**Continuous Improvement Plan**

**Outcomes might not change from year to year. For example, if you have not met previous targets, you may wish to retain the same outcomes. *If this is an academic, workforce, or continuing education program, you must have at least one student learning outcome.* You may also add short-term administrative, technological, assessment, resource or professional development goals, as needed.**

**Date:** 2/1/2019 **Name of Program/Unit:** AAS Health Information Management

**Contact name:** Michelle Millen **Contact email:** mmillen@collin.edu **Contact phone:**  972.548.6676

**Table 1: CIP Outcomes, Measures & Targets Table (focus on at least one for the next two years)**

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| **A. Expected Outcome(s)**  Results expected in this unit  (e.g. Authorization requests will be completed more quickly; Increase client satisfaction with our services) | **B. Measure(s)**  Instrument(s)/process(es) used to measure results  (e.g. survey results, exam questions, etc.) | **C. Target(s)**  Level of success expected  (e.g. 80% approval rating, 10 day faster request turn-around time, etc.) |
| Adopt 2018 AHIMA curricular competencies.  Mandated for adoption in 2021 by accreditors. | Required 2018 curriculum | Work with CAB to implement for Fall 2019. |
| Increase the Professional Practice Experience site pool | Healthcare entities in Collin County | Add 5 sites to the pool. |
| Use technology to enhance students’ understanding of the revenue cycle. | Encoder Pro Activities | 80% of students pass the Revenue cycle domain portion of the RHIT exam. |

**Description of Fields in the Following CIP Tables:**

**A. Outcome(s)** -Results expected in this program (e.g. Students will learn how to compare/contrast conflict and structural functional theories; increase student retention in Nursing Program).

**B. Measure(s)** -Instrument(s)/process(es) used to measure results

(e.g. results of surveys, test item questions 6 & 7 from final exam, end of term retention rates, etc.)

**C. Target(s)** -Degree of success expected (e.g. 80% approval rating, 25 graduates per year, increase retention by 2% etc.).

**D. Action Plan** -Based on analysis, identify actions to be taken to accomplish outcome. What will you do?

**E. Results Summary** - Summarize the information and data collected in year 1.

**F. Findings** - Explain how the information and data has impacted the expected outcome and program success.

**G. Implementation of Findings** – Describe how you have used or will use your findings and analysis of the data to make improvements.

**Table 2. CIP Outcomes 1 & 2 (FOCUS ON AT LEAST 1)**

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| 1. **Outcome #1**   Adopt 2018 AHIMA curricular competencies. Mandated for adoption in 2021 by accreditors | |
| 1. **Measure (Outcome #1)**   The 2018 Curricular Competencies released by AHIMA Jan. 2019 | 1. **Target (Outcome #1)**   Implement new competencies by Fall 2019. |
| 1. **Action Plan (Outcome #1)**   Work with faculty to identify course changes, additions, and deletions. Secure Advisory Board approval. Work with curriculum office to complete all documents necessary for CAB by March 1, 2019. | |
| 1. **Results Summary (Outcome #1)**   Curriculum was approved by CAB in March 2019 and the changes have been reflected in the 2019-2020 catalog. | |
| 1. **Findings (Outcome #1)**   The new curriculum will provide HIM students with necessary skills in the data management area. | |
| 1. **Implementation of Findings**   The program will track the graduates to determine if the changes assisted with new job opportunities. | |

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| 1. **Outcome #2**   Increase the Professional Practice Experience (PPE) site pool | |
| 1. **Measure (Outcome #2)**   Healthcare entities in Collin County | 1. **Target (Outcome #2)**   Add 5 sites to the pool |
| 1. **Action Plan (Outcome #2)**   Meet with site contacts to determine willingness and availability to host HIM students in the Collin Co. area. | |
| 1. **Results Summary (Outcome #2)**   The target was not met. The Director was moved to the Dean role. The new Director will work on this outcome | |
| 1. **Findings (Outcome #1)**   New PPE sites are important to the health of the program. PPE sites may get tired of taking Collin students every semester so it is important to rotate. | |
| 1. **Implementation of Findings**   Once new sites are obtained, we are hoping to expand the visibility for students. | |