

MAERB Spring Report 2022

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MAERB Office Staff

We are delighted to welcome two new staff members to the MAERB Virtual office, and we wanted to take this opportunity to introduce them to you.

Robin Light is joining us as a part-time Accounting Assistant. She will be sending out invoices, working with the Site Surveyors for travel reimbursements, and keeping MAERB’s accounting systems logical and neat. You can contact her at accounting@maerb.org when you have a question about an invoice or fee, and she will be able to answer all your questions.

Leah Millett, who worked with MAERB in the summer of 2021 as a valued temp, has returned to serve as a part-time administrative assistant. Leah will be working on reviewing the Self-Studies, processing the Onsite Survey Reports, checking on the posted ARF outcomes, and a variety of other miscellaneous tasks. You can contact Leah at lmillett@maerb.org.

As always, you have your dedicated Program Manager, either Jim Hardman or Bethany Hardman, so you would reach out to them with questions. If you do not know who your Program Manager is, please contact maerb@maerb.org, and you will receive an answer to that question.

MAERB’s Proposed *Standards and Guidelines*

After a two-year process, the proposed updated CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting* and the MAERB Core Curriculum are in the last stage of the approval process. The proposed CAAHEP *Standards and Guidelines* were posted on the CAAHEP website for comments in early January. That comment period has closed, and on February 22 at 12:00 pm Central Time there was a CAAHEP Open Hearing that members of the community are welcome to join for commentary.

Thank you to all of you who participated in providing feedback: first, in a fall 2020 survey where you were asked to evaluate the 2015 CAAHEP *Standards and Guidelines* and MAERB Core Curriculum;

second, in fall 2021, when you provided your input in a series of Town Halls, surveys, and the MAERB Forum. The input from the community has been invaluable.

There were changes made to the draft of the MAERB Core Curriculum based upon all the feedback that was received, and you will find the draft, which is still not approved, available at the MAERB website on the documents tab in the “Working Docs: Revised Standards and Curriculum” section.

The anticipation is that the proposed CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting* will go to the CAAHEP March 2022 meeting for approval. After final CAAHEP approval, there will be approximately a 12 to 24-month period for the programs to fully incorporate the new curriculum and a series of implementation deadlines for other items within the CAAHEP *Standards and Guidelines*.

Outlined below is a tentative timeline for the implementation of the new *Standards and Guidelines* once they are approved:

- **March 2022:** The CAAHEP Board discusses and approves the proposed Guidelines.
- **April 2022:** The finalized and approved CAAHEP *Standards and Guidelines* are sent to the CAAHEP-accredited medical assisting programs.
 - There will, then, be a series of deadlines for the programs with the new requirements.
- **January 2024:** Programs are first visited using the new Standards and MAERB Core Curriculum

You will receive a detailed implementation schedule with the publication of the approved *Standards and Guidelines* in March 2022. We anticipate that we will start conducting Self-Study workshops based on the new *Standards and Guidelines* and MAERB Core Curriculum in fall 2022.

[Virtual Self-Study Workshop, 2015 Standards, April 22 & 29, 1:00 – 5:00 PM Central](#)
MAERB will be holding one final Self-Study workshop based upon the 2015 *Standards and Guidelines* designed for programs that will be visited in the fall 2022 and calendar year 2023. The Self-Study Workshop is an in-depth educational seminar designed to help organizations prepare for the comprehensive site -survey. It is designed for Program Directors or other institutional representatives who have a site visit scheduled to occur in either 2022 or 2023. The workshop will focus on the MAERB resources to help you prepare for the Self-Study, walk you through the Self-Study template, discuss how to best ensure if you are effectively implementing the MAERB Core Curriculum, and provide an overview of how to prepare for the site visit.

The workshop fee is \$200 per participant.

The workshop will be most effective for programs that are going to be visited in 2023 and are still working on their Self-Study. It is not appropriate for programs that are being visited in 2024 and beyond, as those programs will be visited under the *Standards and Guidelines* that are anticipated to be approved in 2024.

You can register for the Self-Study Workshop at the following link:

<https://www.surveymonkey.com/r/3VNWSPF> You will receive a link and an invoice within two weeks of signing up.

REMINDER: MAERB COVID-19 Statement Sunset on December 31, 2021

You received the announcement in November 2021 that the allowances outlined in the MAERB COVID-19 Statement would no longer be permissible after December 31, 2021. The MAERB COVID-19 statement allowed programs to incorporate a broader-range of approaches, included simulation, case studies, and so on, in fulfilling the practicum requirements. In addition, programs were able to adopt a range of modalities, specifically virtual environments, for instruction. It was determined that there was no need, based upon the data that was received from the programs to continue those allowance.

Many programs have reported that they needed to make curriculum changes during the pandemic to ensure that the students had access to the instructional materials and activities. Many programs are telling us that they want to keep some of those changes permanently, since they worked so well.

To efficiently organize the reporting process, the MAERB will be sending out a survey in March/April 2022 so that you can report any permanent COVID-related curriculum changes.

Annual Report Form (ARF) 2022, Deadlines

While many of you may feel that it is too early to start talking about the 2022 Annual Report Form, we would like to let you know of upcoming deadlines. Please remember that you should be updating your ~~2019 and beyond~~ ARF Tracking Tool monthly so that you can easily fill out your Annual Report Form each year. The MAERB office will hold a training on the ARF Tracking Tool, and you can find a recording on the Documents tab of the MAERB website (www.maerb.org).

Fall Submissions, 2022 ARF (2021 admission and graduation cohorts, as well as updates to prior years)

August 12, 2021: Program Directors receive a notice informing them that in approximately 30 days the 2021 ARF will be accessible online.

September 8-9, 2022: Program Directors will be sent an email with brief ARF logistics along with the green light to proceed.

October 14, 2022: Firm deadline for submission of the 2022 ARF

Spring Submissions, 2022 ARF (2021 admission and graduation cohorts, as well as updates to prior years)

December 9, 2022: Program Directors will receive a notice informing them that in approximately 30 days the 2022 ARF will be accessible online.

January 12-13, 2023: Program Directors will be sent an email with brief ARF logistics along with the green light to proceed.

February 17, 2023: Firm deadline for submission of the 2022 ARF

MAERB at the 2022 AAMA Conference

The MAERB is planning to be at the AAMA Annual Conference at the Marriott Myrtle Beach Resort & Spa at Grand Dunes in Myrtle Beach, South Carolina, from October 21-24, 2022. The MAERB will be hosting the following event at the date and time below:

Friday, October 21, 2022, 8:00 am – 5:00 pm: Self-Study Workshop, 2022 Standards and Guidelines

This Self-Study Workshop is designed to help continuing and initial accreditation programs prepare for the comprehensive review process. This year's workshop is designed for programs being visited in 2024 and 2025 and will be based upon the CAAHEP *Standards and Guidelines* that are anticipated to be approved in March 2022. Registration for this event will be limited to people who have site visits scheduled in 2024 and 2025, and they will be contacted directly about registration details in mid-March 2022. There is a limit of 50 participants.

Sunday October 23, 2022, 1:00 – 3:00 pm: MAERB Forum

During the MAERB Forum, you will receive a report about MAERB's activities in 2022, including a discussion of the new CAAHEP *Standards and Guidelines* and the implementation process. There will also be an extended question-and-answer period. MAERB will also be holding a virtual MAERB Forum in the fall of 2022, at a date to be determined.

In addition, MAERB staff will be available at the AAMA conference for conversation and consultation.

Training Webinar: ~~2019 and beyond~~ ARF Tracking Tool, April 1, 2022, 1-2:15 CENTRAL

It is never too early to start preparing for next year's ARF. As you know, all Program Directors are required to submit their fully updated tracking tool that substantiates the aggregated data that they are reporting on their ARF. In April 2022, the MAERB will be holding a webinar for Program Directors to demonstrate effective ways to use the ARF Tracking Tool. The dates, times, and registration links for the webinar is listed below. There is currently a training video posted on the MAERB's website (www.maerb.org) on the Documents tab in the section, "Annual Report Form." This webinar will be recorded and posted on the website, replacing the current Video.

You can register for the webinar at the following link:

<https://us02web.zoom.us/meeting/register/tZ0kd--tqj8vE9d-9q-iXMajlUeFk-TtsHgR>

MAERB's Contact Information

Telephone: There is a new telephone number for MAERB: 312-392-0155. When you listen to the message, you will hear the extensions for the MAERB staff. Please call us when you have questions.

Submitting Self-Studies, Progress Reports, and other Accreditation Materials: Program Directors have the capacity to upload accreditation documentation, such as Self-Study Reports, Progress Reports, Requests for Reconsideration, and other large file submissions, on the Submissions tab of the MAERB website. The directions for doing so are on the Documents tab of the MAERB website (www.maerb.org) in the "Program Resources/Accreditation Resources" section. The instructions are titled, "Submitting Documents, MAERB website." Program Directors were sent their permanent password in May 2020 or at the time of receiving from the MAERB office their official approval as Program Director. This upload system is designed for any large collection of documents. If your submission is not large or multi-layered, you are encouraged to send the documents via email to your Program Manager.

Mailing Address: In order to remit payments via check to MAERB, you would use the following address

MAERB

2020 N. California Ave., #213
Suite 7
Chicago, IL 60647

Virtues of Accreditation

The MAERB is going to be showcasing the Virtues of Accreditation on a regular basis in its biannual MAERB Report. At the September 2019 MAERB Forum, during the brief discussion of the three-year CMA (AAMA) pilot program that allows graduates from unaccredited medical assisting programs to sit for the CMA (AAMA), participants requested that MAERB provide a brief outline of the virtues of accreditation so that Program Directors and other instructional staff of CAAHEP-accredited medical assisting programs can discuss the benefits of CAAHEP accreditation with administrators at the organizations that sponsor the medical assisting program.

Below you will find a list of accreditation virtues that we first published in fall 2019 and have updated since then. The MAERB welcomes your participation in this process, as we realize that you, too, have a list of advantages that you outline when you speak to students, administrators, and employers. Please contact Sarah Marino (smarino@maerb.org) if you have additional ideas.

- **Accreditation assures professional competence:** Graduates from a CAAHEP-accredited program have covered the comprehensive MAERB Core Curriculum and achieved the psychomotor and affective competencies to ensure patient safety.
- **Accreditation offers standardization, uniformity, and consistency:** All CAAHEP-accredited programs cover the same MAERB Core Curriculum, so employers can be guaranteed that the students know a given body of entry-level knowledge.
- **Accreditation requires external verification, review, and validation:** In fulfilling the standards, CAAHEP-accredited programs submit their outcomes to MAERB for an annual review and go through a comprehensive site visit review with CAAHEP every ten years.
- **Accreditation protects resources:** The accreditation *Standards and Guidelines* specify that the students and faculty have access to specific resources to ensure that the program can comply with the national standards.
- **Accreditation enhances the institution's reputation:** Institutions participating in programmatic accreditation distinguish themselves from other institutions.
- **Accreditation is public:** CAAHEP-accredited programs are listed in a CAAHEP database for student and educator access, and CAAHEP-accredited programs post their status and outcomes.
- **Accreditation travels well:** Employers across the country recognize the value of accreditation.
- **Accreditation advances the profession:** The standardization, uniformity, and consistency that accreditation ensures, as well as the review of the *Standards and Guidelines* and MAERB Core Curriculum, move the profession forward toward greater recognition in the allied health field.
- **Accreditation acknowledges accountability:** Educational programs graduating prospective healthcare workers must be accountable in ensuring patient safety, and accreditation supports the process of accountability with curriculum that is innovative, relevant, and current.

You can help us by adding to this list, so please contact Sarah Marino (smarino@maerb.org) with your suggestions, and we will continue with this list.