



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

Overview and Background Information

Data Sources Used to Determine your Accreditation Term

The ISMS's reaccreditation process is an opportunity for each accredited provider to demonstrate that its practice of CME is in compliance with the ISMS's accreditation requirements and policies. Three primary sources of data about your CME program are used to determine your reaccreditation term:

1. Accreditation Application

Organizations are asked to provide descriptions, attachments, and examples to give the ISMS an understanding of CME practices related to Accreditation Criteria and Policies. *Descriptions* are narrative explanations. *Attachments* are specific documents. *Examples* are demonstrations of the implementation of the practices described that may include narratives and/or attachments. Instructions on the preparation and submission of the Accreditation Application are found on page 3 of this document.

2. Activity File Review/Performance-in-Practice

Organizations are asked to verify that their CME activities are in compliance with the Accreditation Criteria and Policies through the documentation review process. ISMS accredited providers are required to submit 12 CME activity files from the current accreditation term as evidence of their performance-in-practice during this time. The files you submit must represent all of the years of your accreditation term and all of the activity types you provided, including activities that were jointly provided and/or commercially supported, if applicable. Instructions on the preparation and submission of your 12 activity files are found on pages 4-5 of this document.

3. Accreditation Interview

Organizations are given the opportunity to further describe their CME program during an interview with a team of ISMS staff and volunteer surveyors. The volunteer surveyors are comprised of ISMS physician members and other CME colleagues who have been trained for this role and are familiar with ISMS Accreditation Criteria and Policies.

Accreditation Interview

A team of surveyors will be assigned to review the application materials you submit to the ISMS. They will also interview representatives of your CME program to discuss your organization's policies and practices. During the interview, the surveyors will seek clarification about any questions they have regarding the materials you submitted. You can expect ISMS surveyors to conduct your interview in a professional manner, be familiar with your materials and the accreditation requirements, and communicate effectively without offering feedback regarding the expected outcome of the Committee's review.

The ISMS uses in-person meetings and conference calls as accreditation interview formats. Interviews typically average 90 minutes in length. Viewing of a live CME activity by the site survey team is no longer a requirement of the ISMS reaccreditation process.

The ISMS will provide information about the process of scheduling the accreditation interview and will confirm your assigned surveyors, interview format, date and time in advance. To ensure the validity of the process and to accommodate a variety of schedules and resources, the ISMS reserves the right to make all final decisions regarding the interview format, date, time and survey team.

HIPPA Compliance

Materials submitted in conjunction with your accreditation (Accreditation Application, activity files, other materials) must not include individually identifiable health information, in accordance with the Health Insurance Portability and Accountability Act (HIPAA). CME providers will be asked to attest to compliance with this requirement on their Accreditation Application.

Decision-Making Process

Your organization's compliance findings and the outcome of the accreditation review are determined by the ISMS Committee on CME Accreditation at its quarterly meetings. Following these meetings, you will receive a formal Committee decision letter via regular mail. For reporting purposes, the Committee's accreditation decision for your organization will also be communicated to the ISMS Board of Directors and the Accreditation Council for Continuing Medical Education (ACCME).

How to Format and Submit Your Accreditation Application

You are required to submit your Application for Accreditation in both electronic and printed formats, per the instructions shown below. A blank copy of the application has been included on the ISMS-supplied USB drive. You will be submitting your final Accreditation Application, 12 CME activity files, and other reaccreditation materials to the ISMS on the ISMS-supplied USB drive. If you have questions as you prepare your reaccreditation materials, please contact a member of the ISMS Education and Accreditation staff at 800-782-4767.

HOW TO FORMAT YOUR APPLICATION:

1. The electronic version of your application should be identical to the printed version and should be saved as a single PDF file on the USB drive.
2. All responses within your application must be typed. Handwritten applications will not be accepted.
3. **BINDING FOR PRINTED COPIES:** Place each printed copy of the application in a spiral bound or gusseted folder, e.g., pressboard side-bound folders with fasteners, plastic comb or spiral bindings. Do not submit 3-ring binders. Label the cover of your bound document with the name of your organization and the date.
4. **COVER PAGE:** The cover page of each copy of your application (whether in print or electronic format) should clearly identify your organization by its full name and should include the date of your submission.
5. **DIVIDERS:** Use dividers for each of the two sections of your application. Printed copies of your application should use tabbed dividers. The electronic version should use labeled divider pages inserted at the front of each section. Label your dividers for both the printed and electronic versions as follows:
 - I. Accreditation Application
 - II. Attachments
6. **ATTACHMENTS:** Label each attachment included at the top of the page. Insert page numbers at the bottom of each page and number the attachments as a continuation of the overall pagination of the Accreditation Application. Include the appropriate pages numbers on the application's "List of Attachments" table.
7. **FORMAT FOR ELECTRONIC VERSION OF YOUR APPLICATION:** Save an electronic version of your application, including the attachments and divider pages, on the ISMS-supplied USB drive.

HOW TO SUBMIT YOUR APPLICATION:

1. Submit **six (6) printed copies** of the Accreditation Application and **one (1) electronic copy** that has been saved to your ISMS-supplied USB drive. Keep a duplicate copy of all materials sent to the ISMS for your reference.
2. Submit **one (1) printed copy** of your *Site Survey Date Selection Form* with your application and other materials. A blank copy of this form has been included on the ISMS-supplied USB drive.
3. Submit the printed versions of your application, the USB and your *Site Survey Date Selection Form* to ISMS per the instructions found on page 5 of this document. Note: You are also required to submit your 12 activity files when you submit your application materials. Instructions regarding activity files are found on the following page.

How to Submit your 12 CME Activity Files for Review

The 12 activity files you submit must represent each year and each type of CME activity you conducted during the current accreditation term. If you accepted commercial support (CS) or conducted jointly-provided (JP) activities during this accreditation term, examples of these activity types must be represented within the activity files you submit. Providers should save their activity files as 12 individual PDF files on the ISMS-supplied USB drive. Please retain copies of all activity materials you send to the ISMS for your future reference.

HOW TO SUBMIT YOUR ACTIVITY FILES:

1. Create a cover page for each activity file that includes the following information. This cover page must be the first page of each electronic activity file you submit.
 - Full name of organization
 - Activity title, date and type
2. Your activity files are the primary mechanism for verifying your performance-in-practice, specifically Criteria 2 through 11, the ACCME Standards for Commercial Support, and any evidence to support that the activity met one or more of the Commendation Criteria (16 through 12), or the Cultural Competence policy. Therefore, you should include the following within each activity file you submit:
 - Planning form for the activity, if used.
 - Documentation of how the needs and practice gaps were identified.
 - Behaviorally oriented objectives, including global objectives for regularly scheduled series, if applicable.
 - Sample publicity piece for the activity that includes the learning objectives; faculty information; date and time of activity; ISMS accreditation statement and logo; and the AMA PRA credit designation statement. Note: This may not be available for an activity if no publicity item was produced, however, a record of how this information was communicated to the learners should be included as evidence that it was done.
 - Planning correspondence, committee minutes or other materials that support that the provider was in control of the content of the activity and its evaluation.
 - Sample evaluation instrument(s) and summary of the evaluation data, e.g., summary of surveys or post-activity evaluations; pre- and post-activity quality data reviewed; other reports; minutes from committee/planning meetings where the activity was discussed, etc.
 - List of everyone who was in control of content, including CME committee members involved in the activity. (See sample form included on the ISMS-provided USB.)
 - Disclosure information of faculty, planners, committee members, reviewers, etc.
 - Documentation of resolution of conflicts of interest, if applicable.
 - Documentation that written or verbal disclosure was made to learners.
 - Documentation of honoraria and expense reimbursements, if applicable.

How to Submit your 12 CME Activity Files for Review (cont.)

- List of commercial supporters, if applicable. (See sample form included on the ISMS-provided USB.)
 - Letters of Agreement with commercial supporters for funds or in-kind services, if applicable.
 - Documentation of how commercial support was disclosed to learners, if applicable.
 - Evidence of how commercial funds were received and disbursed, if applicable.
 - Documentation that there was a separation of promotion from education if you offered commercial exhibits or commercial advertising in conjunction with the activity.
 - Signed agreements with joint providers, if applicable.
 - Documentation verifying that the AMA PRA requirements for Enduring/Internet Enduring Materials were met, if applicable.
4. Within each activity file, use labeled divider pages before documentation to show that a particular criterion, policy or requirement was met. For example, a divider page labeled “Planning Documents,” might be followed by your activity planning form detailing needs and gaps information (C2), or the educational competencies that were addressed (C6). Use arrows, colored highlighting or other methods to call out the evidence located within your documentation.
 5. Within each activity file, include a list of everyone who controlled the content of the activity. A sample of this list is included on the ISMS-supplied USB drive. Following this list, include documents to verify how you identified and resolved any conflicts of interest. For instance, signed disclosure forms followed by correspondence showing how you resolved any conflicts of interest. Note: Each file saved on the USB drive should include your disclosure gathering mechanisms, e.g., disclosure forms, verification of resolution of conflicts of interest, if any, for everyone who controlled content, including CME committee members.
 6. Within each activity file, include a list of commercial supporters, if applicable. A sample of this list is included on the ISMS-supplied USB drive. Following this list, include the documentation related to commercial support, e.g., Letters of Agreements, disbursement of funds, etc.
 7. For Regularly Schedule Series (RSS) activities, submit one year’s worth of documentation from the activity. Contact ISMS if you have questions regarding the submission of RSS activities.
 8. For Enduring and Internet Enduring Materials, a scanned version of the educational activity must be submitted. For Internet Enduring Materials, this should be in the form of screen shots of the activity. Contact ISMS if you have questions regarding the submission of Enduring or Internet Enduring Materials.
 9. Save the evidence for your activities as individual PDF files, naming them in the following format:
 - Brief activity title—Date (YYYYMMDD or YYYY)—Activity type
 - Examples:
 - Wound Care Update 20140219 Course
 - Breast Cancer Conference 2015 RSS
 - EHR System Training 2014 Internet EM
 - Cardiology Symposium 20140505 JP Course with CS
 10. As a final step, on a separate document saved to the USB, please list all of the titles, dates and types of CME activities you’ve submitted. (See sample form included on the ISMS-provided USB.)

How to Ship your Application and Activity Materials to the ISMS

The following materials must be shipped using a method that has a reliable electronic tracking system:

- One printed copy of your *Site Survey Date Selection Form*.
- Six printed copies of your Accreditation Application, formatted and bound as specified.
- One electronic copy of your Accreditation Application, saved as an individual PDF file on the ISMS-supplied USB drive.
- Twelve (12) CME Activity Files, formatted as specified and saved as individual PDF files on the ISMS-supplied USB drive.

Retain a duplicate set of all materials sent, including your Accreditation Application and 12 activity files. Questions regarding submission of your materials should be directed to ISMS Education and Accreditation staff at the telephone number shown below.

SHIP TO:

Illinois State Medical Society
Division of Education and Accreditation
20 North Michigan Avenue, Suite 700
Chicago, Illinois 60602

800-782-4767