



March 6, 2009

Dear Program Director,

The CAHIIM Annual Program Assessment Report is now open for data entry. It will remain open March 1 – June 1, 2009. We suggest you print the 2007-2008 summary form to organize your information to make data entry easier. You will also want to review your 2006-2007 report from last year to assist with information capture and reporting.

You will notice when you log in that two new categories are present: Quality Review Letter and Dashboard Report. The Quality Review Letter many of you have requested. It states that your program is accredited for official purposes. The CAHIIM staff have reviewed all submitted APAR reports from last year and within this letter have provided suggestions of areas to review as you write program goals and target outcomes, analyze variations and data that is less than threshold levels. This is advice only and does not require any response to CAHIIM. We also reviewed all program websites and where CAHIIM accreditation language may be stated erroneously, that information is noted and we expect that you will revise those websites and any corresponding brochures or other literature. Given the heightened emphasis on HIM careers in the President's Stimulus Package, now is a very good time to refresh your program description and marketing materials.

The Dashboard Reports are still being completed and will be uploaded throughout the month of March for all programs. This is CAHIIM's first pass at providing comparative benchmark data for your program assessment. If you have suggestions for other data you would like to see presented, please direct those comments to Linde Tesch at [linde.tesch@ahima.org](mailto:linde.tesch@ahima.org). Remember we can only compare and contrast data captured by the APAR system.

### **Welcome Program Director, what to do next....**

[Edit Annual Program Assessment Report \(APAR\)](#)

[Quality Review Letter](#)

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[Reports](#)

When preparing your Program Goals, Target Outcomes, Analysis and Action Plans, consider information that appears throughout APAR as topics for improvement actions.

Baccalaureate programs will notice a new category in Section 1: Profile where indication of a post-baccalaureate certificate is requested. This is just an information point reflecting the programs that have this capability and offering.

Questions regarding the Certification exam and scores should be directed to Jonathan Santos in Certification for response: 312-233-1126.

Section VII: Mission and Value – is an open section to document anything you would like to share with CAHIIM or that describe how the HIM program fits into the college mission and values.

Finally when reviewing Section VIII: Curriculum if you have had any changes please update the data captured. If not, there is no need to re-enter the information. If you have questions about any information within APAR, please contact George Payan [George.payan@cahiim.org](mailto:George.payan@cahiim.org) , Linde Tesch [linde.tesch@ahima.org](mailto:linde.tesch@ahima.org) or Benjamin Reed [benjamin.reed@cahiim.org](mailto:benjamin.reed@cahiim.org) with your questions or technical issues.

Please feel free to contact any of us for assistance if you encounter a problem with the system, a technical error or just need clarification of data points to enter.

Thank you for completing your APAR program assessment report and we wish you a successful academic year.

Best regards,

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