



# Guide to the Process for ISMA Reaccreditation

## Self-Study Report Performance-in-Practice Interview

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## Overview

### Data Sources Used in the Accreditation Process

The Indiana State Medical Association's accreditation process is an opportunity for an organization to demonstrate that its practice of CME is in compliance with ACCME/ISMA accreditation requirements and policies through three primary sources of data about the organization's CME program:

1. **Self-Study Report:** Organizations are asked to provide concise narrative descriptions, examples, and attachments to give ISMA an understanding of CME practices.
2. **Evidence of Performance-in-Practice Review:** Organizations are expected to prove that their CME activities are in compliance via a documentation review process.
3. **Accreditation Interview:** Organizations are presented with the opportunity to further describe the practices presented in the self-study report and in evidence of performance-in-practice, and provide clarification as needed, in conversation with a team of volunteer surveyors who are trained by the ISMA. It is an opportunity to ensure that any questions regarding the provider's practices/procedures are answered so that complete information about the provider's organization is considered in the accreditation decision.

ISMA's forms and documents used to facilitate the accreditation process are sent via email to the accredited provider or organization applying for initial accreditation/reaccreditation, and are also available online. To access the forms and documents, go to the ISMA website at [www.ismanet.org](http://www.ismanet.org). Click on Education – CME OneSource – Accreditation & Restudy – Accreditation Forms. Additionally, ISMA provides a Preparing for Accreditation teleconference for organizations up for accreditation/reaccreditation.

### Expectations for Materials

Information and materials submitted to the ISMA must not contain any untrue statements, must not omit any necessary material facts, must not be misleading, must fairly present the organization, and are the property of the organization.

Information and materials submitted for accreditation (self-study report, evidence of performance-in-practice, and other materials) must not include individually identifiable health information, in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

### Missing or Incomplete Information

Providers that meet all of the deadlines and submission requirements of the accreditation review process will receive an accreditation decision from the ISMA. Please note, if ISMA is unable to render a decision due to missing or incomplete information, ISMA reserves the right to request additional information, the expenses for which will be borne by the provider.

### Decision-Making

Your organization's compliance findings and the outcome of the accreditation review are determined by ISMA based on the data and information collected in the accreditation process. The data and information are analyzed and synthesized by ISMA surveyors and a report and recommendation on findings are forwarded for action to the ISMA Commission on Medical Education. All accreditation decisions are ratified by the ISMA Commission on Medical Education which meets two times each year (generally in June and November). The Commission makes all final accreditation decisions.

This multi-tiered system of review provides the checks and balances necessary to ensure fair and accurate decisions. The fairness and accuracy of ISMA decisions are also enhanced by the ISMA's use of a criterion-based decision-making system. Accreditation decision letters are sent to providers within 30 days following the ISMA Commission on Medical Education meeting.

## Self-Study Report – Data Source #1

### Conducting Your Self-Study

The Self-Study Report process provides an opportunity for an organization to reflect on its program of CME. This process can help the organization assess its commitment to and role in providing continuing medical education, analyze its current practices, identify areas for improvement, determine its future direction, and effectively present the results to ISMA in the Self-Study Report.

The content of the Self-Study Report is specified by ISMA, but the process of conducting a self-study is unique to each organization. Depending on the size and scope of the organization's CME program, the process may involve many or just a few individuals. Regardless of the size or nature of the program, the Self-Study Report is intended to address:

- The extent to which the organization has met its CME Mission (C1, C12).
- An analysis of factors that supported or detracted from the CME mission being met (C11, C12).
- The extent to which, in the context of meeting the CME mission, the organization produces CME that:
  - Incorporates the educational needs that underlie the professional practice gaps of its own learners (C2).
  - Is designed to change competence, performance, or patient outcomes (C3).
  - Includes educational formats appropriate for the setting, objectives, and desired results (C5). **Not required for initial accreditation.**
  - Is in the context of desirable physician attributes (C6). **Not required for initial accreditation.**
  - Is independent from commercial interests, maintains a separation of education from promotion, ensures appropriate management of commercial support, and does not promote the proprietary interests of a commercial interest (C7-10).
- How implemented improvements helped the organization better meet its mission (C13). **Not required for initial accreditation.**
- The extent to which the organization is engaged with its environment (C16-22 or C23-38 Menu). **Not required for initial accreditation.**

### Completing Your Self-Study Report

For **reaccreditation**, ISMA will send the current version of the Self-Study Report Form in a Notice of Reaccreditation email. The email is sent approximately 10-12 months prior to your organization's accreditation expiration/new accreditation decision.

For **initial accreditation**, if your organization is approved to complete the Self-Study Report, ISMA will send the current version of the Self-Study Report Form via email within 6-8 weeks of the submission of the Pre-Application and fee.

## Submitting Your Self-Study Report

The following materials should be shipped to the ISMA:

- **THREE (3) hard copies** of the completed Self Study Report Form in 3-ring binders, including labeled attachments. Please ensure all pages are sequentially numbered.
- **ONE (1) electronic copy** of your Self Study Report Form, including labeled attachments, with pages sequentially numbered and saved as a single Word document to ISMA's OneDrive share-file system.

The cover of each Self-Study Report binder should clearly identify your organization by name and ISMA provider number. Use the full name of your organization as it is known to the ISMA (no acronyms or abbreviations).

Keep a separate duplicate copy for your reference at any time during the accreditation process, but especially at the time of the accreditation interview.

**Submit all documentation to the attention of:**

**Cheryl Stearley  
CME Accreditation & Recognition Administrator  
Indiana State Medical Association  
322 Canal Walk, Indianapolis, IN 46202**

## Evidence of Performance-in-Practice — Data Source #2

Organizations are asked to verify that their CME activities are in compliance with the ISMA's Accreditation Criteria and Policies through a performance-in-practice review process. The ISMA will ask providers to select 15 activities from their current accreditation term for which the organization will present evidence to demonstrate that their CME activities are in compliance with ISMA Accreditation Criteria and Policies.

ISMA's review of evidence of performance-in-practice allows providers to demonstrate compliance with the ACCME/ISMA's expectations and offers providers an opportunity to reflect on their CME practices. In this process, you will present information and materials that you developed and utilized to ensure that your CME activities are in compliance. Blank forms, blank checklists and policy documents alone do not verify performance-in-practice.

### Selection of Activities for Performance-in-Practice

In your selection of the 15 activities from your current accreditation term, please include:

- At least 1 activity from each year
- Examples of each type of activity held (i.e., live, enduring, jointly-provided, journal-based, RSS, etc.)
- If applicable, at least 1 activity example for which commercial support was received

Providers are accountable for demonstrating performance-in-practice for all activities selected.

For **initial accreditation**, a minimum selection of two activities is required, within the 24-month period prior to the interview, for ISMA review.

## Preparation and Submission of Evidence of Performance-in-Practice

The ISMA Performance-in-Practice Structured Abstract must accompany each activity file and may be downloaded from the ISMA CME OneSource website.

[https://www.ismanet.org/ISMA/Education/CME\\_OneSource/ISMA/Education/CME\\_OneSource.aspx](https://www.ismanet.org/ISMA/Education/CME_OneSource/ISMA/Education/CME_OneSource.aspx)

Following the Structured Abstract, you will provide the information requested in concise narrative explanations and statements, in tables, and attach supportive documents and evidence to verify that the activity meets the ISMA's requirements.

### Submitting Your Evidence of Performance-in-Practice

Instructions for submitting in **hard copy format**:

1. Submit evidence for each activity selected in an 8 ½ X 11 file or pocket folder; please do NOT submit evidence in binders.
2. Affix a label on the front cover of each file folder that specifies:

• Full name of your organization	• Activity type, as submitted in PARS
• Activity title, as submitted in PARS	• Directly or jointly provided
• Activity date and location, as submitted in PARS	• Commercial support was/was not accepted

Instructions for submitting in **electronic format**:

1. Save the evidence for each activity as a separate PDF file. The file you create should appear as a single document when opened.
2. Create a cover page for your activity file with the following information displayed. This cover page must be the first page of the activity file.

• Full name of your organization	• Activity type, as submitted in PARS
• Activity title, as submitted in PARS	• Directly or jointly provided
• Activity date and location, as submitted in PARS	• Commercial support was/was not accepted

3. Save all of your activity files to ISMA's OneDrive share-file system.

**Submit all documentation to the attention of:**

**Cheryl Stearley  
CME Accreditation & Recognition Administrator  
Indiana State Medical Association  
322 Canal Walk, Indianapolis, IN 46202**

## Interview — Data Source #3

Organizations are presented with the opportunity to further describe the practices presented in the self-study report and in evidence of performance-in-practice, and provide clarification as needed, in conversation with a team of volunteer surveyors who are trained by the ISMA.

ISMA surveyors will be assigned to review the self-study materials you submit to the ISMA. They will meet with representatives of your CME program to engage in a dialogue about your organization's policies and practices that ensure compliance with the ISMA's Accreditation Criteria and Policies, including the Standards for Commercial Support.

During the interview, the surveyors will seek clarification about any questions they may have regarding the self-study materials you submitted to the ISMA. You can expect ISMA surveyors to:

- 1) Conduct their interactions with providers in a professional manner
- 2) Be familiar with your materials and the ISMA's Accreditation Criteria and Policies, and
- 3) Communicate clearly and effectively with providers without offering consultative advice or feedback regarding compliance or the expected outcome of the accreditation review. The survey team may request that a provider submit additional materials based on this dialogue to verify a provider's practice.

### Formats

The ISMA utilizes the Zoom platform as its standard accreditation interview format. However, other interview formats are available, including a face-to-face meeting at the ISMA office or an on-site meeting at your organization's office. Interviews typically average 90 minutes in length.

To ensure the validity of the process and based on circumstances and available resources, the ISMA reserves the right to make all final decisions regarding the interview format, date, time, and/or composition of the survey team.

### Scheduling

The ISMA will provide information about the process of scheduling the accreditation interview during the Preparing for Accreditation Zoom teleconference. The ISMA will confirm your assigned surveyor(s) and the interview date and time well in advance via email. Your organization will be asked to confirm receipt of this communication.

For **initial accreditation**, a site visit will be scheduled with the organization. ISMA will confirm your assigned surveyor(s) and interview date and time in an email.

### Fees

The ISMA does not currently charge a Reaccreditation Fee. Your CME provider Annual Service Fee covers this as part of the annual accreditation services provided by ISMA on a continual basis.

**Zoom Teleconference Interview** - Providers do incur a flat fee of \$100 to cover teleconference services.

**Onsite Interview** – Providers are expected to cover the survey team's travel/hotel expenses.

**Initial Accreditation** - An initial applicant survey fee of \$2,500 is assessed.

## Overview of CME Reaccreditation Timeline & Checklist

Before New Accreditation Decision/Expiration Date	Before Interview Date	After Interview Date
<ul style="list-style-type: none"> <li><input type="checkbox"/> Receive <b>Notice of Reaccreditation</b> email from ISMA (10-12 months before accreditation decision/expiration date)</li>   <li><input type="checkbox"/> Participate in <b>Preparing for Accreditation Zoom Teleconference</b>, which will include review of Self Study Report Form and Guide to the Process for ISMA Reaccreditation (7-9 months before accreditation decision/expiration date)</li>   <li><input type="checkbox"/> Receive an email from ISMA to <b>schedule survey</b> (7-9 months before accreditation decision/expiration date)</li>   <li><input type="checkbox"/> Receive an email from ISMA <b>confirming the survey</b> (at least 7 months before the interview date)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit <b>Self-Study Report</b> (2-4 months before accreditation decision/expiration date)</li>   <li><input type="checkbox"/> Submit <b>Performance-in-Practice Structured Abstract</b> and supportive documents for each activity selected for review (2-4 months before accreditation decision/expiration date)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit <b>additional materials</b> (if requested by ISMA)</li>   <li><input type="checkbox"/> Receive <b>Accreditation Decision Letter and Accreditation Certificate</b> by mail (within 30 days of ISMA's Commission on Medical Education Meeting)</li>   <li><input type="checkbox"/> Invoiced for <b>accreditation interview</b> (within 1-2 months)</li> </ul>