|  |  |
| --- | --- |
|  |  |
| final_sdbor_webreadyBW_trans | **SOUTH DAKOTA BOARD OF REGENTS**  ACADEMIC AFFAIRS FORMS |
| Request to Seek Accreditation |
|  |  |

Use this form to request permission to seek accreditation of an approved program. Board of Regents (BOR) action is required to seek program accreditation.

|  |  |
| --- | --- |
| **UNIVERSITY:** | DSU |
| **PROGRAM:** | Master of Science in Health Informatics and Information Management (MSHIIM) |
| **CIP CODE:** | 110401 |
| **UNIVERSITY DEPARTMENT:** | Health Information Management |
| **UNIVERSITY DIVISION:** | College of Business and Information Systems |

**University Approval**

*To the Board of Regents and the Executive Director: I certify that I have read this proposal, that I believe it to be accurate, and that it has been evaluated and approved as provided by university policy.*

|  |  |  |
| --- | --- | --- |
|  |  | 4/26/2018 |
| President of the University |  | Date |

|  |
| --- |
|  |

1. **Level of program seeking accreditation (*place an “X” in the appropriate box*):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Certificate |  | Associate |  | Bachelor’s |
|  |  |  |  |  |  |
|  | Doctoral |  | Master’s |  |  |

1. **Accrediting Agency:**

Commission on Accreditation of Health Informatics and Information Management (CAHIIM)

1. **What are the advantages of accreditation?**

The Masters of Science in Health Informatics and Information Management (MSHIIM) is intended to produce master’s-prepared health informatics professionals for executive-level and enterprise-wide administrative, research, and/or applied health informatics positions. Graduates of the program are expected to play a key role in the design, development and management of health information systems in healthcare-related facilities, agencies and organizations. The program is intended to attract students with a variety of educational backgrounds and disciplines: individuals with prior coursework at an undergraduate level in health information management and individuals with undergraduate or advanced degrees in information technology or business management. CAHIIM accreditation will have direct benefits to various stakeholders including the following:

* Program accreditation provides public recognition of undergraduate and graduate degree programs
* Program accreditation offers external consultation services
* Program accreditation provides a searchable program directory which is very useful for recruitment and program marketing efforts
* Program accreditation provides benchmark data and best practices for continuous improvement
* Program accreditation communicates to students high program quality
* Program accreditation establishes academic eligibility for applicable professional certifications
* Program accreditation promotes continuous quality improvement through monitoring and reevaluation
* Program accreditation provides online self-assessment tools for outcome metrics and trend data
* Program accreditation assures providers that graduates have expected knowledge and skills
* Program accreditation assures the program has applied standardized curriculum relevant to today's electronic health record (EHR) environment

1. **What are the anticipated costs involved in accreditation, including:**
2. **Costs involved in undergoing self-study and preparing the application for accreditation:**

Pre-Application Fee $500

Candidacy Status Fee $7,500

Site Visit Processing Fee $8,000

The pre-application fee is expected to be paid April 1st, 2018. The candidacy fee will be paid during June or July 2018. The Site visit fees are expected to be paid July 2019.

1. **Out-of-pocket costs related to dues or site visits:**

The site processing fee is inclusive of the following expenses related to the review and site visit for a three-member team: lodging, ground transportation, parking, rental car, airfares, and meals except for lunch the first day at the institution. For total of airfares beyond $1,500 or reschedule of the site visit, the program will be invoiced the difference after notification and approval. This fee structure applies only to site visits within the Contiguous United States.

1. **Base budget implications including incremental costs and minimum base resources required (dollars and FTE):**

Annual Accreditation Fee $2,500 per year; the fee will begin after accreditation has been granted.

1. **What is the source of the revenue needed?**

Costs associated with the accreditation application and site visit will be covered through the DSU accreditation account. Ongoing costs associated with CAHIIM accreditation will be covered through the Health Information Management operating budget.

1. **What is the estimated date for submission of accreditation application?**

The initial accreditation application will be submitted after Board of Regents approval to seek accreditation is obtained. A letter of intent signed the President of DSU will be submitted in April 2018. The Program Profile will then be uploaded into the CAHIIM Accreditation System along with other required pre-application documentation and payment for application will be submitted. The Health Informatics and Information Management program anticipates submitting the application for accreditation by April 1, 2018