

Advisory Committee Fall 2020 Minutes
Health Information Management
11:30am – Thursday, October 8, 2020
Joe Chat Sumner Conference Room, Century City Center

Members present:

Kim Bryant, United Regional Healthcare
Ginny Chaddick, Texoma Christian Care Center
Amy Criss, United Regional Healthcare
Crystal Fetsch, United Regional Physicians Group
Sandra Furlow, United Regional Healthcare
Miranda Jackson, Promise Hospital of Wichita Falls
Donna Lewis, Promise Hospital of Wichita Falls
Kristina Roberson, United Regional Healthcare

Vernon College Faculty/Staff:

Michelle Downes
Shana Drury
Karen McClure
Jackie Polk
Ruth Rascon

Members not present:

Tina Anderson
Brenda Elliott

Ruth Rascon started by welcoming the committee. Shana explained the purpose and thanked the committee for their presence. Amy Criss was vice-chair last year so she will be chair this year. Sandra Furlow nominated Kristina Roberson for Vice-Chair. Crystal Fetsch seconded that nomination and Kristina agreed to serve. Crystal Fetsch nominated Kim Bryant to be recorder and she agreed to serve.

Chair: Amy Criss
Vice-Chair: Kristina Roberson
Recorder: Kim Bryant

Old Business/Continuing BusinessAmy Criss

None

New BusinessAmy Criss

❖ **Review program outcomes, assessment methods/results, and workplace competency**

Amy Criss asked the faculty member, Ruth Rascon, to review the program outcomes with the committee.

Ruth Rascon reviewed the following program outcomes.

Program outcomes

1. Demonstrate an understanding of the structure and content of health data records. (I)
2. Apply legal and ethical policies and procedures related to the protection and compliance of health information. (II)

3. Collect, organize maintain and abstract health data for clinical indices/databases/registries for the purpose of administration, fiscal support, performance improvement and quality management. (III)
4. Apply policies and procedures for the use of data required in health care reimbursement. (IV)
5. Analyze policies and procedures to ensure organizational compliance with regulations and standards. (V)
6. Describe health information related leadership roles. (VI)

❖ **Approve program outcomes**

Amy Criss asked the committee for changes or additions to the program outcomes. Hearing none, she asked the committee for a motion to approve the program outcomes as presented. Kristina Roberson made a motion to approve the program outcomes as presented. Kim Bryant seconded.

The motion passed and the committee approved the program outcomes as presented.

❖ **Approve assessment methods and results**

Amy Criss asked the faculty member, Ruth Rascon, to explain in more detail the assessment methods and results. Ruth Rascon reviewed the information listed below.

We evaluate student-learning outcomes via a combination of annual RHIT exam score reports and mock exams taken by students at the end of the program. 2361 Clinical

- The national RHIT exams are divided into specified domains that relate directly to the courses taught in the program.
- The mock exams have a multi-purpose in that they are used for students to access their own areas of weakness so can better prepare for the national exam, and also to allow HIM instructors to identify areas needing improvement in course content.
 - Assessment by supervisors of student on professional experiences (PPE)

Kristina Roberson mentioned the revenue cycle. She stated that she has been having them work with patient access, medical records and lastly billing. For the revenue cycle, they need all of those pieces not just HIM specific. This allows the student to follow the information through the cycle.

Ruth Rascon mention a new training program being offered from AHIMA. It is pertaining to the revenue cycle so this will help with the students and testing.

Kristina Roberson also mentioned that nationally was becoming one revenue cycle. Where as before it was very siloed into patient access, medical records, and billing. Now it is all one revenue cycle and everyone reports to the same person. This is creating more communication within the revenue cycle.

Amy Criss asked the committee for a motion to approve the assessment methods as presented with the addition of the revenue cycle

Kristina Roberson made a motion to approve the assessment methods as presented with the addition of the revenue cycle.

Crystal Fetsch seconded the motion.

The motion passed and the committee will approve the assessment methods as presented with the addition of the revenue cycle.

❖ Approval of workplace competency (course or exam)

Amy Criss asked the faculty member, Ruth Rascon, to tell the committee about the workplace competency and how the students have performed on the competency.

January 1-November 1, 2019

Program Outcome	Domains	Number of students	National Summary	Results per student	Use of results
RHIT Report					
Collect, analysis, verify data and data sources for patient care and management	Data Analysis and Management	7	National average 58%	1 student @ 47% 2 student @ 79% 3 student @ 62% 4 student @ 50% 5 student @ 50% 6 student @ 56% 7 student @ 62%	Additional lab exercises relating to data types and sources
Collect, organize, abstract and analyze clinical data to identify trends that demonstrate quality, safety and effectiveness of health care	Coding		National average 62%	1 student @ 74% 2 student @ 72% 3 student @ 61% 4 student @ 56% 5 student @ 56% 6 student @ 50% 7 student @ 78%	Additional classroom projects to emphasize coding ICD 10, HCPCS, CPT
Apply federal, state and accrediting agency standards for record content, reimbursement methodologies,	Compliance		National average 62%	1 student @ 55% 2 student @ 76% 3 student @ 71% 4 student @ 81% 5 student @ 62% 6 student @ 43% 7 student @ 81%	Additional activities involving standards to address a variety of aspects of health information and informatics. (ASTM) and Health Level Seven (HL7) target clinical

and classification systems					data standards. Insurance and remittance standards are a focus of the Accredited Standards Committee (ASC) X12
Perform continual updates to policies and procedures and implement internal and external audits.	Information Technology		National average 59%	1 student @ 68% 2 student @ 59% 3 student @ 45% 4 student @ 50% 5 student @ 50% 6 student @ 50% 7 student @ 67%	Additional projects to enforcement of policies and procedures and prompt response to compliance issues
Apply knowledge of policies and regulations relating to the organization of health care delivery to ensure compliance and protect confidentiality and privacy of patient data	Quality/ Revenue Cycle		National average 62%	1 student @65% 2 student @71 % 3 student @65 % 4 student @59 % 5 student @24 % 6 student @53 % 7 student @72%	Additional labs focus on regulations of healthcare privacy and security, (HITECH) Omnibus Rule, GINA and CoP/ Additional labs to include MACRA delivering higher quality medical care while actually expending fewer resources to have Value-Based (VB), quality vs. quantity medicine
Use technology and information systems to meet health care organization needs	Legal		National average 62%	1 student @ 67% 2 student @ 61% 3 student @ 33% 4 student @ 50% 5 student @ 56% 6 student @ 56% 7 student @ 56%	Additional activities to include the HITECH Act CMS Medicare and Medicaid Electronic Health Records Meaningful Use Incentive Program

Verification of workplace competencies:

Level I Certificate: HITT 1160 Clinical-Health Information/ Medical Records Technology/Technician

Level II Certificate: HITT 2260 Clinical-Health Information/ Medical Records Technology/Technician

A.A.S.: HITT 2361 Clinical-Health Information/Medical Records Technology/Technician

Ruth Rascon reviewed the information with the committee.

Amy Criss asked for a motion to approve the workplace competency as presented.

Kim Bryant made a motion to approve the workplace competency as presented.
Crystal Fetsch seconded the motion.

The motion passed and the committee approved the workplace competency as presented.

❖ **Program Specific Accreditation Information and Requirements (if applicable)**

Ruth Rascon mentioned part of the issue with CAHIIM is the reporting. The subdomains are being taken away and it will be a pass or fail test. They are only using school codes and some of the information is not correct for the students.

Kristina Roberson stated to get your RHIA you to have your RHIT or a degree from a CAHIIM accredited school. Ruth Rascon mentioned that we are currently accredited through the end of 2020. Some of the bigger schools online like Midland, Collin, and Parker are still keeping accreditation.

Shana Drury replied to Kristina as well stating, we don't have the number of students even taking the exam. Ruth Rascon added CAHIIM requires probably three months worth of work without seeing a return. The program has worked to get the all of the requirements for CAHIIM but the students are not taking the test so it is not worth it to the program. They can transfer credits to other accredited colleges to have them sign off on the courses for the RHIT.

Kristina Roberson agreed that it made more sense to drop the accreditation.

Withdrawal from CAHIIM- we were supposed to have a sight visit.

NEW* 3rd Time change/no subdomains/Students Memorize RHIT Review/Not attached to New Domains/Will not know students, graduation or Domain needs improvement/Pass-Fail— Switch from Fall Domains to new in Spring?

New CEU Reporting Map (New Domains Effective 1/1/2020)	Current CEU Reporting Domains
Domain I. (Data Structure, Content, and Information Governance) *Includes coding related content	Domain I. Technology
Domain II. Information Protection: Access, Disclosure, Archival, Privacy, and Security	Domain VII. Privacy and Security
Domain III. Informatics, Analytics, and Data Use	No Direct mapping from current to new domains
Domain IV. Revenue Cycle Management	Domain IV. Performance Improvement
Domain V. Health Law and Compliance	Domain V. External Forces
Domain VI. Organizational Management and Skills	Domain II. Management Development
Domain VII. Clinical Foundations	Domain VI. Clinical Foundations
Domain VIII. Evolving Topics/Other HIIM Relevant Topics	Other (Available in CEU Center when Reporting)

	*Current Domain III does not have a direct map to any new CEU reporting domain, however concepts included in current Domain III (including coding) will be reported under Domain 1
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Ruth Rascon stated that this would allow her to teach things that the committee approves not what CAHIIM requires.

Ginny Chaddick asked, what do you think in your professional opinion, why are they doing this and how does it help them?

Ruth Rascon stated it was more the business management versus healthcare people in the field. Some smaller schools are being taken out in favor of the larger schools. Ruth stated 6800 people have already signed the form saying they do not agree with the changes to the testing.

Shana Drury stated a few important factors in this decision. The students are being hired without the credentials, so why go test if I can already get the job. This is hurting the credentialing portion of the program. The expense of the accreditation, it costs so much for the institution and for the faculty monetarily as well as time consuming. Lastly, with the new rules we would have the expense of a new full time instructor and there is not enough students to have a second full time instructor.

Kim Bryant agreed that with no return on investment without students testing.

Kristina Roberson stated that made sense to withdraw from the accreditation, if students are not taking advantage of the things being offered to get them tested.

Shana Drury mentioned that this was discussed at the college between her and Ruth before bringing it to the committee because it was such a difficult decision.

Kim Bryant asked if the students would still go through the same program and be able to test.

Ruth Rascon stated that withdrawal will begin in January so until then students will be able to sit for the exam until then if they so chose. After January Ruth stated that the program would stay the students would just have to transfer if they wanted to test.

Kim Bryant stated so when finished the student will have the AAS degree in HIM but they will have to go somewhere else to test for the RHIT. Ruth Rascon stated that was correct.

Amy Criss asked the committee for a motion for the college to pursue withdrawing the CAHIIM accreditation program.

Ginny Chaddick made a motion to pursue withdrawing the CAHIIM accreditation program.

Kristina Roberson seconded the motion.

The motion passed and the committee approved for the program to pursue withdraw from CAHIIM accreditation program.

Kristina Roberson stated that on their position descriptions the RHIT is preferred not required. She sees it required more for a management level position.

Kim Bryant stated if the school is losing money by doing this it is a shame it has to come to this but it makes sense from a business standpoint.

Ruth stated that we could be reaccredited if we chose to later.

❖ **Review program curriculum/courses/degree plans**

Amy Criss asked the faculty member, Ruth Rascon, to discuss with the committee the program's curriculum and degree plans for 2021-2022

Health Information Management, Level 1 Certificate

CIP 51.0707

HEALTH INFORMATION ANALYST

Instructional Location - Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 16 weeks)

Related Requirements (3 SH)

COSC 1301	Introduction to Computing	3
	or	
BCIS 1305	Business Computer Applications	3

Major Requirements (14 SH)

HITT 1160	Clinical-Health Information/ Medical Records Technology/Technician	1
HITT 1301	Health Data Content and Structure	3
HITT 1305	Medical Terminology I (A)	3
HITT 1353	Legal and Ethical Aspects of Health Information	3
HITT 2343	Quality Assessment and Performance Improvement	3
LEAD 1100	Workforce Development with Critical Thinking Skills	1

Total Credit Hours: 17

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)

Health Information Management, Level 2 Certificate

CIP 51.0707

MEDICAL CODING

Instructional Location - Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Pre-Requisite Requirements (8 SH)

BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4

Related Requirements (3 SH)

MDCA 1302	Human Disease/Pathophysiology	3
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Major Requirements (25 SH)

HITT 1211	Health Information Systems (A)	2
HITT 1301	Health Data Content and Structure	3
LEAD 1100	Workforce Development with Critical Thinking	1
HITT 1305	Medical Terminology I (A)	3
HITT 1341	Coding and Classification Systems	3
HITT 1345	Health Care Delivery Systems	3
HITT 1353	Legal and Ethical Aspects of Health Information	3
HITT 2160	Clinical - Health Information/Medical Records Technology/Technician	1
HITT 2330	Pathophysiology and Pharmacology	3
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 2340	Advanced Medical Billing and Reimbursement	3
Total Credit Hours:		36

Must successfully complete **BIOL 2401** and **BIOL 2402** with a grade of "C" or better prior to admission to the Health Information Management Program

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)

Health Information Management, A.A.S.

CIP 51.0707

Instructional Location - Century City Center

ASSOCIATE IN APPLIED SCIENCE DEGREE (Probable Completion Time -2 years)

General Education Requirements (15 SH)

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3

MATH 1314	College Algebra	3
MATH 1342	Elementary Statistical Methods	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Related Requirements (11 SH)

BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
MDCA-1302	Human Disease/Pathophysiology	3

Major Requirements (34 SH)

HITT 1211	Health Information Systems (A)	2
HITT 1301	Health Data Content and Structure	3
LEAD 1100	Workforce Development with Critical Thinking	1
HITT 1305	Medical Terminology I (A)	3
HITT 1341	Coding and Classification Systems	3
HITT 1345	Health Care Delivery Systems	3
HITT 1353	Legal and Ethical Aspects of Health Information	3
HITT 2160	Clinical - Health Information/Medical Records Technology/Technician	1
HITT 2330	Pathophysiology and Pharmacology	3
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 2339	Health Information Organization and Supervision	3
HITT 2340	Advanced Medical Billing and Reimbursement	3
HITT 2343	Quality Assessment and Performance Improvement	3
HITT 2361	Clinical - Health Information/Medical Records Technology/Technician	3

Total Credit Hours: 60

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306

Must successfully complete BIOL 2401 and BIOL 2402 with a grade of "C" or better prior to admission to the Health Information Management Program

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)

Shana Drury discussed the addition of the LEAD 1100 courses. After a comprehensive local needs assessment to find out what the local need is, soft skills were essential from all employers and 93% of faculty agreed that this course should be implemented. LEAD 1100 will be added to all curriculum for Career and Technical Education next fall (2021). This course will be offered through Continuing Education as well to teach to local businesses if any business would like to have that professional development. Course will be offered mostly in the fall. Once the course is finished the students will be able to test for a certificate for proficiency in work ethic. This will give students a chance to have some marketable skill in the event they can only take fall courses. Adding the one-hour course, we went down one hour on the clinical HITT 2160 instead of HITT 2260. We will still have the same clock hours the credit hours are all that will be changed. We will remove MDCA 1302 and add HITT 2330 because it is a much better fit for the HITT courses.

❖ **Approve program revisions (if applicable)**

Amy Criss asked the committee for a motion to approve the program revisions with updates as presented.

Crystal Fetsch made a motion to approve the program revisions with updates as presented. Donna Lewis seconded the motion.

The motion passed and the committee approved the program revisions as presented.

❖ **Approve SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

SCANS Matrix: The SCANS (Secretary’s Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Health Information Management								Credential: Associate in Applied Science (AAS) Degree/Certificate of Completion	
Award: Health Information Management Associate in Applied Science (AAS) Degree/Certificate									
Cip: 51.0707									
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									
SCANS COMPETENCIES								Course Number	Course Title
1	2	3	4	5	6	7	8		
X	X	X	X	X	X	X	X	MDCA 1302*	Human Disease/Pathophysiology
X	X		X	X	X	X	X	HITT 1211*	Health Information Systems
X	X		X	X	X	X	X	HITT 1301*	Health Data Content and Structure
X	X		X	X	X	X	X	HITT 1305*	Medical Terminology
X	X		X	X	X	X	X	HITT 1341*	Coding and Classification Systems
X	X	X	X	X	X	X	X	HITT 1345*	Health Care Delivery Systems
X	X		X	X	X	X	X	HITT 1353*	Legal and Ethical Aspects of Health Information
X	X	X	X	X	X	X	X	HITT 2260*	Clinical - Health Information/Medical Records Technology/Technician
X	X		X	X	X	X	X	HITT 2335*	Coding and Reimbursement Methodologies
X	X	X	X	X	X	X	X	HITT 2339	Health Information Organization and Supervision
X	X	X	X	X	X	X	X	HITT 2340*	Advanced Medical Billing and Reimbursement
X	X	X	X	X	X	X	X	HITT 2343	Quality Assessment and Performance Improvement
X	X	X	X	X	X	X	X	HITT 2361	Clinical - Health Information/Medical Records Technology/Technician
								PROGRAM COMPETENCIES (as determined by advisory committee)	
								8. BASIC USE OF COMPUTERS	
								7. WORKPLACE COMPETENCIES	
								6. PERSONAL QUALITIES	
								5. THINKING SKILLS	
								4. SPEAKING AND LISTENING	
								3. ARITHMETIC OR MATHEMATICS	
								2. WRITING	
								1. READING	
*Indicate course is taught in Certificate of Completion									

General Education Matrix: The General Education Matrix is state mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Health Information Management							Credential: Associate in Applied Science (AAS) Degree/Certificate of Completion
Award: Health Information Management Associate in Applied Science (AAS) Degree/Certificate.							
Cip: 51.0707							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES							
GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title
1	2	3	4	5	6		
X	X	X	X	X	X	MDCA 1302*	Human Disease/Pathophysiology
X	X	X	X	X	X	HITT 1211*	Health Information Systems
X	X	X	X	X	X	HITT 1301*	Health Data Content and Structure
X	X		X	X	X	HITT 1305*	Medical Terminology
X	X	X	X	X	X	HITT 1341*	Coding and Classification Systems
X	X	X	X	X	X	HITT 1345*	Health Care Delivery Systems
X	X		X	X	X	HITT 1353*	Legal and Ethical Aspects of Health Information
X	X	X	X	X	X	HITT 2260*	Clinical - Health Information/Medical Records Technology/Technician
X	X	X	X	X	X	HITT 2335*	Coding and Reimbursement Methodologies
X	X		X	X	X	HITT 2339	Health Information Organization and Supervision
X	X	X	X	X	X	HITT 2340*	Advanced Medical Billing and Reimbursement
X	X	X	X	X	X	HITT 2343	Quality Assessment and Performance Improvement
X	X	X	X	X	X	HITT 2361	Clinical - Health Information/Medical Records Technology/Technician
						6. Personal Responsibility	
						5. Social Responsibility	
						4. Teamwork	
						3. Empirical and Quantitative Skills	
						2. Communication Skills	
						1. Critical Thinking Skills	
*Indicate course is taught in Certificate of Completion							

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.

Program: Health Information Management							Credential: Associate in Applied Science (AAS) Degree/Certificate of Completion
Award: Health Information Management Associate in Applied Science (AAS) Degree/Certificate							
Cip: 51.0707							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OUTCOMES							
PROGRAM OUTCOMES						Course Number	Course Title
1	2	3	4	5	6		
						MDCA 1302*	Human Disease/Pathophysiology
X	X	X	X	X	X	HITT 1211*	Health Information Systems
X	X	X	X	X	X	HITT 1301*	Health Data Content and Structure
			X		X	HITT 1305*	Medical Terminology
X		X				HITT 1341*	Coding and Classification Systems
X	X	X	X	X	X	HITT 1345*	Health Care Delivery Systems
X	X	X	X	X	X	HITT 1353*	Legal and Ethical Aspects of Health Information
X	X	X	X	X	X	HITT 2260*	Clinical - Health Information/Medical Records Technology/Technician
X	X	X				HITT 2335*	Coding and Reimbursement Methodologies
X	X	X	X	X	X	HITT 2339	Health Information Organization and Supervision
X	X	X	X	X	X	HITT 2340*	Advanced Medical Billing and Reimbursement
X	X	X	X	X	X	HITT 2343	Quality Assessment and Performance Improvement
X	X	X	X	X	X	HITT 2361	Clinical - Health Information/Medical Records Technology/Technician
							6. Describe health information leadership roles
							5. Analyze policies and procedures to ensure organizational compliance with regulations and standards
							4. Apply policies and procedures for the use of data required in healthcare reimbursement
							3. Collect, organize, maintain and abstract health data for clinical indices/databases/registries for the purposes of administration, fiscal support, performance improvement and quality management
							2. Apply legal and ethical policies and procedures related to the protection and compliance of health information
							1. Demonstrate an understanding of the structure and content of the health data records
*Indicate course is taught in Certificate of Completion							

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

Program: Health Information Management						Credential: Associate in Applied Science (AAS) Degree/Certificate of Completion
Award: Health Information Management Associate in Applied Science (AAS) Degree/Certificate						
Cip: 51.0707						
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OUTCOMES						
Program Outcomes						General Education Outcomes
1	2	3	4	5	6	
x	x	x	x	x	x	Personal Responsibility
x	x	x	x	x	x	Social Responsibility
x	x	x	x	x	x	Teamwork
x	x	x	x	x	x	Empirical and Quantitative Skills
x	x	x	x	x	x	Communication Skills
x	x	x	x	x	x	Critical Thinking Skills
						6. Describe health information leadership roles
						5. Analyze policies and procedures to ensure organizational compliance with regulations and standards
						4. Apply policies and procedures for the use of data required in healthcare reimbursement
						3. Collect, organize, maintain and abstract health data for clinical indices/databases/registries for the purposes of administration, fiscal support, performance improvement and quality management
						2. Apply legal and ethical policies and procedures related to the protection and compliance of health information
						1. Demonstrate an understanding of the structure and content of the health data records

Amy Criss opened the floor for discussion and recommendations

Kristina Bryant asked if the competencies were all addressed in the courses and Ruth Rascon assured her they were all addressed.

Amy Criss asked for a motion to approve matrices as presented.

*Kim Bryant made a motion to approve the matrices as presented.
Crystal Fetsch seconded the motion.*

The motion passed and the committee approved the matrices as presented.

❖ **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

Ruth Rascon presented the following information to the committee.

- Program Statistics:
 - Graduates 2019-2020: 13
 - Enrollment Summer 2020: 6
 - Majors Fall 2020-2021: 36- 2 Level 1 -2 males
 - Enrollment Fall 2020: 23

❖ **Local Demand**

Amy Criss asked the committee to share information about job openings and local demand at current facilities.

Miranda Jackson stated that they did not have anything and possibly not anything open unless someone leaves.

Kristina Roberson mentioned for the coding, they are petitioning for more positions on the practice. With 2020-2021 coding updates, they are going to need at least another coding position. The HIM side has a part time position currently open right now, if there is a student that might be able to work with a school schedule. She mentioned she hoped that it would move into a full-time position in the future.

Ruth Rascon shared information from Brenda Elliott she needs help at Seymour Hospital.

Ginny Chaddick stated that she was planning to retire so they would have an opening soon. Possibly full-time maybe part-time.

Sandra stated they did not have anything but they did hire one of the recent graduates and she was awesome.

Kristina Roberson mentioned that the Clinical Document Improvement Specialist program is growing but there are accreditations that HIM can do to become a CDI. There is a definite need for this position. She also mentioned that HIM future needs are very electronic. Health information is technology expertise in data and analytics. In addition, information blocking gives the ability for the patient to see the records faster, which means that they are requesting for changes in documentation. Example, the doctor called me obese and they do not want that on their records. Which has created an increase in patient requests.

❖ **Evaluation of facilities, equipment, and technology. Recommendation for acquisition of new equipment and technology.**

Ruth Rascon reviewed the following information with the committee.

Using EHR Go previously, Neehr Perfect will continue. CAHIIM has recommended 40 PPE hours instead of 96 and can add assignments from their system or EHRGo.

Amy Criss asked the committee for discussion or recommendations for new equipment. Hearing none the committee moved forward.

❖ **External learning experiences, employment, and placement opportunities**

“Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, chenry@vernoncollege.edu, to add jobs or you can post yourself. VC also subscribes to a service called GradCast. Within this program, over 600,000 business and industry contacts are available to the graduates to send up to 100 free resumes within a set zip code. If you would like to have your business as part of that database, please contact Judy Ditmore, jditmore@vernoncollege.edu.”

Placement Rate of Program Completers by Reporting Year [1]												
Program	2015-2016			2016-2017			2017-2018			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
51070000- Health and Medical Administrative Services	6	6	100	5	5	100	5	5	100	16	16	100

Amy asked if there was any further discussion hearing none she moved forward.

❖ **Professional development of faculty and recommendations**

Amy Criss asked the committee to review the professional development opportunities that the faculty has taken advantage of during the year.

Wichita Falls Chamber of Commerce BOSS Building Confidence in You and Your Team on March 10th

Completed TxHIMA and AHIMA AOE virtually in June and July 2021 Allen, Texas and Columbus, Ohio

Amy Criss asked if there was any further discussion or recommendations for professional development for the staff, hearing none she moved forward.

❖ **Promotion and publicity (recruiting) about the program to the community and to business and industry**

We currently have commercials, posters, graduates and word of mouth. Amanda Jasso is new Recruiting Coordinator ext. 2207 Vernon/ 3336 CCC.

Shana Drury stated that Vernon College is planning on hosting virtual preview days. A poster series of seven posters for every high school in the service area covering every Career and Technical Education program. As well as the purchase of three banners advertising all Career and Technical Education programs.

Amy Criss asked the committee if there was any further discussion or recommendations. Hearing none the meeting moved forward.

❖ **Serving students from special populations:**

1. Special populations new definitions:
 - a. Individuals with disabilities;

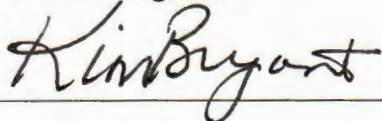
- b. Individuals from economically disadvantaged families, including low-income youth and adults;
- c. Individuals preparing for non-traditional fields; 34/2
- d. Single parents, including single pregnant women;
- e. Out-of-workforce individuals;
- f. English learners;
- g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- h. Youth who are in, or have aged out of, the foster care system; and
- i. Youth with a parent who—
 - i. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
 - ii. is on active duty (as such term is defined in section 101(d)(1) of such title).

Vernon College is an open enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

Vernon College has a program titled “New Beginnings” for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, equipment costs.

Peer to Peer mentoring, tutoring (online and in person), resume building, student success series, and counseling are just a few of the other options/services available to students.

Amy Criss asked the committee if there was any further discussion. Hearing none the meeting was adjourned at 1:09pm.

Recorder Signature 	Date 11/11/20	Next Meeting: Fall 2021
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