



Commission on Dental Accreditation

Via Electronic Mail: khilgersom@tmcc.edu

February 11, 2022

Dr. Karin Hilgersom  
President  
Truckee Meadows Community College  
RDMT 200  
Reno, NV 89512

**RE: Allied Education Program in Dental Hygiene**

Dear Dr. Hilgersom:

As you know, the Dental Hygiene education program was scheduled to be site visited by the Commission on Dental Accreditation during 2022, provided there is enrollment in the program; however due to the COVID-19 pandemic the site visit year was moved to 2023. The purpose of this letter is to reacquaint you with Commission procedures and to request preliminary information from your institution so that plans can begin for the on-site evaluation.

**Coordinated/Concurrent Site Visits:** If an institution offers more than one allied dental education program, the Commission evaluates all programs during a single site visit whenever possible. Shared faculty, shared facilities and integrated curricula, as well as the time and expense involved in preparing for a visit, are among the reasons for coordinated evaluations. Additionally, the Commission can conduct allied dental education program evaluations at the same time as an institutional/regional evaluation or in conjunction with evaluations by other specialized/programmatic accrediting agencies. If a coordinated evaluation is desired, I would be happy to discuss the matter with you as soon as possible.

**Site Visit Date Selection and Confirmation:** The Commission proposes to conduct the site visit on **2/8/2023 - 2/9/2023**. The program director should return the site visit confirmation form, confirming the site visit dates or provide us with three alternate dates during 2023 (within a two (2) month timeframe of the proposed date) when a site visit could be conducted. The program is not guaranteed a change in site visit date; however, the Commission will make an effort to accommodate requested changes when necessary based on specific scheduling conflicts. Dates that occur during school breaks or on federal/state holidays should be excluded. **Please note if “yes” is circled to confirm the site visit date on the form, the next communication from the Commission will occur this summer and then again in approximately 12 weeks prior to the site visit.**

**Forms and Documents to Return:** The forms listed below are being e-mailed to the program director, chief academic officer, and chief executive officer, with a copy of this letter: Please return the completed forms by email to [molinab@ada.org](mailto:molinab@ada.org) by **February 25, 2022.**

*2023 Site Visit Confirmation Packet (which includes the following)*

- Confirmation of Site Visit Form
- Institutional Officer's Address Data Form and Program and Program Director's Data Form
- Educational Activity Sites Form

If more than one program is being site visited, the documents should be returned with information for each program that will be site visited.

**Institutional Data for Accreditation Site Visit:** The personnel identified on these forms will be addressed or copied on correspondence at various points during this review cycle.

**Self-Study Guide Materials:** We are sending the Program Director, links to the Accreditation Standards, the Self-Study Guide document, a Suggested Site Visit Agenda, the Site Visitor Evaluation Report Form, and the Commission's policy manual, *EOPP: Evaluation & Operational Policies and Procedures*. **Please note that periodically after each Commission meeting, the Commission may revise a discipline's Standards; therefore it is important to check the CODA website for the current standards, self-study guide and the Commission's policy manual, *Evaluation and Operational Policies and Procedures (EOPP)*. The program will be assessed on the Standards, policies and procedures in place at the time of the site visit. It is the responsibility of the institution/program to ensure the correct Standards and Self-Study are used when preparing the self-study.**

A copy of the program's last site visit report will also be sent via e-mail to assist in completing the "Previous Site Visit Recommendations" section of the Self-Study Guide. All responses should be based on the current Accreditation Standards; recommendations that are no longer current Standards need not be addressed.

**Submission of the Self-Study Document and Electronic Submission Policy:** The Commission utilizes an electronic document storage system; therefore, **all materials submitted to the Commission and its volunteers (including self-studies and reports) must be in an electronic format.** Please refer to the "Electronic Submission Guidelines" on the Commission's web site.

**One (1) electronic copy of the completed self-study document (narrative, exhibits, appendices, curriculum, etc.) must be uploaded to the Commission's electronic document submission portal, to be received no later than 60 days prior to the site visit date or upon receipt of this letter if less than 60 days remain. Instructions to access your secure portal link are attached. If you have questions regarding electronic submission, please contact the Commission manager for your discipline.**

**No (0) paper copies are to be submitted to CODA or its site visit team at this time.** The Electronic Submission Guidelines will assist you in preparing your report. **The Commission will not accept self-studies that do not meet formatting criteria. Please refer to the *Instructions for Completing the Self-Study* within the self-study guide and the *Electronic Submission Guidelines*.**

Find information regarding the use of the Electronic Submission Portal, as well as a link to the online portal itself, at <https://www.ada.org/en/coda/policies-and-guidelines/electronic-submission-guidelines>

**Site Visitors and CODA Office** – upload to CODA’s electronic submission portal a comprehensive electronic copy of the Self-Study (narrative along with exhibits, appendices, support documents, etc.).

**State Board Representative (if applicable)** – send only a comprehensive electronic copy of the Self-Study (narrative plus exhibits, appendices, support documents, etc.). These materials are only to be provided to the state board representative if you have been notified by CODA of the attendance of a state board representative. The Commission suggests you send these materials on a secure electronic device with mail tracking.

**Observers (CODA Observers and Silent Observers) if applicable** – send only a comprehensive electronic copy of the Self-Study (narrative plus exhibits, appendices, support documents, etc.). The Commission suggests you send these materials on a secure electronic device with mail tracking.

**Institutions/Programs are expected to follow Commission policy and procedure on privacy and data security related to compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Commission’s statement on HIPAA, as well as the Privacy and Data Security Summary for Institutions/Programs (PDF), are found in the Policies/Guidelines section of the Commission’s website at <http://www.ada.org/en/coda/policies-and-guidelines/hipaa/>. Programs that fail to comply with CODA’s policy will be assessed an administrative fee of \$4,000.**

**Compliance with Accreditation Procedures:** Programs/Institutions must meet established deadlines for submission of all requested information, including information in preparation for a site visit. If an institution fails to comply with the Commission’s request, it will be assumed that the institution no longer wishes to participate in the accreditation program. In this event, the Commission will immediately notify the chief executive officer of the institution of its intent to withdraw the accreditation of the program at its next scheduled meeting.

**Site Visitor Evaluation Report Form:** The Site Visitor Evaluation Report Form will be used by the site visitors while assessing the program. We suggest that the program director and faculty review this document prior to the site visit in an effort to focus on the requirements of the Accreditation Standards and, as a self-study mechanism, to objectively identify the strengths and weaknesses of the program prior to the site visit.

**Silent Observer Opportunity:** The Commission permits silent observers to attend and observe allied accreditation site visits in order to prepare more effectively for their own site visit. One (1) administrator or faculty may request the opportunity to participate as a silent observer to a Commission site visit. The observer’s program pays all expenses. Observers

must be approved by the institution being visited and are required to sign the Commission's "Agreement of Confidentiality." If you wish to have a representative from your program participate as a silent observer, please email me at [molinab@ada.org](mailto:molinab@ada.org). Requests to be a silent observer should be made at least one (1) year in advanced and assignments are made as requests are received. While the observer may request to observe a site visit, Commission staff will make the final determination based upon the site visit schedule and availability of observation opportunities.

**Expenses Associated with the Site Visit:** The Commission on Dental Accreditation funds travel and lodging expenses of its site visitors for all site visits except for special focused visits and/or the program has additional educational activity sites where instruction occurs that involves lengthening the site visit, additional site visitors or additional travel. The program will be billed following the visit for the exact cost incurred during the visit to the educational activity sites or if any other reason exists which requires the site visit to be extended. Please note, the program's annual fee will be doubled during the year of your accreditation site visit. Please contact the Commission office for additional information.

**Questions Regarding Standards Interpretation/Self-Study Report:** If program personnel have questions related to interpretation of the Accreditation Standards or completion of specific questions contained in the Self-Study Guide, those questions should be directed to the Commission's discipline manager at the extension noted below:

**Sherin Tookss, Ed.D., M.S.**  
**Director, Commission on Dental Accreditation**  
[tookss@ada.org](mailto:tookss@ada.org)  
**312-440-2940 office**

**Other Resources:** The Commission has a web site that you may find useful in preparing for your upcoming site visit. The site contains information including a site visit overview, preparations for the site visit, site visit policies and procedures, focus of the accreditation review, guidelines for the visiting committee members, and more.

The web address is: <http://www.ada.org/en/coda>, and click on "Site Visits." Additionally, many of the site visit documents included in this communication can be retrieved from the website.

**Questions Regarding Site Visit Coordination:** Commission staff would be happy to discuss the Commission's procedures, the feasibility of a coordinated evaluation or any other related matter with you or your staff. My phone number is (312) 440-2668 and my email is [molinab@ada.org](mailto:molinab@ada.org). Thank you for your continued support of the accreditation process.

Sincerely,



Bernadette Molina  
Site Visit Coordinator

Commission on Dental Accreditation

BM/bm

cc: Dr. Julie Ellsworth, dean, Division of Life Sciences,  
Allied Health and Public Safety Division, Truckee Meadows Community College  
Ms. Lori McDonald, program director, Dental Hygiene  
Dr. Bruce Rotter, chair, Commission on Dental Accreditation (CODA)  
Dr. Sherin Tooks, director, CODA

**Enclosures to be completed and returned by February 25, 2022:**

- Confirmation of Site Visit Form
- Institutional Officer's Address, Program and Program Directors Data Form (*for multiple discipline programs, please submit one form for each program director*)
- Educational Activity Sites Form

**Enclosures for use in preparation for the site visit:**

Accreditation Standards  
Self-Study Guide  
Site Visitor Evaluation Report Form  
Suggested Site Visit Agenda  
Previous Site Visit Report

**Enclosures that have web links:**

Current Accreditation Standards (for all disciplines to be evaluated):

<https://www.ada.org/en/coda/current-accreditation-standards>

Upcoming Revised Accreditation Standards (for all disciplines to be evaluated):

<https://www.ada.org/en/coda/current-accreditation-standards/revised-accreditation-standards>

Privacy and Data Security Summary for Institutions

<https://www.ada.org/en/coda/policies-and-guidelines/hipaa>

Allied Dental Education Related Documents:

<https://www.ada.org/en/coda/site-visits/prep-for-allied-dental-site-visit/allied-dental-site-visit-documents>

Evaluation and Operational Policies and Procedures (EOPP)

<https://www.ada.org/en/coda/policies-and-guidelines/policy-and-procedure-manual>

Electronic Submission of Self-Study Guides

<https://www.ada.org/en/coda/policies-and-guidelines/electronic-submission-guidelines>

Commission on Dental Accreditation Website:

<http://www.ada.org/en/coda>