domain table in the Outcomes tab. If there are any negative survey items for the most recent Graduation Year, you must write a Detailed Analysis and Action Plan to address each item. To make it clear to ARC-MI which item you are addressing, please identify the item, for example, EC-A for Employer-Cognitive Item A, GP-C for Graduate-Psychomotor Item C.

Grad Year	2007	2006	2005	2004	2003
# of Grads	0	6	6	5	6
# of grads employed	0	6	6	4	5
# of surveys returned	0	6	6	5	6
Cognitive Domain - # negative survey items	0	1	1	0	1

Percent of Surveys Returned (average 2006+2005+2004): 5.67 % Threshold: 50 %  
 Percent of Surveys Returned (average 2006 through 2002): 0.00 %

Write a detailed analysis and action plan for each negative survey item

Detailed Analysis of Employer Surveys - Cognitive | Action Plan for I

Write explanations in these fields if there are any negative survey items above (see circled area) for the most recent Graduation Year.

data here comes from Survey Worksheet section tab

Survey type (Employer, Graduate)

Domain type (Cognitive, Psychomotor, Affective)

\*Note: not actual data from this Program.

## Survey Worksheet section tab

Note: before you can enter the data into the Employer Survey tables, you must fill in the “# of grads employed” in the “Positive Placement” link of the Outcomes tab.

You must select the Graduation Year for which you want to enter the Survey results. (Note: you only need to enter the results for the graduates of 2006.)

Next, for Graduate Surveys – enter the # of surveys sent and the Total # returned.

Next for Employer Surveys – enter the # of surveys sent and the Total # returned.

The Return Rate will be computed for each survey type.

Next, for each survey type for each learning domain, enter the distribution of the responses in the table for each item. The items are identified by the survey type (E=employer, G=graduate) and by the learning domain (C=cognitive, P=psychomotor, A=affective), and correspond to the question item on the survey instrument. For example, a designation of “GP-C” would be for item C in the psychomotor domain section of the ARC-MI graduate survey instrument.

The threshold for each item is that 80% or more of the numerical ratings (5 through 1) must be 3 or above (N/As and Omits are subtracted from the # of surveys returned before the calculation is made).

Any items not meeting the 80% threshold are marked as “negative”. Programs must write a Detailed Analysis and Action Plan (in the corresponding Survey / Domain link in the Outcomes tab) for each negative item.

If there are no graduates shown here, you will not be able to enter Graduate ‘survey sent’ data. Go back to Enrollment & Retention tab to complete that information.

**Johns Hopkins School of Medicine / Medical Illustrator [74]**

Submit a copy of the Annual Report via email to CoA. [Generate / Submit Report](#)

[Personnel](#)
[Satellites & Affiliates](#)
[Enrollment & Retention](#)
[Outcomes](#)
[Survey Worksheet](#)

**Directions:** For each question/item within each learning domain on the surveys returned, count the number responses in each rating (e.g. # of 5s for that question/item across all surveys, # of 4s for that item across all surveys, etc). Enter that number in the appropriate column below. A “Positive” question/item is where 80% or more of the ratings are 3 or above.

Select Grad year to enter data for:

		Total # of surveys sent:	Total # returned:	Return Rate	Threshold
# of Graduates in 2007:	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0 %	0 %
# of Graduates Employed:	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0 %	0 %

Total # of questions/items: 4      Total # of negative item(s) for this learning domain is: 0

[Update](#)

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Employer Surveys - Cognitive  
 Employer Surveys - Psychomotor  
 Employer Surveys - Affective  
**Graduate Survey - Cognitive >>**  
 Graduate Survey - Psychomotor  
 Graduate Survey - Affective

Survey results are being entered below for: Graduate Survey - Cognitive (Grads of 2007)

Item	# of 5s	# of 4s	# of 3s	# of 2s	# of 1s	# of N/As	# Omitted	% >=3	Pos/Neg
GC-A	0	0	0	0	0	0	0		<input type="text" value=""/>
GC-B	0	0	0	0	0	0	0		<input type="text" value=""/>
GC-C	0	0	0	0	0	0	0		<input type="text" value=""/>
GC-D	0	0	0	0	0	0	0		<input type="text" value=""/>

Enter results for each corresponding survey item here

If there are no graduates shown here, you will not be able to enter Employer ‘survey sent’ data. Go back to Outcomes tab to complete that information.

GC-A = Graduate Survey Cognitive domain, question item A

## Annual Report Generation and Submission

Note: Do NOT check the box labeled “Submit a copy of the Annual Report via email to CoA” until you are ready to send ARC-MI your final version of the Annual Report.

Check this box only when ready to submit the final report

Commission on Accreditation  
of Allied Health Education Programs

LOGOUT Annual Reports Management System

Program Menu

Johns Hopkins School of Medicine / Medical Illustrator [74]

Submit a copy of the Annual Report via email to CoA

Generate / Submit Report

Personnel Satellites & Affiliates Enrollment & Retention Outcomes Survey Worksheet

This link feature can be used as many times as necessary for your own review

Programs may click the “Generate/Submit Report” link to create a PDF file of the Annual Report information. After the report is generated, the “Download Report” window appears. Programs can download their Report as many times as they wish to review it.

Once the report is complete (on or before January 1, 2008), you must check the box labeled “Submit a copy of the Annual Report via email to CoA” and then click the “Generate/Submit Report” link. This action will cause the Annual Report to be filed via email to ARC-MI.

If a program wishes to change an already submitted Annual Report (prior to the deadline of January 1, 2008), then contact Kathleen Jung, CMI, Chair, ARC-MI at [kijung@aol.com](mailto:kijung@aol.com) to have the Annual Report unsubmitted.

Once unsubmitted, the program may then repeat the procedure to file the Annual Report. ARC-MI will review the last Annual Report submitted on or before January 1, 2008.

## Frequently Asked Questions

**1. Does the system save my work automatically?**

No. In many instances, you will need to use the Save or Update buttons to accept additions or changes to the data.

**2. Why does the Faculty member record not include an area to enter data on full/part time and tenured status, returning status, and courses taught?**

CAAHEP will be discussing enhancements to the data collection system in the near future. Note that any data that was provided in this respect from previous years has been retained. ARCMCI can receive any supplemental information this year, if sent directly as a separate document.

**3. Why can't I edit or change the information for the President/CEO, Dean/Administrator, Program Director, and Billing Contact?**

The Personnel information that already appears in the system for those profile records comes directly from the CAAHEP database. Any changes to those items should be submitted to [updates@caahep.org](mailto:updates@caahep.org).

**4. What information should be in the Billing Contact?**

That profile may not pertain to your particular program and can be ignored.

**5. What information should be in the Medical Director profile?**

That profile may not pertain to your particular program and can be ignored.

**6. Where can I enter information of the Sponsor (Institutional Accrediting Agency, URL, last accreditation date)? (was included in the last annual report).**

CAAHEP and ARCMCI will be discussing enhancements to the data collection system in the near future. Note that any data that was provided in this respect from previous years has been retained.

**7. Why does the system not include an area to enter data for graduates' Job Sector Placement, program tuition amounts, and comments on resources/curriculum and scholarships/awards/grants?**

Data that are not directly outcomes-based but may serve as 'markers' of ongoing compliance, or interest to both the ARCMCI and the programs can be considered for future integration into the system. CAAHEP will be discussing enhancements to the data collection system in the near future. Note that any data that was provided in this respect from previous years has been retained. ARCMCI can receive any supplemental information this year, if sent directly as a separate document.

**8. How is the drop down list of states organized?**

The state pull down list is arranged alphabetically by state name, not abbreviation, so Maine comes before Massachusetts, even though MA comes before ME. Note: currently no Canadian provinces are listed. CAAHEP and ARCMCI will be discussing modifications to this feature.

**9. What are the numbers that appear after the program name (eg, Medical Illustrator [74])?**

The numbers that appear in the brackets after the program name are for the internal tracking of the program's data within the CAAHEP database.

**10. In the Enrollment & Retention tab, what is the field "Number Added to Class"?**

It is used to distinguish between initial enrollment and enrollment past the initial date. This is not the same as a student who is a "in-progress or stop-in". (see below).

**11. Do I need to enter data for the number of students that are enrolled in the second year?**

No, that information is not necessary for calculation, and is no longer captured.

**12. How does the system calculate the number of students that are "in progress or stop-out"?**

This is calculated by the total number of students in the class minus the number of students that graduate in any subsequent years. Any students who are not accounted for are considered "stop-out".

**13. How are students that “stop-in” (return to complete studies after a stop-out/leave of absence) accounted for within the system?**

All students who stop-in are accounted for as they graduate in subsequent years. Note that this is still entered within the same cohort, just under a different graduation year.

**14. Why are there several graduation years for every cohort?**

These extra fields allow entry of the number of students who graduate either in the year or any year subsequently following (should they return after stop-out or due to other reason for extending their studies).

**15. What data should be entered into the Attrition field?**

Only those students who leave with no reasonable likelihood of returning should be considered as part of the attrition category. Should they return for study and subsequently graduate, then the attrition number should be edited, returning the student to the ‘in progress/stop-out’ calculation, and later accounted for in the appropriate graduation year.

**16. Is it necessary to split the Attrition according to reason, if all of them amount to “no reasonable likelihood of returning”?**

This breakdown is available in the system because there are other CAAHEP managed professions that are interested in this level of detail. However, ARCFMI does not consider different actions based on the reason for attrition. It is up to the individual program to decide if they summarize the attrition or not.

**17. In the Outcomes tab, why can I not edit the data in the Attrition/Retention table?**

All the Attrition/Retention data in the Outcomes tab comes from the Enrollment & Retention tab. Once you have filled in all the information for all the enrollment cohorts (columns), the attrition numbers are transferred by the system to that table in the Outcomes tab.

**18. In the Outcomes tab, why can’t I enter my survey outcomes into the table?**

No data can be directly entered into the tables for surveys in the Outcomes tab (only the Analysis and Actions Plans are entered there). All data for surveys in the Outcomes tab comes from the Survey Worksheet tab. You must first complete the Survey Worksheet tab before proceeding to the Outcomes tab.

**19. Since programs are only entering survey results for graduates of 2006, how can the 3-year average for return rate in the Outcomes tab meet the threshold?**

Since there is only 1 year of returned surveys (numerator), but 3 years of graduates (denominator), the percent returned will likely not meet the threshold of 50%. ARCFMI will take the limited data into consideration when interpreting those results.

**20. Under the Outcomes tab, what is the “BCMI CMI Part I and Part II”?**

It is an abbreviation for the Board of Certification of Medical Illustrators CMI exam, Part 1 and Part 2.

**21. How do programs count the “# of grads attempting” for the BCMI CMI examinations?**

If a graduate has attempted the first part of the examination, that individual is counted as a graduate who has attempted the BCMI CMI. Note that this is not a count of the number of attempts by an individual graduate student; it is a count of the number of students who have attempted at the exam at least one time.

**22. Under the Outcomes tab, what is the “Special Additional”?**

This refers to either the data for the number of graduates passing and attempting the Comprehensive Examination (Medical College of Georgia only) or the data for the final grade average of the Practicum (University of Illinois Chicago only).

**23. In Outcomes, what does the term from “Positive Placement” mean?**

The term means that the student has been successfully placed into employment.

**24. What type of information should be entered in the Action Plan field vs the Detailed Analysis field?**

Programs are first asked to analyze or interpret the data that has been collected (Detailed Analysis) and suggest a solution to the particular situation (Action Plan).

**25. Why can't I enter survey data into the tables in the Survey Worksheet tab?**

To enter ratings in the tables in the Survey Worksheet, you must first complete the Enrollment & Retention table so that there are numbers of graduates in the various calendar years. These numbers are carried by the system to the corresponding year of the Survey Worksheet tab for graduate surveys.

Also, in the Positive Placement table of the Outcomes tab, you must enter the “# of grads employed”. These numbers are carried by the system to the corresponding year of the Survey Worksheet tab for employer surveys. Then, you must enter the number of surveys sent and the “total # returned”. Only after the number of surveys returned is filled in can the corresponding number of ratings be entered into the rows of the table in the Survey Worksheet.

**26. In what is the meaning of the abbreviations for the items, such as EC-A, EC-B?**

Each item abbreviation corresponds to the question item on the survey instrument (E=employer, G=graduate) and by the learning domain (C=cognitive, P=psychomotor, A= affective). For example, a designation of “EC-A” would be for item A in the cognitive domain section of the ARCFI employer survey instrument.

**27. My survey is not keyed with the abbreviations used in the system, such as EC-A, EC-B? How do I know what to enter?**

You have been sent a revised survey that shows the new abbreviations next to the respective survey item.

## Known Technical Issues

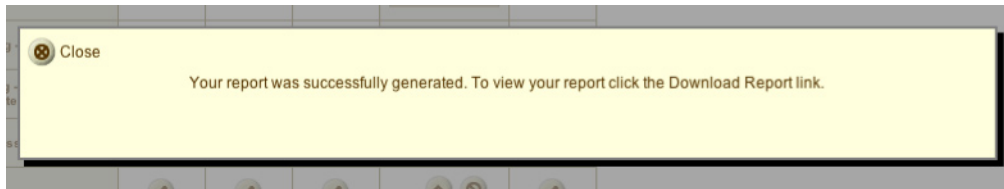
(as of 11.29.07)

### 1. **Error Message: Sys.WebForms.PageRequestManager-ParserErrorException.**

You may occasionally get this error message, for example, when trying to enter data (pencil icon) for Outcomes BCMI CMI. Click OK, then click on another tab, then back to the tab that you were working in (eg, switch from Outcomes to Personnel then back to Outcomes).



### 2. **There seems to be a bug when editing a form field in a column and hit return. A new window pops up and returns the response “Your report was successfully generated. To view your report click the Download Report link.”**



This is a bug that occurs in Firefox on Mac and PC, and has been reported to CAAHEP. Note that the message that is displayed in the window does not apply (ie, your report was not generated yet!). If you use the reload/refresh button on your browser, you may not be able to enter, and may generate another error. Since the “close” link in the window does not work, to exit, use your back button on your browser. Or, if you use Safari on Mac, or Internet Explorer on the PC, you can avoid this bug.

### 3. **Clicking on the Edit button in on a Faculty profile, does not appear to do anything—the screen looks the same.** In Personnel>Faculty: when selecting Edit, the page does not refresh back to the location of the profile. You will have to scroll down to find the location to start editing. CAAHEP and ARCMCI will be discussing modifications to this default system action.

### 4. **Clicking on the Delete button, doesn’t present the user with a confirmation prompt. It just automatically deletes!**

Be careful. Currently the system automatically deletes without a confirmation prompt. This occurs readily in Personnel>Faculty and in Enrollment & Retention areas. CAAHEP and ARCMCI will be discussing modifications to this default system action (such as Delete function should have a confirmation, “Are you sure you want to delete the profile?”)

### 5. **The same information for a previous faculty member shows up in the fields when a new faculty member profile is added.**

The system by default auto-fills the information of the new profile that is created, using information from the previous profile. This was originally intended to simplify the number of manual entries that needed to be made. All field information can be edited and replaced with whatever information differs. CAAHEP and ARCMCI will be discussing modifications to this default system action.

### 6. **In the Personnel area, the Zip code field does not allow entry of mixed numbers and letters (for Canadian Zip codes).**

If this pertains to you, for now, do not worry about entering this data. CAAHEP and ARCMCI will be discussing modifications to this default system action.

### 7. **In the Personnel area, the State pull down menu does not contain Canadian provinces.**

For now, you may add this after the city name in the city field, eg “Toronto, Ontario”.

**8. Why does the drop down calendar hang up?**

The system needs time to refresh the display/screen. When you enter the Enrollment Year (the top field), the screen completely refreshes (could be up to 8-10 seconds depending on connection), and ‘rebuilds’ the table cells for the column. Also, for the same reason, after clicking on the calendar icon, you may need to wait a couple seconds before clicking on the year or the month. Occasionally the system gets “stuck” and hangs up the data entry in the Enrollment & Retention section. If this occurs, click on another tab, then back to the tab that you were working in (eg, switch from Enrollment & Retention to Personnel then back to Enrollment & Retention). If clicking to another tab and back does not work, you may need to log out and log back in.

**9. In Personnel>Faculty the system does not arrange all faculty alphabetically by last name.**

Currently the system does not do this, but rather arranges in order of entry or addition. CAAHEP and ARCMCI will be discussing modifications to this default system action.

**10. The navigation interface in the Outcomes section is confusing.**

The main element that is confusing in the interface is the link that is selected from below (such as Employer Survey) changes the content of the tables display above. CAAHEP and ARCMCI will be discussing modifications to this default system action.

**11. In Survey Worksheet there is a typographical error.**

“Total # Graduate of surveys sent:” should be “Total # of Graduate surveys sent:”

## Technical Support, Reporting Bugs and Other Technical Issues, General Questions

**For questions and assistance or to report problems** with the Annual Report system, contact CAAHEP's Executive Director: Kathleen Megivern at megivern@caahep.org or (727) 210-2350. Questions will be directed towards either DesertRose, in the case of larger system-related and functionality issues, or towards ARC-MI, in the case of data entry and other medical illustration program-related issues.

When reporting problems, please be as specific as you can. Following the below mentioned format for reporting is helpful:

Date of Problem:

Report tab or screen where problem occurred:

Table or form field where problem occurred:

Description of what you were attempting to do:

Description of the problem (be specific):

Error messages generated, if any:

**For corrections to Personnel information** on President/CEO or Dean or Program Director or Billing Contact, contact the CAAHEP Executive Office at updates@caahep.org.

**To "Unsubmit" a previously filed Annual Report** (on or before January 1, 2008), contact Kathleen Jung, CMI, Chair, ARC-MI at kijung@aol.com.

**To download this and additional supporting documentation** such as Employer and Graduate Surveys, visit the ARCM I web page on CAAHEP at: [http://www.caahep.org/Committees\\_on\\_Accreditation.aspx?ID=MI](http://www.caahep.org/Committees_on_Accreditation.aspx?ID=MI).