



Guide to the Process for FMA Accreditation

Self-Study Report
Performance-in-Practice
Interview

Table of Contents

Overview

Data Sources Used in the Accreditation Process	2
Missing or Incomplete Information	2
Expectations for Materials	2
Decision-Making	2

Self-Study Report — Data Source #1

Conducting Your Self-Study	3
Completing Your Self-Study Report	3
Submitting Your Self-Study Report.....	3

Evidence of Performance-in-Practice — Data Source #2

Submission of CME Activity Data.....	4
Selection of Activities for Performance-in-Practice.....	4
Submission of Evidence of Performance-in-Practice.....	4

Interview — Data Source #3

Formats.....	5
Scheduling.....	5
Sample Agenda.....	5
Fees	6

CME Accreditation Timeline and Checklist.....	7
---	---

Education Department
Florida Medical Association
800-762-0233

Overview

Data Sources Used in the Accreditation Process

The Florida Medical Association's accreditation process is an opportunity for an organization to demonstrate that its practice of CME is in compliance with the Accreditation Council for Continuing Medical Education (ACCME) / Florida Medical Association (FMA) accreditation requirements and policies through three primary sources of data about the organization's CME program:

1. **Self-Study Report:** Organizations are asked to provide descriptions, examples, and attachments to give FMA an understanding of CME practices.
2. **Evidence of Performance-in-Practice Review:** Organizations are expected to verify that their CME activities are in compliance through the documentation review process.
3. **Accreditation Interview:** Organizations are presented with an opportunity to further describe and provide clarification, as needed, on aspects of practice described and verified in the Self-Study Report or performance-in-practice review; to ensure that any questions regarding the provider's procedures or practices are answered and that complete information about the provider's organization is considered in the accreditation decision.

FMA's forms and documents used to facilitate the accreditation process are sent via email to the accredited provider or to the organization applying for accreditation and are available online. To access the forms and documents, go to the FMA website at www.flmedical.org. Click on Education/CME and choose For CME Providers from the drop-down menu.

Expectations for Materials

Information and materials submitted to FMA 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 all the deadlines and submission requirements of the accreditation review process will receive an accreditation decision from FMA. Please note, if FMA is unable to render a decision due to missing or incomplete information, FMA 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 FMA based on the data and information collected in the accreditation process. The data and information are analyzed by the surveyors and a report and recommendation is provided to the FMA Committee on CME & Accreditation. The committee (not the survey team) makes the final accreditation decision. The Committee on CME & Accreditation usually meets three times each year.

Self-Study Report – Data Source #1

Conducting Your Self-Study

The Self-Study Report process provides an opportunity for the accredited provider or an organization applying for initial accreditation to reflect on its program of CME. This process can help the organization assess its commitment to and role in providing continuing medical education, analyze its current practices, identify areas for improvement, determine its future direction, and effectively present the results to FMA in the Self-Study Report.

The content of the Self-Study Report is specified by FMA, but the process of conducting a self-study is unique to an organization. Depending on the size and scope of the organization's CME program, the process may involve many or just a few individuals. Regardless of the size or nature of the program, the Self-Study Report is intended to address:

- The extent to which the organization has met its **CME Mission**.
- A **Program Analysis** of factors that supported or detracted from the CME mission being met.
- How Program Improvements helped the organization better meet its mission. **Optional for initial accreditation.**
- The extent to which, in the context of meeting the CME mission, the organization produces CME that:
 - Incorporates the educational needs that underlie the professional practice gaps of its own learners.
 - Is designed to change competence, performance, or patient outcomes.
 - Includes formats appropriate for the setting, objectives, and desired results. **Optional for initial accreditation.**
 - Is in the context of desirable physician attributes. **Optional for initial accreditation.**
 - Is independent, maintains education separate from promotion, ensures appropriate management of commercial support, and does not promote the proprietary interests of a commercial interest (Standards for Integrity and Independence in Accredited Continuing Education).
- The extent to which the organization is engaged with its environment (C23-38 Menu). **Optional for continued accreditation. Initial applicants are not eligible for Commendation.**

Completing Your Self-Study Report

For **reaccreditation**, FMA will send the current version of the Self-Study Report form in the Notice of Reaccreditation email. The email is sent approximately nine months prior to your organization's new accreditation decision/accreditation expiration. The email includes the due date for submitting the Self-Study Report.

For **initial accreditation**, if your organization is approved to complete the Self-Study Report, FMA will email the current version of the Self-Study Report form via email within six weeks of the submission of the Pre-Application and fee IF accepted.

Submitting Your Self-Study Report

Email the completed Self-Study Report in a Word document to Melissa Carter at mcarter@flmedical.org. In the same email, include all required attachments (Word or PDF documents).

Evidence of Performance-in-Practice — Data Source #2

You will verify that your CME activities are in compliance with FMA's Accreditation Criteria and Policies through the performance-in-practice review process. FMA will select up to 15 activities from your current accreditation term for which you will present evidence to demonstrate that your CME activities are in compliance with FMA's Accreditation Criteria and Policies.

Entering CME Activity Data in PARS

For **reaccreditation**, enter or update known information about the activities that your organization has provided, or will provide, under the umbrella of your TMA accreditation statement, from the beginning of your current accreditation term to the expiration.

For **initial accreditation**, do not enter activity information in PARS – FMA will coordinate activity review directly with the initial applicant.

Selection of Activities for Performance-in-Practice

Based on the CME activity data you provide to PARS, FMA will select up to 15 activities for review for reaccreditation. The list of activities selected and FMA's Performance-in-Practice Structured Abstract will be emailed to the organization's primary contact approximately six weeks prior to the survey.

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 FMA. If you note an error, such as an incorrect activity date or format, or if an activity was cancelled or otherwise did not occur, please notify FMA by email at mcarter@flmedical.org to make corrections or adjustments to the sample of activities selected.

For **initial accreditation**, at a minimum, the required activities completed within the 24-month period prior to the interview will be reviewed.

Submission of Evidence of Performance-in-Practice

Using the FMA Performance-in-Practice Structured Abstract form, you will submit evidence of performance-in-practice for each activity selected by FMA.

For an **on-site survey**, have one hard copy available at the interview of the completed Performance-in-Practice Structured Abstract with required attachments for each activity.

For a **virtual interview**, organizations are expected to email the completed Performance-in-Practice Structured Abstracts with attachments for each activity at least two weeks before the date of the virtual survey to mcarter@flmedical.org. If you choose to scan the evidence into one pdf file, please bookmark each Attachment in the activity file.

Survey/Interview — Data Source #3

An FMA physician and an FMA CME staff member will review the Self-Study Report and completed Performance-in-Practice Structured Abstracts with attachments for the activity files selected, then will visit with representatives of your CME program to engage in a dialogue about your organization's policies and practices that ensure compliance with the ACCME/FMA accreditation criteria and policies. The survey team may request that a provider submit additional materials based on this dialogue to verify a provider's practice.

FMA surveyors will not provide feedback regarding compliance or the expected outcome of the accreditation review. Your organization's compliance, your findings, and the outcome of the accreditation process are determined by FMA's Committee on CME & Accreditation upon receiving a recommendation from the survey team.

Survey Formats

FMA utilizes an on-site or electronic format for the accreditation interview and performance-in-practice review. To be considered for an electronic format, the FMA-accredited organization must not have probationary status in its current accreditation cycle. Information regarding the format(s) available to your organization will be sent with the Notice of Reaccreditation email.

For **initial/provisional accreditation**, an on-site format is used for the interview and performance-in-practice review.

FMA's Committee on CME & Accreditation will consider an electronic or reverse virtual format if circumstances result in a failure to negotiate an on-site meeting date or the location is difficult for surveyors to access.

Scheduling

For **reaccreditation**, information regarding the process of scheduling the interview will be emailed by FMA staff. For **initial accreditation**, when it is determined that the Self-Study Report exhibits evidence that the program is likely to meet the accreditation requirements and policies, a site visit will be scheduled with the organization. FMA will confirm your assigned surveyor(s) and survey date and time in an email.

Sample Agendas

On-site: The survey is held at the provider's site; and involves a meeting between the representatives of the accredited provider and FMA survey team. The interview is usually scheduled for a 2 to 3-hour time frame. The primary purpose of the survey is to allow the FMA time to interview and interact with the accredited provider's CME Committee Chair, staff, and administrator(s) regarding the organization's CME program and FMA accreditation requirements and policies. Sometimes a working lunch is included in the survey if the timing permits.

Electronic: The survey is typically held via Zoom or conference call. This type of interview generally takes approximately **two hours**. Again, the primary purpose of the survey is to allow the FMA time to interview and interact with the accredited provider's CME Committee Chair, staff, and administrator(s) regarding the organization's CME program and FMA accreditation requirements and policies.

Fees

In addition to the annual reaccreditation fee of \$3750 or initial accreditation fee of \$3650, organizations being surveyed incur expenses related to the interview.

Reaccreditation and Initial Accreditation — On-site Surveys expenses include the physician surveyor's honorarium of \$500 and survey team travel, meals, and incidental expenses (incurred in accordance with

FMA's policies regarding reimbursable expenses for volunteers).

Reaccreditation —Virtual Survey expenses include the physician surveyor's honorarium of \$250 and a \$350 fee.

FMA will invoice the provider for the survey team travel expenses or virtual fees (if applicable) within 30 days of the interview.

Overview of CME Reaccreditation Timeline (estimated) & Checklist

Before New Accreditation Decision/Expiration Date	Before Interview Date	After Interview Date
<ul style="list-style-type: none"> <input type="checkbox"/> Receive Notice of Reaccreditation email from FMA — email includes Self-Study Report forms (approx. 9 months before accreditation decision/expiration date) <input type="checkbox"/> Report known CME activity information in PARS (4 months before accreditation decision/expiration date) <input type="checkbox"/> Receive an email from FMA to schedule survey (at least 6 weeks before the accreditation decision/expiration date) <input type="checkbox"/> Submit Self-Study Report by the specified deadline 	<ul style="list-style-type: none"> <input type="checkbox"/> Receive an email from FMA confirming the survey (at least 1 month before the survey date) <input type="checkbox"/> Receive an email from FMA with the list of activity files selected for review — email includes FMA’s Performance-in-Practice Structured Abstract (at least 6 weeks before the interview date) <input type="checkbox"/> Review list of activity files for any errors <input type="checkbox"/> Complete Performance-in-Practice Structured Abstract for each activity selected for review <input type="checkbox"/> Submit activity files selected for review to FMA electronically (2 weeks before the interview date) <input type="checkbox"/> Prepare extra copies of the Self-Study Report and Performance-in-Practice Structured Abstracts with attachments for staff participating in the accreditation interview (by the day of the survey) 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit additional materials (if requested by FMA survey team) <input type="checkbox"/> Receive an email from FMA regarding the accreditation decision (within 2 weeks of FMA’s Committee on CME & Accreditation meeting) <input type="checkbox"/> Receive Accreditation Decision letter and Accreditation certificate by mail (within 4 weeks of FMA’s Committee on CME & Accreditation meeting)