



2018 Fall Site Visitor Update

1. Instructions

- a. The new Site Visitor module in eAccreditation is now live! Thank you for updating your profile and conflicts – this is now how we will gather all site visitor information. We appreciate your patience as we work through any system hiccups.

Welcome to the 2018 SV Update! Please follow the links on each bulletin board sticky note on the main menu (1st slide). The links will take you to different pages – you can use the Return to Main Menu to go back to page 1 or just scroll through the slides. Once you have reviewed all information, follow the link to the quiz via Survey Monkey (on slide 1). Please complete this update and the quiz by October 1st.

Thank you for your time and service to the CAATE!

- b. If you have not received a Site Visit assignment by email, you were not selected at this time. Additional assignments may be given for substantive change level of degrees that will be submitted later this year.
- c. Many documents in this update are located in the SV Dropbox. **If you do not have permission to the SV Dropbox, contact support@caate.net**
- d. Please welcome the newest CAATE Staff member, Buffie Winfrey, CAATE Administrative Assistant, buffie@caate.net

2. [Click here for the New SV Handbook!](#)

Read through before taking the quiz

3. SAVE THE DATE

2019 In Person Site Visitor Training dates:

- ATEC – Dallas Feb 14
- NATA – Las Vegas June 23
- CAATE Accreditation Conference – Atlanta Oct.10

You will be given \$200 for attending the training; training is mandatory.



4. TRAVEL

- a. Click for the Link to ATC DEEM Travel
 - i. **Travel Authorization Code – 2883406 for any site visitor reservations booked in DEEM**

- b. Link to the services DEEM offers - including contact numbers, online booking videos, links to their mobile app, FAQs, and more:
http://www.atcmeetings.com/caate/lp_resource.html. Under the DEEM Help link are videos to help book travel. Please bookmark this link as it will come in handy in the future!

- c. **Travel Checklist (contact support@caate.net if you need a nametag and/or GCC)**
 - i. CAATE Nametag
 - ii. Global Cash Card
 - iii. Booked my flight
 - iv. Booked my hotel
 - v. Start my expense report
 - vi. KEEP RECEIPTS

- d. Enter expenses and submit your expense report using *Expensify*
[Click here for help files on how to use DEEM & Expensify](#)

- e. Reminder of unapproved travel expenses: entertainment type expenses (incurred while in transit or on-site), alcoholic beverages, early flight check-in, or in-flight Wi-Fi or entertainment are unapproved expenses, please do not charge these to your CAATE Global Cash Card or submit them for reimbursement.

5. DEGREE CHANGE

- a. As a reminder the [SV Handbook](#) contains detail of the degree change review process

- b. Tips when reviewing a degree change mini SS:
 - i. The responses should reflect the new master's program.
 - ii. All directory information should reflect what is currently taking place and not what will take place in the future.
 - iii. If the program doesn't have graduate students at the time the mini SS is reviewed, they must submit mock documentation (mock graduate transcript, mock individual clinical assignment table, etc.).



6. **eACCRED TIPS**

Click [HERE](#) for the eAccred help file in Dropbox

a. **EFFECTIVE JULY 1, 2018**

New Outcomes Standards are now in effect. This includes Standard 7 for Professional programs, Standard 15 for PP programs and Standard 21 for Residency. Refer to the appropriate [Standards document](#) for the details.

b. Reminder - IE 10, Firefox, Chrome and Safari are acceptable sites to use to access eAccreditation; other sites may cause issues.

c. SVT Chair - remember to add your site visit dates on the SS/Home page AND to email them to sara@caate.net

d. For text boxes in eAccreditation that do not have automatic spell check, a new spell check button has been added. You will need to click this button to activate the spell check for that text box.

Survey Monkey Quiz

When you have reviewed each of the six items and links above, follow the link below to the quiz **Survey Monkey Quiz-** https://www.surveymonkey.com/r/2018_SV_Fall_Update