



# CAHME ENHANCED BENCHMARKING PROGRAM

## POLICIES AND PROCEDURES

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### **Enhanced Benchmarking Vision**

CAHME Enhanced Benchmarking is intended to be a resource for programs pursuing continuous quality improvement.

### **Background**

The CAHME Benchmarking Task Force is comprised of members of CAHME program directors and Industry experts in data sharing services. The task force was charged with reviewing and advising CAHME on improvements to both CAHME Benchmarking and the associated policies.

### **Revised Benchmarking Program Proposal**

#### **Enhanced Benchmarking Overview**

Enhanced Benchmarking will include two distinct aspects: the ability to access and compare limited site visit report information (which includes self-study information), and the ability to access and compare annual report data.

- Programs that opt in to Enhanced CAHME Benchmarking will share their program strengths and will select other criteria to share. The strengths plus other selected criteria will equal or exceeds ten criteria.

*Note: This will ensure that programs are able to protect sensitive information while also providing a meaningful amount of benchmarking material.*

- Programs that opt in to Enhanced CAHME Benchmarking are able to see limited site visit report information of other programs that have opted in to Enhanced CAHME Benchmarking.
- Programs that opt in to Enhanced CAHME Benchmarking are able to see select annual report data of other programs that have opted in to Enhanced CAHME Benchmarking.

*Note: Select data does not include faculty salary data.*

- To ensure fairness and transparency, the limited site visit report information and annual report data of programs that opt in to Enhanced CAHME Benchmarking will be available to other programs, for 18 months, even if they subsequently opt out of Enhanced CAHME Benchmarking.

*Note: this is intended to prevent programs from gaming the system.*

- The limited site visit report information and specific annual report data of programs that do not opt in will not be available to other programs.

- Only programs that opt in to Enhanced benchmarking will be eligible for the Chair's Mentorship Circle (CMC).

#### Program Fees

No additional fee.

#### Eligibility

- Open to programs that opt in and have a site visit report and annual report on eAccreditation.
- Open to accredited programs that do not have a site visit report on eAccreditation with a commitment to include their report on the system when available.
- Open to Candidate programs. Candidate programs that achieve accreditation may not opt out.
- Not available for non-accredited programs or non-Candidate programs

### **Proposed Benchmarking Data Use Policy**

#### Data Source/Ownership

Data in the CAHME benchmarking portal is gleaned from program annual reports (which are collected each fall) and self-studies. Not all information collected in the annual reports is made available for benchmarking. CAHME owns the Annual Report, and Benchmarking data in perpetuity.

#### Data Use Limitations/Non-Commercialization Policy

Any use of benchmarking data not in the spirit of continuous quality improvement or the advancement of the field of healthcare management education is prohibited.

Prohibited activity specifically includes but is not limited to the following:

- The use of benchmarking data in marketing materials that directly or indirectly refer to other CAHME programs
- Use of benchmarking data for student recruitment on a one to one basis is strictly prohibited.
- The use of national average information is permissible in all cases.
- Using benchmarking information to challenge site visit findings.
- Plagiarism of self-study or other information.

Violation of this policy may result in adverse action.

#### Adverse Action

For a first offense adverse action may include a warning and the requirement that the program amend the situation, subsequent violations may result in suspension of access to the Benchmarking features for six months or more. This type of adverse action may be invoked by the President and CEO of CAHME.

In cases of egregious and willful violations of this policy the CAHME Board of Directors may shorten or revoke a program's term of accreditation.