

Full Summary Of Annual Report



Dakota State University - Associate

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Status - Submitted

Section I

Name of Program's Sponsoring Institution	Dakota State University
Program's Mailing Address	820 North Washington Avenue
Phone Number	605-256-5137
Program's URL	www.departments.dsu.edu/him
Type of Institution	Other
Dept Housing the HIM Program	Business
Is the complete HIM program offered as distance learning?	NO
Has the program been inactive within the past year? Last graduating class (mm/yyyy)	NO
Current HIM Faculty Full-Time Part-Time Adjunct	3 0 0
List Sponsoring Institution Administrative CEO/Officer (e.g Dr. President, PhD)	Dr. Douglas Knowlton, PhD, President
Address 1	820 N. Washington Avenue
Address 2	Heston Hall
City	Madison
State	South Dakota
Zip Code	57042
List Sponsoring Institution Dean/Administrator (e.g Dr. Dean, PhD)	Dr. Tom Halverson, PhD, Dean
Address 1	820 N. Washington Avenue
Address 2	East Hall
City	Madison
State	South Dakota
Zip Code	57042
Program Director Name,	

Degree, Credentials	Dorine Bennett, MBA, RHIA, FAHIMA
Program Director's Email Address	dorine.bennett@dsu.edu

Section II - Associate

05-06 Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
	FT	PT	FT	PT	FT	PT	FT	PT
1					0	0	0	0
2	48	0	6	0	5	0	37	0
Total	48	0	6	0	5	0	37	0

04-05 Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
	FT	PT	FT	PT	FT	PT	FT	PT
1	0	0			0	0	0	0
2	25	0	6	0	8	0	11	0
Total	25	0	6	0	8	0	11	0

03-04 Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
	FT	PT	FT	PT	FT	PT	FT	PT
1	0	0			0	0	0	0
2	26	0	10	0	2	0	14	0
Total	26	0	10	0	2	0	14	0

Section III

Current CAHIM threshold for Placement Rate: 80%

III.A. Graduate Placement					
Graduation Year	Total Program Graduates	Number Employed	Number Continuing their education	Total Graduate Placement	Graduate Placement Rate
05-06	6	1	1	2	33.33
04-05	6	0	0	0	0
03-04	10	7	1	8	80

Current CAHIM threshold for Satisfaction Rate: 85%

III.B. Graduate Satisfaction					

Graduation Year	Total Surveys Sent	Number of Surveys Sent	Number of Satisfactory Surveys Returned	Graduate Satisfaction Rate
05-06	9	1	1	100
04-05	0	0	0	0
03-04	4	1	1	100

Analysis & Action Plan

Analysis	Action Plan
<p>Dakota State University's Office of Institutional Effectiveness and Assessment (OIEA) surveys graduates one year and three years after graduation. The 05-06 APAR results included graduates from Summer 04, Fall 04, and Spring 05. Graduate surveys are available in web-based format at the OIEA website. The DSU Career Services Office surveys graduates to obtain placement data. For the 2006 Placement Report graduates from Summer 2005, Fall 2005 and Spring 2006 are included. We noted that for the placement data, 6 students were surveyed and the APAR data indicates that 2 were placed in jobs or continuing education. However, it should be noted that only 3 graduates were accounted for by responding; the status of the remaining three were not known. Therefore, the placement rate may actually be different than that reported. The Career Service Office also maintains an active job listing on their website; students and prospective employers are referred to this site as a useful tool. Students are encouraged to participate in Dakota State University's data collection efforts following their graduation. At the time of the major field exit exams, we stress to them the value of their input and ask for their cooperation. After they have completed all coursework, a congratulatory letter is sent to each graduate. In that letter, we request that they provide us with information regarding their job placement and results of their certification exam. We also remind them of the importance of their responses to the surveys from DSU and ask them to keep us informed of address and career changes.</p>	<p>Continue to encourage graduate participation in data collection. Remind SDHIMA members and other employers about utilizing DSU's Career Services Office to assist with placement efforts to increase student awareness of openings. Remind students to utilize Career Services Office resources and other resources such as national job banks (i.e., AHIMA) and national publications (i.e., For the Record) to assist them in their job search.</p>

Periodically, students are reminded to check the job listings at the Career Services website, so they are aware of opportunities. Graduates may utilize that website following graduation as well.

Section IV

Current CAHIM threshold for Employer Survey Satisfaction Rating: 80%

Program Employer Satisfaction				
Last Graduation Year	Total Surveys Sent	Total Surveys Returned	Number of Satisfactory Surveys Returned	Employer Satisfaction Rating
05-06	7	2	2	100
04-05	0	0	0	0
03-04	1	1	1	100

Section V

Exam Period	AHIMA National Mean Pass Rate	Program Pass Rate
10/01/05- 9/30/06	70	33

Domain/Subdomains	AHIMA National Score	Program Mean Score
1.A.	18.92	16.67
1.B.	8.25	6.67
1.C.	9.36	7.67
2	15.54	12.33
3.A.	5.91	5.33
3.B.	5.37	4.67
3.C.	7.18	6.33
4.A.	5.88	5.67
4.B.	4.85	4.67
5	9.7	9

Analysis & Action Plan

Analysis	Action Plan
A small number of graduates completed the certification exam during the time period.	Continue efforts to encourage students to prepare adequately and take the national

Of the two students who failed, one had graduated a significant length of time before testing and the other reported she had not prepared adequately. During the students' final semester before completing the final supervised professional practice, students complete a Major Field Assessment Exam. All classes are cancelled on Assessment Day. The Major Field Assessment Exams are scheduled in the morning and faculty are present in the afternoon to discuss and review feedback with the students. Past graduates who have successfully completed certification exams are invited to come speak to the students with helpful tips about taking the national exam. During the review time, students are guided to the AHIMA website with certification exam information. In the summer following graduation, students are mailed a congratulatory letter along with information regarding AHIMA's certification exam and a DSU transcript request for the student's use in applying for the certification exams. In addition, students are provided with available information about exam review materials, such as exam review books and on-line review. Faculty members review all reports on national certification exam testing results to identify strengths and weaknesses as well as to observe for trends.

certification in a timely manner. DSU is working with the South Dakota Health Information Management Association to offer graduates the opportunity to win a monetary prize if they successfully take the test within six months following graduation. Investigate recording a review session to be webcast for all students. Continue to monitor the results of the certification exam scores and update major field exams as needed.

Section VI

Goals and Evaluation Plan

Goal: Faculty will demonstrate current knowledge, skills, qualifications and professional development in the content areas they teach. **(required)**

Target Outcomes	100% of the faculty of the HIM Program will be enrolled in or complete education for advanced degrees.
Plan	Faculty members will demonstrate progress toward advanced degree in annual faculty evaluation report. Faculty members are encouraged to utilize state policy for reduced tuition.
	100% of faculty members completed coursework in advanced degree programs as reported on their 2006 annual evaluation report. The Program Director (RHIA credentialed tenured associate professor) is enrolled in doctoral program in educational administration of adult and

Results	higher education. She has completed all coursework and is now working on her dissertation. Full time faculty members (both RHIA credentialed term contract instructors) enrolled in master's degree programs -- one completed the Master of Science in Information Systems program (database management track)in 2005 and one is taking courses in MBA program. All have made, or are making, satisfactory progress toward degree completion as evidenced by information reported on annual evaluation reports.
Response/Corrective Action	Outcome met.
Person Responsible	All faculty members.
Time Frame	Annually.

Target Outcomes	100% of the faculty will meet AHIMA's requirements for continuing education for credentialed practitioners.
Plan	Faculty members will demonstrate appropriate CE hours in annual faculty evaluation report. Assistance for funding of faculty development activities is provided through Instructional and Professional Development Account and College of Business and Information Systems Operating Account.
Results	100% of faculty earned CE hours as reported on the annual faculty evaluation report. In 2005-2006 academic year, all faculty members attended SDHIMA educational sessions and all faculty attended DSU campus faculty development activities. In addition, one faculty member was awarded a Faculty Development Stipend from AHIMA in the area of "Privacy Specialty Advancement."
Response/Corrective Action	Outcome met.
Person Responsible	All faculty members.
Time Frame	Annually.

Goal: Program graduates will demonstrate the HIM entry-level competencies.
(required)

Target Outcomes	100% of individuals writing the registration exam within the reporting year will pass the exam.
Plan	Curriculum is reviewed by faculty to ensure all required content is included. Students are provided feedback from Major Field Assessment Test results and information to assist in preparing for the certification exam.
Results	In October 2005-September 2006, three HIT graduates took the RHIT exam and one successfully passed. 33% pass rate obtained for reporting year.
	Outcome not met. Of the two unsuccessful test takers, one had graduated a significant amount of time prior to testing and one reported that she had not prepared adequately. During the students' final semester before completing their

Response/Corrective Action	final supervised professional practice, students complete a Major Field Assessment Exam. Results and feedback are provided to the students. Students are provided information about the national certification tests and encouraged to test soon after graduation. In 2006-2007 the South Dakota Health Information Management Association implemented a process to provide the opportunity for graduates successfully testing within six months of graduation to win a monetary award. Information about this was made available to the students. Faculty will continue to monitor national certification exam results for strengths and weaknesses as well as to observe for trends. Faculty will investigate recording a review session to be webcast for all graduates.
Person Responsible	All faculty members.
Time Frame	Semiannually

Target Outcomes	100% of HIT graduates will have earned at least a minimum grade of "C" in all HIM-prefix courses.
Plan	Students will be informed of this requirement in the HIM Student Handbook and in all HIM-specific course syllabi. Academic advisors will monitor student final grades to determine that the minimum grade has been earned. If a student earns less than the minimum grade of "C" in any HIM-prefix courses, the student must repeat the course(s) or will not be allowed to graduate.
Results	100% of HIT graduates had at least a grade of "C" in all HIM-prefix courses.
Response/Corrective Action	Outcome met.
Person Responsible	All faculty members.
Time Frame	Each semester.

Target Outcomes	80% of employers responding to a survey regarding graduates (one year post-graduation) rate the graduates' knowledge of academic area as it relates to their positions as good or very good.
Plan	Review of course syllabi to ensure that all content areas are covered. Review of Major Field Assessment Test and national certification exam results to identify weak areas. Office of Institutional Effectiveness and Assessment surveys employers.
Results	Results for 2006 employer surveys had 100% of responses indicating satisfaction with graduate knowledge of academic area.
Response/Corrective Action	Outcome met.
Person Responsible	All faculty members.
Time Frame	Annually.

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Target Outcomes	80% of graduates responding to a survey (1-year and 3-years post-graduation) indicate satisfaction with knowledge of academic area as it relates to their positions.
Plan	Course syllabi are reviewed to ensure required content areas are included. Results of Major Field Assessment Tests and national certification exams are reviewed to identify weak areas. Office of Institutional Effectiveness and Assessment surveys graduates.
Results	Responses to 2006 surveys indicated 100% satisfaction.
Response/Corrective Action	Outcome met.
Person Responsible	All faculty members.
Time Frame	Annually.

Target Outcomes	90% of HIT students will score at 50% or higher on the DSU HIT Major Field Assessment Test.
Plan	Review of curriculum to ensure that all content areas are included in coursework.
Results	100% of HIT students completing HIT Major Field Assessment Test in 2005-2006 scored at 50% or above. Students are advised to take the exam without extensive preparation or review in order to establish baseline information to identify student strengths and weaknesses.
Response/Corrective Action	Outcome met.
Person Responsible	All faculty members.
Time Frame	Semiannually.

Target Outcomes	DSU examinees will test at or above the national average on 70% of the exam topic areas on the certification exam.
Plan	Curriculum review to ensure all required content areas are included. Review of results of HIT Major Field Assessment Tests and national certification exams to identify weak areas.
Results	Three graduates tested in the October 2005 - September 2006 report period. None of exam topic areas on the certification exam were above national average
Response/Corrective Action	Outcome not met. Note small number of test takers impact on results. Faculty will review all syllabi to ensure that all content areas are included in coursework. Major field assessment testing will be used to provide feedback to the students and students will be encouraged to prepare adequately and test in a timely manner for the certification exam. Experience shows student test taking skills and natural ability will affect testing outcome, and students are strongly encouraged to prepare adequately and utilize resources provided by the Student Success Center regarding testing strategies and study skills.
Person Responsible	All faculty members.
Time Frame	Semiannually.

Goal: The HIM curriculum will include, at minimum, the required knowledge clusters with content and experiences to enable students to meet current entry-level competencies. **(required)**

Target Outcomes	All HIT domains, subdomains, and tasks will be included in program coursework.
Plan	Review of all course syllabi and discuss at faculty meeting.
Results	All content areas are included as demonstrated on course syllabi.
Response/Corrective Action	Outcome met.
Person Responsible	All faculty members.
Time Frame	Annually.

Target Outcomes	Curriculum will include supervised professional practice experiences in acute care hospitals and other non-traditional sites.
Plan	HIT students will complete at least three supervised professional practices prior to graduation. The first experience will be completed at a small acute-care non-specialty hospital (under 100 beds) and the second professional practice will be at a non-acute care hospital setting, and the third supervised professional practice will be at an acute-care hospital of over 100 beds. The supervised professional practice courses are repeatable, so students may complete additional experience if they choose. Supervised professional practice experience manuals are provided to the site supervisors to guide the tasks and assignments that the students perform.
Results	During academic year 2005-2006 supervised professional practices were completed at large and small acute care hospitals, long term care facilities, physician practice and clinic settings.
Response/Corrective Action	Outcome met.
Person Responsible	Program Director.
Time Frame	Annually.

Target Outcomes	HIM curriculum will provide students with hands-on course experiences that will simulate HIM functions.
Plan	Course activities will be reviewed by faculty to ensure 100% of HIM-prefix courses will include assignments and/or exercises that will be hands-on simulation of HIM functions, utilizing appropriate computer software.
	100% of HIM-specific courses provide hands-on exercises and assignments. Website databases are utilized for data queries and data analysis, Microsoft Office products such as Excel and Access are utilized for database and spreadsheet assignments, the 3M Encoder and Grouper software is used

Results	for coding in exercises and imaged medical record assignments, 3M Health Data Management software is used for MPI and abstracting assignments using imaged medical records, and AHIMA's CoP and BOK are utilized as resources. HIM 150 Introduction to HIM, HIM 250 Alternate Site HIM, HIM 160 Healthcare Coding Systems, HIM 262 Advanced Coding and Reimbursement, and HIM 265 Management of Quality and Related HIM Functions are all designed with additional contact time to provide laboratory experiences.
Response/Corrective Action	Outcome met.
Person Responsible	All faculty members.
Time Frame	Semiannually.

Goal: The HIM program will demonstrate responsiveness to the needs of the community(ies) of interest. **(required)**

Target Outcomes	80% of graduates responding to a survey (three years post-graduation) will indicate that their jobs are related to their major field of study.
Plan	Facilitate job search efforts by referring all job announcements to DSU Career Services Office website. Inform students about the website and encourage them to use it.
Results	The results of 2006 indicated 100% of respondents were employed in the field.
Response/Corrective Action	Outcome met.
Person Responsible	Program Director and all faculty members.
Time Frame	Annually.

Target Outcomes	85% of the HIT graduates registered with the DSU Career Services Office will find employment within their field or be accepted into the HIA program within four months of graduation.
Plan	Students are provided information regarding job openings through DSU's Career Services Office website and email announcements. HIA admission process is conducted each semester as needed and information is available to all students.
Results	Results of 2006 Placement Report indicated 67% placement; 6 graduates were reported with 3 accounted for. Of those three, responses were 1 was continuing education and 1 was employed in the field.
Response/Corrective Action	Outcome not met. Continue to encourage employment in the field and make students aware of opportunities. Remind students to utilize a variety of resources in their job searches, such as Career Placement Office, national job banks (i.e., AHIMA), and national publications (i.e., For the Record).

	Encourage HIM practitioners to utilize DSU's Career Services Office to publicize job openings.
Person Responsible	Program Director and all faculty members.
Time Frame	Annually.

Target Outcomes	At least one facility request to HIM Club for project assistance received each academic year will be accepted.
Plan	Offers of Health Information Management Club assistance will be provided through SDHIMA newsletters and /or reports at SDHIMA meetings at least one time each academic year.
Results	The HIM Club provided assistance at a local wellness fair by having a booth that measured the height and weight of participants. Informational literature about personal health information (PHI) and the HIM field was also distributed at the wellness fair. The HIM Club participated in assisting a regional healthcare facility in physically moving their health records from one file room area to a new one.
Response/Corrective Action	Outcome met.
Person Responsible	HIM Program Director, faculty and students.
Time Frame	Annually.

Target Outcomes	Faculty and students will be actively involved with professional HIM organizations at committee, board, program or service levels.
Plan	At least one member of the HIM Program faculty will be a member of professional organization committees or boards or offer program or service assistance to professional organizations each year. In cooperation with the organization DSU will establish and maintain a WWW homepage for the South Dakota Health Information Management Assoc. DSU faculty, staff, and students will assist SDHIMA with at least one project or one newsletter each year. DSU students will attend at least one SDHIMA or professional HIM meeting prior to graduation. DSU students are required to be AHIMA members.
Results	Three SDHIMA newsletters were produced in 2005-2006 academic year. All faculty members led committees or task force groups for SDHIMA during the year. SDHIMA website is currently maintained by faculty and students. 100% of graduates in 2005-2006 academic year had attended at least one professional association meeting before graduation. Students and faculty members assisted with SDHIMA/DSU HIM booth at a large health fair.
Response/Corrective Action	Outcome met.
Person Responsible	Program director, all faculty members, and students.
Time Frame	Annually.

Target Outcomes	HIM curriculum will include content suggested by HIM practitioners and professionals.
Plan	Curriculum review will be an agenda item for the HIM Programs Advisory Board meetings at least one time per academic year. Invite a diverse group of professionals as a part of HIM Programs Advisory Board to ensure range of input.
Results	The HIM Programs Advisory Board includes RHITs and RHIA's from several acute care hospitals of varying size, long term care sites, corporate healthcare offices, and others in non-traditional roles. Curriculum review was discussed at the Fall 2005 and Spring 2006 Advisory Board meetings.
Response/Corrective Action	Outcome met.
Person Responsible	All faculty members.
Time Frame	Annually.

Goal: The HIM Program will enhance the skill level of the students in the area of information systems.

Target Outcomes	80% of employers responding to a survey regarding graduates (one year post-graduation) rate the graduates' overall computer knowledge as good or very good.
Plan	Curriculum will include coursework in the computer science/information systems field. General education requirements include CSC 105 Introduction to Computers and CSC 150 Computer Science I (introduction to programming) or CIS 130 Visual BASIC Programming; HIT program requirements include CIS 325 Management of Information Systems.
Results	Results of 2006 surveys showed 100% of the employers indicated satisfaction with graduate computer skills.
Response/Corrective Action	Outcome met.
Person Responsible	Program Director and all faculty members.
Time Frame	Annually.

Target Outcomes	80% of graduates responding to a survey (one year and three years post-graduation) indicate satisfaction with overall computer knowledge.
Plan	Curriculum will include coursework in computer science and information systems. General education requirements include CSC 105 Introduction to Computers and CIS 130 BASIC Programming or CSC 150 Computer Science I (introduction to programming); HIT program requirements include CIS 325 Management of Information Systems.
Results	Results from 2006 graduate surveys indicated 100% of respondents were satisfied.
Response/Corrective Action	Outcome met.

Person Responsible	Program Director and all faculty members.
Time Frame	Annually.

Target Outcomes	80% of graduates will obtain at least a C in required CIS and CSC courses.
Plan	CSC 105 Introduction to Computers, CIS 130 Visual Basic Programming or CSC 150 Computer Science I (introduction to programming) are included as DSU general education courses. CIS 325 Management Information Systems is required for HIT majors. CIS/CSC course content is discussed with instructors as needed.
Results	Review of the student transcripts showed that 100% of the 2006 HIT graduates had at least a grade of C in the three required courses.
Response/Corrective Action	Outcome met.
Person Responsible	Program Director and all faculty members.
Time Frame	Annually.

Target Outcomes	90% of students satisfactorily complete HIM 287's IS project according to site supervisors critique.
Plan	HIT program capstone course, HIM 287 supervised professional practice, includes requirement for a management of information systems project of the site's design. The project evaluation criteria are included in the supervised professional practice manual.
Results	100% of site supervisors reported satisfaction with IS projects assigned to students in 2005-2006 academic year.
Response/Corrective Action	Outcome met.
Person Responsible	Program Director.
Time Frame	Annually.