QUESTIONS & ANSWERS FROM E-ACCREDITATION WEBINAR

Questions are grouped around topic areas. In some instances there may be two or more questions regarding the same topic that are answered below with one answer.

… ADDING & EDITING USERS

Q: if you give someone access to view, would they also have the ability to edit

Q: Can I give someone view only access so that they can review things but not make changes?

A: RIGHT NOW, ACCESS INCLUDES WRITE PERMISSIONS. IT DOES NOT INCLUDE SUBMISSION, AS ONLY THE PROGRAM DIRECTOR CAN SUBMIT.

Q: When a program changes directors and submits the change of director forms, is there an extra step to get the log-in and password information to the PD? or will they be sent that information automatically from CAATE when the change of PD forms are complete?

A: ONCE THE PROGRAM DIRECTOR CHANGE IS APPROVED, THE NEW PROGRAM DIRECTOR WILL BE SENT THEIR USER NAME AND TEMPORARY PASSWORD FROM THE CAATE OFFICE.

Q: I have a staff profile that was entered twice. Is there a way to delete one of them?

A: THAT SHOULD HAVE BEEN IMPOSSIBLE, AS THE SYSTEM WILL NOT ACCEPT TWO IDENTICAL EMAILS AS USERNAMES. IF BY CHANCE YOU ENTERED A DIFFERENT OR PERSONAL EMAIL FOR ONE OF THE RECORDS, YOU CAN DISABLE THAT RECORD BY CLICKING THE DISABLE BUTTON TO THE RIGHT OF THE USER'S NAME ON THE STAFF PAGE.. OTHERWISE, THE USER WILL HAVE TWO LOGINS.

Q: How do I add one of my contacts (clinical education coordinator) into the directory

A: DIRECTORY LISTINGS DO NOT ASK FOR EMAIL ADDRESSES, SO YOU SHOULD BE ABLE TO DO THIS WITHOUT DIFFICULTY.

Q: Program staff are only administrative assistants? Or can I also make the clinical coordinator (CC) a program staff member? I tried to add our CC however his email was not accepted because it was already in the system

Q: I am the PD and CC, the previous system wouldn't allow the same email to be submitted for different roles. Has this changed?

Q: I added my CEC as staff. How can I add him as a user so he can add info? It says his email has been used.

A: E-Accreditation is currently working on a solution to this problem that will allow Program Directors to give access to users within the program instead of reentering them as staff. The solution should be ready by July 1, 2013.

Q: As I enter an additional user - does it matter what the password is? And can they change their password from what the PD has set it as?

A: It doesn't matter what password you use; in fact, you can give everyone the same password and instruct them to change it once they login. Remember, you can change your password by clicking MY ACCOUNT at the top of the page.

... FACULTY OR PRECEPTOR LICENSES

Q: What if preceptor is Licensed AT but not BOC?

Q: What if your core or adjunct faculty is not BOC certified?

Q: On the Faculty/Staff profile page, it appeared to show BOC and state license numbers as mandatory (orange incomplete boxes). How do we document faculty who are not BOC certified (i.e. nutrition and physiology classes?

Q: some states do not have licensing, will that persons file show up as 'in progress' which will not allow us to submit or complete

Q: Can we put N/A in the state credential box if not licensed? i.e. CA

Q: On adding information for preceptors, there is a window for BOC#, what if preceptor is state licensed AT, a preceptor for your institution, but not BOC certified? Can you complete the preceptor profiles?

A: Yes, these fields are currently required. If a faculty member or preceptor doesn't have a license, enter *NA* in the box. However, please be aware that all health care providers that have contact with patients, must be licensed.

... DATES AND REPORTING PERIODS

Q: Do we complete this for the 2012-2013 academic year? Meaning all clinical sites and preceptors we used this past academic year?

Q: As we complete the annual report, do we fill in info based on the 2012-2013 year? For example, a faculty who taught for 2012-2013, but left their position for next year would still be included

A: YES

Q: are students who apply in the spring and admitted for the following fall semester considered a spring admission cycle, or summer (since they are notified after graduation)?

Q: what if you have rolling admissions for directly admitted incoming freshmen? and have a once a year admission for non-directly admitted students in the sophomore winter cycle?

Q: Is Admission Cycle considered when incoming students begin the program (ie: summer) or when they are admitted to the program (ie: spring)?

A: ADMISSION CYCLE BEGINS WHEN THE STUDENT BEGINS THE PROGRAM (I.E. BEGIN CLASSES, CLINICALS OR OTHER PROGRAM REQUIREMENTS), NOT WHEN THEIR APPLICATION IS ACCEPTED OR WHILE TAKING COURSES THAT ARE CONSIDERED PRE-REQUISITES.

Q: What is the dividing line for the application cycles of Fall, Winter, Spring? What does Winter consist of?

A: MOST PROGRAMS WILL ONLY HAVE FALL, SPRING OR SUMMER ADMISSION, BUT IF A PROGRAM IS ON TRIMESTERS OR QUARTERS, A WINTER ADMISSION MAY BE USED. THE DATES SHOULD CORRESPOND WITH THE START OF THE SEMESTER (OR QUARTER) AT THE INSTITUTION.

Q: How should summer be counted within an academic year? Does 2012-2013 include summer or should we count it on the 2013-2014 Annual Report.

A: IT SHOULD COUNT AS PART OF THE 2012-13 YEAR. THE EXCEPTION WOULD BE IF A NEW COHORT STARTS IN THE SUMMER OF 2013, IT MAY MAKE SENSE FOR THAT INSTITUTION TO MAKE THAT COHORT PART OF THE 2013-14 YEAR. FOR GRADUATION PURPOSES, IT IS PART OF THE 2012-13 ACADEMIC YEAR. SO IF A STUDENT GRADUATED IN MAY OF 2013 OR IN AUGUST OF 2013, THEY ARE STILL CONSIDERED

TO HAVE GRADUATED "ON-TIME" CONSISTENCY WITHIN THE INSTITUTION IS THE MOST IMPORTANT FACTOR HERE. BE SURE TO REMAIN CONSISTENT WITH REPORTING FROM YOUR INSTITUTION FROM YEAR TO YEAR.

Q: What is the timeline post-annual report submission? How/when will we be notified by CAATE on the result of our report?[

A: ANNUAL REPORTS ARE DUE OCTOBER 15TH OF EACH YEAR. THEY WILL BE DISTRIBUTED TO THE ANNUAL REPORT COMMITTEE FOR REVIEW. REPORTS WILL BE REVIEWED DURING THE FALL OF EACH YEAR WITH SUBMISSION TO THE COMMISSION FOR ACCREDITATION ACTIONS AT THE SPRING MEETING (GENERALLY LATE JAN, EARLY FEB)

Q: What do we use as the end date for 2012-13 report?

A: START OF THE2013 ACADEMIC YEAR AT YOUR SCHOOL.

Q: If we are submitting our self study in July, is it necessary to submit the annual report in October?

A: YES, IT IS IMPORTANT THAT DATA IS GATHERED FROM ALL AT PROGRAMS ON A YEARLY BASIS. MUCH OF THE DATA GATHERED FROM ANNUAL REPORTS WILL BE USED IN THE SELF-STUDY BY EACH INSTITUTION, THEREFORE, YEARLY DATA IS NEEDED.

... ABOUT THE FILE CABINET

Q: will there be a repository to enter/load preceptor information.ie. vitae, boc card, license etc and for site information ie contracts, EAP's etc.

Q: Where was the file cabinet located again?

Q: Are there format restrictions for the info in the file cabinet to then be uploaded to self-study? i.e. I can use excel pdf and word or only word and pdf files to upload from that file to self study?

A: THE SYSTEM FILE CABINET IS A GREAT TOOL FOR PROGRAMS, WHO USE IT TO STORE AND ORGANIZE ASSESSMENT DOCUMENTS, WHICH CAN BE STORED IN THESE ELECTRONIC FILE DRAWERS FOR LATER INCORPORATION INTO THE SELF STUDY. YOU CAN UPLOAD ANY KIND OF FILE TO THE FILE CABINET TAB,(PDF, EXCEL, WORD, JPG) LOCATED BETWEEN STUDENTS AND CURRICULUM ON THE TOP NAVIGATION BAR.

… About Faculty Profiles & Faculty information

Q: I noticed a column on the faculty profile in the section on load titled "patients" with a yes or no response. To what does this refer relative to the stated course?

Q: Faculty/Staff Profile - course listing - what/who does "patients" refer to?

A: If the faculty member demonstrates athletic training skills on patients or supervises students practicing skills on patients during the course (lecture, lab or clinicals) then this box should be checked "yes".

Q: On the Faculty/Instructional Staff Profile page, it doesn't have a semester when teaching the class. So if we teach it fall and spring are they separate lines or do we say 6 credits (3 fall/3 spring)

A: Each "section" or semester of the same course should be submitted on a separate line with the appropriate number of credit hours (as listed in the catalog) for that section/course.

Q: Should AT Program graduate assistants be added to faculty and included in ratios of faculty to students?

A: No, graduate assistants are not faculty and must not be included in the ratio of faculty to students.

Q: On the faculty/staff page there is a pull down menu for academic title listing Instructor, Asst. Prof, Assoc. Prof, and full Prof; however, ranks such as lecturer or clinical asst. prof etc are missing. What should we use?[

A: These are typical academic ranks. If your institution uses different ranking, please select the answer that is closest to their title. Lecturer would equal instructor rank. Clinical asst. Professor is an Assistant Professor.

Q: In Section III: Faculty it asks for credit hours annually and contact hours. Does contact hours refer to the number of actual hours an individual spends teaching? If so, is this number an annual number or a weekly hour?

Q: What are you defining as the difference between contact and credit hours?

Q: So, we should report the number of contact hours per semester rather than per week? For example, for a typical 3 credit hour class that meets 3 hours per week for 15 weeks, we should report 45 contact hours rather than 3 contact hours

A: Credit hours are associated with the course and listed in the catalog. Contact hours are the number or hours the faculty member has contact with the students. For example a 3 credit hour course is typically 45 contact hours/semester. However, there may be some courses (i.e. clinical courses) where the faculty member may only be in contact with the students for 1 hour/week for the semester but because of the clinical compenent, the course is listed as 6 credits.

Q: How do we calculate contact hours for any classes offered in the online format?

A: Please follow your institution's guidelines contact hours for online courses.

Q: Which faculty are included? Any faculty member who taught any course in the degree (e.g.,Biology)? Only faculty who taught clinical progression courses? Only faculty who taught courses used to fulfill standards (included in the matrix)?

A: Only faculty teaching content included in the curriculum module (those defined in the educational competencies) need to be included.

Q: On the Faculty/Instructional Staff Profile - When entering adjunct information faculty load it says % Faculty Load (Yearly), if the adjunct is teaching one 3 hour class a year would that be 100% or should be compare it to a normal faculty FT load (12.5%)

A: Please list as a % of a normal faculty load.

Q: For the faculty profiles, do we need a separate profile for faculty members who teach courses that have multiple sections? For example, do we need profiles for all faculty who teach sections of Introduction to Biology, all faculty who teach sections of general psychology, etc.?

A: Only faculty who teach courses/content that is specific to the AT program and are included in the curriculum module need to have profiles. You do not need to complete profiles for faculty in other departments in which your AT students might be taking a course.

Q: If we have a required class that does include required competencies, such as nutrition, do we need to list every faculty member who teaches this class? We have 30 faculty who teach our intro to nutrition class and run into the same issue with psychology, etc.

A: Only faculty who teach courses/content that is specific to the AT program and are included in the curriculum module need to have profiles. You do

NOT NEED TO COMPLETE PROFILES FOR FACULTY IN OTHER DEPARTMENTS IN WHICH YOUR AT STUDENTS MIGHT BE TAKING A COURSE.

Q: Our institution does not count summer courses in the annual load. Faculty have a separate contract. How is load - calculated if the faculty member teach 12 hours (a full load fall/spring) and they teach 3 hrs in summer.

A: LOAD WOULD BE CALCULATED ON NORMAL YEAR AND SUMMER TEACHING WOULD BE ENTERED AS 0% (SINCE IT IS 0% OF NORMAL LOAD)

Q: Are we are limited to 10 lines on the course list for a faculty.

A: YES

Q: Also what about overloads?

A: OVERLOADS WOULD BE ENTERED SIMILAR TO OTHER COURSES, EACH COURSE WOULD BE ENTERED INDIVIDUALLY AS A % OF NORMAL LOAD.

… ABOUT PRECEPTOR PROFILES

Q: what if a preceptor works at 2 clinical sites? i.e., at a hospital which outreaches to a HS and the ATP has 2 clinical site evaluations

A: AT THIS TIME, PLEASE ONLY LIST THE 'MAIN' CLINICAL SITE FOR THE PRECEPTOR.

Q: Can a preceptor be listed as supervising multiple clinical sites i.e,. an ATC working in a county with four schools? Will the system accept this?

A: AT THIS TIME, PLEASE ONLY LIST THE 'MAIN' CLINICAL SITE FOR THE PRECEPTOR.

Q: Would a preceptor be listed as Adjunct faculty even if there is no official institutional recognition?

A: YES, ADJUNCT FACULTY CAN BE PAID OR UNPAID.

Q: Do you think that Preceptors that are preceptors at 2 different CAATE ATEP programs, create any difficulties of the ATEP programs entering their information into the system? (for example the first time I enter a preceptor, their e-mail has already been entered by another ATEP).

A: AT THIS TIME, PRECEPTOR EMAILS ARE NOT REQUIRED SO THERE SHOULD BE NO CONFUSION.

... ABOUT CLINICAL SITES

Q: So if you are no longer using a clinical site - do we go in and remove the clinical site and the preceptor

A: YES, BEFORE SUBMITTING THE REPORT, YOU CAN DELETE ENTRIES IN ALL PROFILES.

Q: We have both an undergraduate and entry-level masters at our institution, and we share some preceptors and clinical sites. Is there any way to transfer the information between e-accreditation accounts rather than entering the same information twice?

A: NO, UNFORTUNATELY, RIGHT NOW THERE IS NO WAY TO DO THIS.

Q: Under the Clinical Site Profile tab - when entering the information, #8 asks Individual with Administrative Authority for Signature. Is it asking for the authority for the affiliated site agreement or the authority who supervises the student, i.e.,: preceptor?

A: THE ADMINISTRATIVE AUTHORITY IS FOR AFFILIATED AGREEMENTS OR CONTRACTS. THIS INFORMATION WILL BE USED TO MATCH THE AFFILIATION AGREEMENTS ON FILE.

... ABOUT STUDENTS & COHORTS

Q: What if you have a transfer from (another) AT program into a cohort?

A: THE STUDENT WOULD BE PUT IN THE MOST APPROPRIATE COHORT GROUP BASED ON INTENDED DATE OF GRADUATION.

Q: Is there a way to track students by graduation rather than admission? We have students enter at two points each year and have a flexible program that allows a variable number of semesters to completion?

A: ALL STUDENTS WHO ENTER THE PROGRAM IN THE SAME YEAR WOULD BE IN THE SAME COHORT AND COULD BE IDENTIFIED BY GRADUATION DATE (EX. CLASS OF 2015, MIGHT BE ADMITTED FALL OF 2013 AND SPRING OF 2014 BUT MIGHT ALL GRADUATE IN SPRING/SUMMER OF 2015).

Q: What if a student decides to graduate early (December rather than May)

A: THEY WOULD REMAIN IN THE SAME COHORT AND WOULD BE CONSIDERED AN "ON-TIME" GRADUATE BY THE SYSTEM

Q: So, once a student is entered into a cohort, he or she cannot "move" to another if they must repeat a clinical?

A: CORRECT. THEY REMAIN WITH THE ORIGINAL COHORT. IF IT DELAYS THEIR GRADUATION BY A YEAR, THEY WOULD BE COUNTED BY THE SYSTEM AS NOT GRADUATING "ON-TIME"

Q: You enter a student into a cohort. The student decides to complete the AT program with his/her cohort members, but elects not to graduate so as to complete other coursework unrelated to AT. What does this do to the number of graduates in that cohort?

A: IF THE COHORT GRADUATES IN MAY OF 2014 AND THAT STUDENT DID NOT GRADUATE UNTIL AUGUST OF 2014, THE STUDENT WOULD BE COUNTED AS AN ON-TIME GRADUATE. IF THAT STUDENT DID NOT GRADUATE UNTIL DECEMBER OF 2014, THEN THE STUDENT WOULD BE COUNTED AS A GRADUATE, BUT NOT AN ON-TIME GRADUATE.

Q: Is program admission when a student takes Foundations class in the pre-professional phase, or when admitted into professional program?

A: IF THERE IS SECONDARY ADMISSION, THEN THE STUDENT IS COUNTED WHEN THEY ARE ADMITTED INTO THE PROFESSIONAL PROGRAM

Q: So do we enter the new cohort of students we just admitted this year or only the cohorts in the program for 2012 - 2013. And then after submitting annual report add the newly admitted cohort

A: THE ANNUAL REPORT IS FOR 2012-13, SO ONLY INFORMATION UNTIL THE START OF THE 2013-14 ACADEMIC YEAR SHOULD BE INCLUDED. IF THE NEW STUDENTS DO NOT START CLASSES UNTIL ACADEMIC YEAR 2013-14 THEN THEY SHOULD NOT BE INCLUDED IN THE COUNT FOR THE 2012-13 ANNUAL REPORT.

Q: If a student has to complete an extra semester due to sport participation and graduates in December of the following academic year (i.e., May 2013 vs. December 2013) is that student still included in the current report?

A: NO BECAUSE THEY HAVE NOT GRADUATED YET.

Q: What do you do with a student who changes their major and has been entered into a cohort?

A: THERE IS AN OPTION TO CHECK IN THE STUDENT COHORT THAT THE STUDENT "STOPPED OUT" FOR EITHER "ACADEMIC" OR "NON-ACADEMIC" REASONS.

Q: Observation only pre-AT students would not be counted in number of Program students even though they actually do these observation only clinicals. Correct?

A: If the students are "pre-AT" students then they have not been formally admitted into the AT program and DO NOT count as AT students.

Q: In the student section you ask for employment info, but not BOC passing rate, will this be added?

A: For the 2012-13 Annual Report, first time pass rate will be calculated for the class of 2012 and the class of 2013. The three year aggregate pass rate must be reported on the program website. Once three years of cohorts entered into e-accreditation have graduated, the percent pass rate will be calculated by e-accreditation, directly from data imported from the BOC

... ABOUT GENERAL SYSTEM FUNCTIONALITY

Q: Will the PD only have the "home button" so s/he can be the only one to submit a report? Is that how that works?

A: Yes, only the program director will see a Submit button.

Q: If you use the e-mail feature to contact someone and they reply to the e-mail, will I have to log into this system to get the reply or will it end up in my regular e-mail inbox?

A: It will end up in both places – in your Outlook (or other mail application) inbox and in the system inbox.

Q: When using the "Next" and "previous" buttons, is the information saved automatically?

A: All three buttons at the bottom of the page save: Previous, Save, Next.

Q: I noticed a lot of data (demographics) on faculty & students etc. required. Will this information be available to Program Directors for research/grant initiatives?

A: We anticipate that the data will be available to research. the Commission has not yet determined a policy or cost for its use as of this time.

Q: is the self study going to be an online process also? If so, will the annual report information transfer to the self study?

A: Yes, the self study will also be online, and some of the Annual Report information will be part of the self-study. The Self-Study will become available to programs one-year before it is due.

Q: Once this reporting cycle is over (after October 15), will PD's have access to input information for next year or will we have to wait until next May to begin the process of data entry?

A: YES, BASICALLY WHEN THE ANNUAL REPORT IS SUBMITTED, E-ACCREDITATION TAKES A "SNAPSHOT" OF ALL OF THE DATA. AFTER OCTOBER 15TH, THE PROFILES WILL BE AVAILABLE TO BE AMENDED AT WILL BY THE A.T. PROGRAMS. WE RECOMMEND CHANGING PROFILES AND ADDING COHORTS AS THEY BECOME AVAILABLE, SO MUCH OF THE WORK FOR THE ANNUAL REPORT WILL BE ALREADY DONE BY THE TIME THE ANNUAL REPORT BECOMES AVAILABLE EACH YEAR.

... ABOUT PRINTING & PDF

Q: how do we print a hard copy of our annual report and in what form does that print?

Q: Can the system generate a PDF of the entire annual report?

A: THIS IS AN ONLINE AND THEREFORE PAPERLESS SYSTEM, SO IT DOESN'T PRINT OR TRANSFORM INTO A PDF. REMEMBER, YOUR PROGRAM DIRECTOR CAN GIVE ANYONE ACCESS TO THE REPORT.

... EXCHANGING DATA WITH OTHER APPLICATIONS

Q: Last year we were told that if we updated all of our faculty, sites, preceptors, etc. that information would be populated within the new web version of the annual report. Can you update us on that process

A: UNFORTUNATELY, THE DATA WAS TOO INCONSISTENT TO ALLOW IMPORT INTO THE NEW SYSTEM, SO PROGRAMS WILL NEED TO ENTER IN ALL FOT HE INFORMATION FOR THE 2013 ANNUAL REPORT. FROM THIS POINT FORWARD, HOWEVER, THE DATA ON FACULTY, STUDENTS, AND CLINICAL SITES COMPLETED WITHIN THE SPECIFIC PROFILES WILL REMAIN AND WILL ONLY HAVE TO BE UPDATED TO REFLECT INFORMATION THAT HAS CHANGED FROM YEAR TO YEAR

Q: Is there a way to import data from other software?

A: THE SELF-STUDY MODULE ALLOWS UPLOADS OF ANY TYPE OF FILE, BUT THE PROFILES AT THIS TIME DO NOT ALLOW DATA TO BE IMPORTED.

Q: Is there a way to import data from one annual report to another annual report for universities that house two accredited programs (BS and MS).

A: **E-ACCREDITATION SEES THESE TWO PROGRAMS AS SEPARATE PROGRAMS SO NO INORMATION CAN BE IMPORTED FROM ONE TO THE OTHER.**

Q: What level of integration will the system have with other systems such as E-value

Q: Is there any ability to import / export information from ATrack i.e. preceptors / clinical sites to this system?[

A: EXCHANGING DATA WITH OTHER APPLICATIONS IS CURRENTLY NOT AVAILABLE AS E-ACCREDITATION IS STILL IN THE DEVELOPMENT PHASE. ONCE ALL MODULES HAVE BEEN RELEASED AND ARE RUNNING SMOOTHLY, THEN THE PROCESS OF IMPORTING DATA COULD BE EXPLORED BETWEEN E-ACCREDITATION AND OTHER THIRD PARTY SOFTWARE COMPANIES.