



Overview and Background Information

Conducting Your Self-Study for Reaccreditation

The self-study process provides an opportunity for your organization to reflect on its program of CME. This process can help your organization assess its commitment to and role in providing continuing medical education and determine its future direction.

Your organization will provide narrative descriptions and evidence of performance-in-practice for the Core Criteria, applicable Standards of Integrity and Independence, and applicable Accreditation Policies.

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 your practice of CME is in compliance with the MMA's/ACCME'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 MMA 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 MMA. Please note, if the MMA is unable to render a decision due to missing or incomplete information, the MMA reserves the right to request additional information.

Decision-Making

Your organization's compliance findings and the outcome of the accreditation review are determined by the MMA based on the data and information collected in the accreditation process. The MMA 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 Committee on Accreditation and Continuing Medical Education (CACME). The CACME makes all accreditation decisions using a criterion-referenced decision-making system.

The MMA's reaccreditation decision will be based on your organization's demonstration of compliance with the Core Criteria, applicable Standards of Integrity and Independence, and applicable Accreditation Policies. If successful in reaccreditation, your organization would be eligible for a status of either Accreditation (with a four-year term) or Accreditation with Commendation (with a six-year term).

Submitting Materials to the MMA

The Self-Study Report and Performance-in-Practice materials must be provided to the MMA directly through a file sharing site.

A unique OneDrive URL will be provided during the reaccreditation process. You will upload:

- Electronic copy of the Self-Study Report.
- Evidence of performance-in-practice for the 15 selected activities.
- Copy of the CME product(s) for any enduring materials, internet, or journal-based CME activities selected for performance-in-practice review.

Do not send original documents. Activity files will not be returned. Retain a duplicate set of materials, including the Self-Study Report and 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 MMA may ask for additional copies of a file or set of files.

Self-Study Report

You will provide narrative descriptions, documents, and examples to present the practice(s) your organization utilizes to demonstrate that your CME program is in compliance with MMA requirements.

The Self-Study Report should be completed on the MMA-provided Self-Study Outline template.

- Use the full name of your organization as it is known to the MMA (no acronyms or abbreviations).
- Attachments are only required as noted in the Self-Study Outline and should be clearly named.
- The final document will be a single PDF that includes the Self-Study Outline followed by any required attachments with each attachment bookmarked.

Evidence of Performance-in-Practice

You will present evidence of performance-in-practice to demonstrate that your CME activities are in compliance with MMA requirements.

The MMA's performance-in-practice review entails the following process:

1. Your entry of CME activity data for upcoming or outstanding activities within your current accreditation term into PARS.
2. The MMA's selection of activities for performance-in-practice review.
3. Your submission of evidence of performance-in-practice for the activities selected in PARS.

Entering Your CME Activity Data in PARS

Clicking on the “Program and Activity Data” link located on your PARS dashboard, you will enter known information about any confirmed upcoming or outstanding CME activities that your organization has provided, or will provide, under the umbrella of your MMA accreditation statement, for your current accreditation term. Only confirmed activities should be entered.

Selecting Activities for Performance-in-Practice Review

The MMA will select up to 15 activities to review based on the CME activity data that you have entered in PARS throughout your current accreditation term. The MMA will notify you via email once the activities have been selected. Providers are accountable for demonstrating performance-in-practice for all activities selected. It is important that you carefully review the list of activities selected by the MMA. If you note, for example, an activity was cancelled or otherwise did not occur, please notify the MMA by email.

Submitting Evidence of Performance-in-Practice

You will submit evidence of performance-in-practice for each activity selected by the MMA using the Performance-in-Practice Structured Abstracts. You will complete one abstract for each activity. In each abstract, you will provide the information requested with narrative descriptions, in tables, and uploaded documents and evidence to verify that the activity meets the MMA’s requirements.

Electronic Assembly Instructions

Note: *Assembly in electronic format requires Adobe Acrobat version 8.0 or more recent.*

1. Save evidence for each activity as a separate PDF file. The file you create should appear as a single document when opened. Do not use the option to make a PDF “portfolio” style file.
 - a. Use the following format for the file name: Brief activity title_Date of activity (YYYYMMDD)
 - b. Create a bookmark for each attachment and use the number of the attachment as your bookmark, e.g., “Attachment 1.”
2. The structured abstract should be pages 1-2 of the PDF file.

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, and provide clarification as needed, in conversation with MMA volunteer surveyors.

MMA volunteer surveyors are your colleagues from the accredited CME community who are trained by the MMA. A team of two surveyors will be assigned by the MMA to review your self-study materials, meet with representatives of your CME program, and engage in a dialogue about your organization’s policies and practices. During the interview, the surveyors will seek clarification about any questions they may have regarding the self-study materials you submitted to the MMA.

MMA surveyors will:

1. conduct their interactions in a professional manner;
2. be familiar with your materials and the Core Criteria, Standards of Integrity and Independence, all applicable Accreditation Policies, and the Criteria for Commendation (if

- applicable); and
3. communicate clearly and effectively without offering consultative advice or feedback regarding compliance or the expected outcome of the accreditation review.

The MMA utilizes video conferencing 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 MMA reserves the right to make all final decisions regarding the interview and/or composition of the survey team. The MMA 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.

Questions

Please direct any questions during the reaccreditation process to:

MMA Accreditation Manager
cme@mnmed.org