



GUIDE TO THE PROCESS FOR MSMA REACCREDITATION: AN OVERVIEW AND SUBMISSION REQUIREMENTS

Overview and Background Information

Conducting Your Self-Study for Reaccreditation

The self-study process provides an opportunity for the accredited provider to reflect on its program of CME. This process can help the organization assess its commitment to and role in providing continuing medical education and determine its future direction. The process of conducting a self-study is unique to your organization. The process of conducting a self-study is unique to your organization. Depending on the size and scope of your CME program, you may involve many or just a few individuals in the process.

Data Sources Used in the Reaccreditation Process

Your organization will demonstrate that practice of CME is in compliance with the MSMA's accreditation requirements through three primary sources of data: The self-study report, evidence of performance-in-practice, and the accreditation interview.

Expectations about Materials

Information and materials submitted to the MSMA 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, 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 the deadlines and submission requirements of the reaccreditation review process will receive an accreditation decision from the MSMA. Please note, if the MSMA is unable to render a decision due to missing or incomplete information, the MSMA 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 the MSMA based on the data and information collected in the accreditation process. The MSMA will also consider data from monitoring issues if such data are applicable to the provider. The data and information are analyzed and synthesized by the MSMA's Commission on Continuing Education. This process is further enhanced by the MSMA's use of a criterion referenced decision-making system.

Requirements for Organizing and Formatting Your Self-Study Report

Please pay careful attention to the requirements for organizing and formatting the Self-Study Report.

These requirements facilitate the review of your CME program. If they are not fulfilled, then: 1) The reaccreditation process will be delayed, 2) An accreditation extension fee will be imposed, twice that of the standard extension fee, and, 3) All self-study materials will be discarded by the MSMA, and another complete set will be required by the MSMA by the new deadline.

The Self-Study Report must be formatted as indicated to facilitate the review of your CME program:

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

1. Each page in the binder, including the attachments, must be consecutively numbered. The name (or abbreviation) of your organization must appear with the page number on each page.
2. The Self-Study Report must be organized using divider tabs as specified by the MSMA.
3. Narrative, attachments, and examples must be provided as indicated in the MSMA Self-Study Report Outline.
4. The Self-Study Report must be typed with at least 1" margins (top, bottom and sides), using 12 point type or larger; single-sided printing.
5. Pertinent excerpts must be photocopied on standard paper for inclusion in the binder. Do not use plastic sleeves for single pages or for multi-page documents (i.e., brochures, handouts, etc.,).
6. The Self-Study Report must be submitted in a three-ring binder. The rings may not be more than **½ inch in diameter**, and the materials may not be more than **1 inch in thickness**. The self-study report must be no more than **100 pages**.
7. Two hard copies of the Self-Study Report must be submitted to the MSMA. Keep a separate duplicate copy for your reference at any time during the accreditation process, but especially at the time of the accreditation interview.
8. One electronic copy of the Self-Study Report in its entirety must be submitted to the MSMA (in addition to the two binders), as a single PDF file on a USB flash drive, bookmarked according to the seven sections of the MSMA Self-Study Report Outline.
9. Invoiced Fee.

Regarding Self-Study Report Divider Tabs

The Self-Study Report must be organized using divider tabs to separate the content of the report in the seven sections of the MSMA Self-Study Report Outline. For the purpose of printing tabs, the titles of the sections have been abbreviated as follows:

- A. Prologue**
- B. CME Mission and Program Improvement**
- C. Educational Planning and Evaluation**
- D. Standards for Integrity and Independence in Accredited Continuing Education**
- E. Activity Records Retention**
- F. AMA Credit Designation Statement**
- G. Accreditation with Commendation**

Instructions for Printing MSMA Self Study Report Tabs

Step 1 – Print the tabs

The template on page 4 is preformatted to print on standard blank, printable 5-count tabs (Avery clear label index maker dividers; available at many office supply/stationary stores).

Print two sets of tabs for required submission to the MSMA. Print additional sets for your own internal distribution. Printing instructions are copier/printer specific; please consult your own technical support staff or a local office supply/stationary store for assistance in printing the tabs.

Step 2 – Assemble the binders

Use the MSMA tabs to organize your organization's self-study report.

Prologue	Prologue	Prologue	Prologue
CME Mission and Program Improvement	CME Mission and Program Improvement	CME Mission and Program Improvement	CME Mission and Program Improvement
Educational Planning and Evaluation	Educational Planning and Evaluation	Educational Planning and Evaluation	Educational Planning and Evaluation
Standards for Integrity and Independence in Accredited Continuing Education	Standards for Integrity and Independence in Accredited Continuing Education	Standards for Integrity and Independence in Accredited Continuing Education	Standards for Integrity and Independence in Accredited Continuing Education
Activity Records Retention	Activity Records Retention	Activity Records Retention	Activity Records Retention
AMA Credit Designation Statement	AMA Credit Designation Statement	AMA Credit Designation Statement	AMA Credit Designation Statement
Accreditation with Commendation	Accreditation with Commendation	Accreditation with Commendation	Accreditation with Commendation

Evidence of Performance-in-Practice

The MSMA's Review of Performance-in-Practice

The MSMA's performance-in-practice review allows providers to demonstrate compliance with the MSMA's expectations and offers providers an opportunity to reflect on their CME practices.

Materials that demonstrate compliance with the MSMA and AMA expectations may result from work done for individual activities or as part of the overall CME program. In this process you will present materials that you developed and utilized for the activity to help your organization demonstrate compliance. Blank forms, blank checklists, and policy documents alone do not verify performance-in-practice. The MSMA's review of a provider's performance-in-practice entails the following process:

- 1) The Provider's selection of activities for performance-in-practice review
- 2) The provider's submission of evidence of performance-in-practice for activities selected

Review of Performance-in-Practice

STAGE 1: Provider's Selection of Activities for Review – A minimum of four files must be submitted.

The MSMA allows providers to choose the activity files for review of performance in practice. The files should represent:

1. One activity file of each type of activity produced each year of accreditation.
(If your organization receives commercial support, please include activity files in which commercial support was received.)

Review of Performance-in-Practice

STAGE 2: Submitting evidence of Performance-in-Practice for Review

The MSMA utilizes the review of a provider's performance-in-practice, as seen in materials from provider's activities, to verify that the provider meets MSMA's expectations. In addition, the MSMA collects and verifies evidence for the American Medical Association (AMA), as a service to the provider and credit system. See the Structured Abstract for submission instructions.

Submitting Evidence for Performance-in-Practice Review

The MSMA utilizes the review of a provider's performance-in-practice, as seen in materials from CME activities, to verify that the provider meets the MSMA's expectations. In addition, the MSMA collects additional evidence for the American Medical Association (AMA).

The requirements for assembling and submitting performance-in-practice materials to the MSMA for the accreditation process and for the AMA are outlined in this section.

Submit Evidence Using the MSMA Performance-in-Practice Structured Abstract–Reaccreditation

See the MSMA Performance-in-Practice Structured Abstract-Reaccreditation document. Using the Structured Abstract, you will complete text fields, tables, and attach evidence that verifies the activity meets the MSMA's requirements.

Submitting Materials to the MSMA

The following materials must be shipped, using a method that has a reliable electronic, web-enabled delivery tracking system, for the MSMA's receipt by the published due date:

- Two copies of the Self-Study Report in binders formatted and organized as specified
- One electronic copy of the Self-Study Report as a single bookmarked PDF file on a USB flash drive
- Two sets of your evidence of performance-in-practice for selected activities (hard copies)
- Two copies of the CME product(s) for any enduring materials, Internet, or journal-based CME activities selected for performance-in-practice review
- The URL for the activity and applicable usernames and passwords

Do not ship original documents. Activity files will not be returned. Retain a duplicate set of materials including the Self-Study Report and labeled evidence of performance-in-practice for your own reference at any time during the accreditation process, but especially at the time of the accreditation interview. If the need arises, the MSMA may ask for a second copy of a file or set of files.

SHIP TO:

**Missouri State Medical Association
113 Madison Street
Jefferson City, MO 65101
Phone: (573)636-5151**

Accreditation Interview

Your organization will have the opportunity to further describe the practices you present in the self-study report and in evidence of performance-in-practice in a conversation with MSMA volunteer surveyors.

MSMA volunteer surveyors are colleagues from the accredited CME community who are trained by the MSMA. A team of surveyors will be assigned by the MSMA to review your self-study materials, speak with representatives of your CME program, and engage in a dialogue about your organization's policies and practices that ensure compliance with the MSMA's Core Criteria, Standards of Integrity and Independence and Policies.

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

1. conduct their interactions in a professional manner,
2. be familiar with your materials and the MSMA's Core Criteria, Standards of Integrity and Independence, and Policies, and
3. communicate clearly and effectively without offering consultative advice or feedback regarding compliance or the expected outcome of the accreditation review.

The MSMA utilizes telephone conference calls as its standard accreditation interview format. Interviews can be up to 2 hours in length. To ensure the validity of the process and based on circumstances and available resources, the MSMA reserves the right to make all final decisions regarding the interview and/or composition of the survey team. The MSMA will provide information about the process of scheduling the accreditation interview and will confirm the interview date and time and assigned surveyors in advance via email.