



Rev. 01/20/2025

CAHME ACCREDITATION MANAGEMENT PORTAL (CAMP) TRAINING

A Guide for Site Visitors and Reviewers

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CAHME Accreditation Management Portal (CAMP) Trainings

As a CAHME site visitor or reviewer, you will be using the CAHME Accreditation Management Portal (CAMP) for candidacy application reviews, site visit reports and progress report reviews. Weave, the developer of CAMP, has provided some very helpful trainings for our site visitors. The total time to review these trainings is approximately 15 minutes.

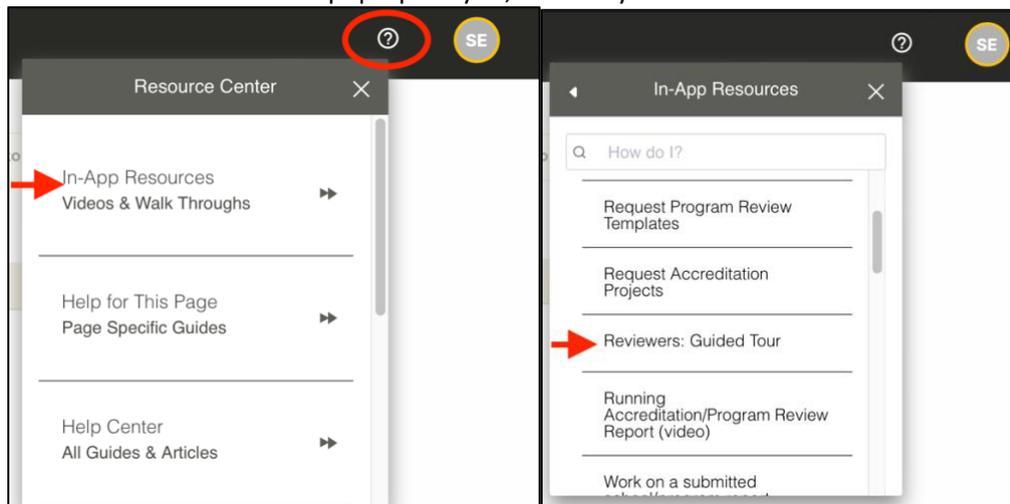
To access the trainings provided by Weave:

1. You will need to login to CAMP at <https://cahme.weaveeducation.com>. (If you do not have login credentials for CAMP, please reach out to Stacey Rowand (srowand@cahme.org) and she will send you an invite to join and set up your account.)

Note: If you should need to reset your password, you will receive an email from noreply@weaveeducation.com. This email may look like SPAM or go to the SPAM inbox. Be sure to whitelist the weaveeducation.com domain for all future emails.

2. Once in CAMP, on the top right of your browser window, click on the “?” question mark located to the left of your name. Then select the ‘How do I’ trainings. Followed by ‘Reviewers: Guided Tour’.

Note: If the window does not pop-up for you, turn off your ad-blocker for this website.



3. This will pull up a box with 4 different ‘Lessons’. You will need to click on each of these Lessons individually to take them (finishing the first one will not lead into the next training, etc):

Reviewers: Guided Tour

Are you a reviewer? Looking to review the program to which you’ve been assigned?

Click on the Lessons below to view brief training videos

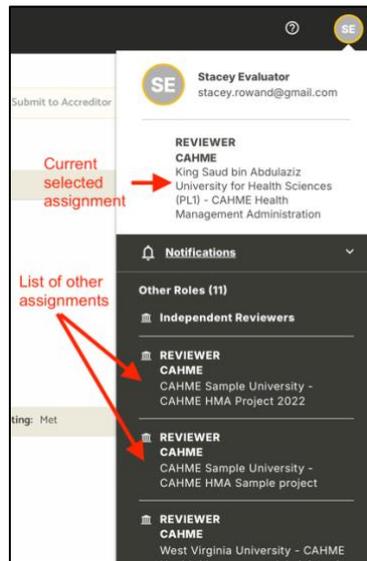
- Lesson 1: [Accessing and Navigating the Report](#)
- Lesson 2: [Reviewing Submitted Report](#)
- Lesson 3: [Working on Reviewer Report](#)
- Lesson 4: [Submit Review to Accreditor and Reports](#)

CAHME SITE VISITOR CAMP USAGE TRAINING

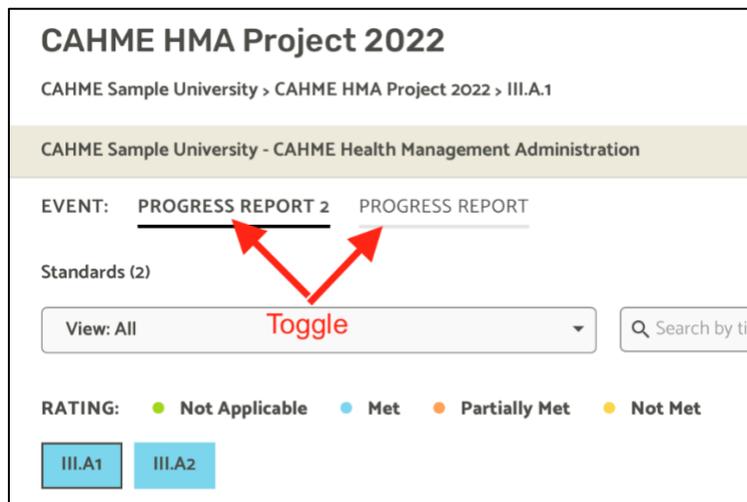
To access assignments:

Select initials in top right hand corner.

You will see the current selected assignment you are viewing within CAMP as well as a list of other assignments that you have within CAMP. Click the assignment you want to view.



To view the candidacy application, self-study or progress report that you are assigned, you will need to select it in the Events section. The most current submission will be the one on the left with all prior submissions listed to the right. You can toggle between the current and past events to view the prior submissions if needed.



Viewing the Standards and Unlocking a Standard:

Once you have selected a standard to view, the top section will show you:

Description: This is the overview of the standard as found in the Self-Study Handbook.

Instructions: The required elements by the program for the standard as found in the Self-Study Handbook.

Expectations: Previously, this section was used to hold information on report writing for site visitors. For programs with a 2025-2026 self-study, this will now hold the elements from the CAHME Program Review Worksheet/Decision Support Tool.

Ability to unlock/lock a standard: During site visit team review, all standards should remain locked. The exception would be if the program provides you with something that you would like them to include in their narrative/evidence that you have approved they include. In this case, you will unlock the standard and allow them to edit. Once their edits are complete, you will then relock the standard.

RATING: ● Not Applicable ● Met ● Partially Met ● Not Met

III.A.1 III.A.2

Overview of Standard III.A.1 Required Elements for Standard Program Review Worksheet Elements

If turned to unlock state, program can edit Narrative & Evidence sections

Locked

DESCRIPTION INSTRUCTIONS EXPECTATIONS

The Program will adopt a set of competencies that aligns with the Program's mission and types of jobs graduates enter. The Program will use these competencies as the basis of its curriculum, course content, learning objectives, and teaching and assessment methods.

For the All Figures document and the Criteria Program Review Worksheet, navigate to the CAHME Resources webpage: <https://cahme.org/healthcare-management-education-accreditation/resources/>

The response to the standard by the program will be found in the Narrative and Evidence files:

RATING: ● Not Applicable ● Met ● Partially Met ● Not Met

III.A.1 III.A.2

III.A.1 Locked Self Rating: Met

DESCRIPTION INSTRUCTIONS EXPECTATIONS

The Program will adopt a set of competencies that aligns with the Program's mission and types of jobs graduates enter. The Program will use these competencies as the basis of its curriculum, course content, learning objectives, and teaching and assessment methods.

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Accreditor Response Accreditor Rating: Met

NARRATIVE EVIDENCE REVIEWER REPORT

The Narrative and Evidence sections make up the Program's Response to the standard.

1. As described in IA.3.2 and Question 2 of this section, the Program has a competency model based upon the competencies required to become a Fellow of the American College of Healthcare Executives. The Program's model consists of five domains:

- Health Sector Knowledge
- Communications and Interpersonal Effectiveness
- Critical Thinking, Analysis and Problem Solving

Evidence Files:

The Program's response will be written in the Narrative section and any attachments they have provided will be included in the Evidence. To view the Evidence files individually, you will click into the Evidence section and then click to view the Evidence file. (Note: See 'Generating A Report' to learn how to download all evidence files as part of a CAMP-generated report).

Accreditor Response Accreditor Rating: Met

NARRATIVE **EVIDENCE** REVIEWER REPORT

Evidence (3)

- Figure 12 (1).pdf ← Click to View Evidence File
- Figure 12 (1).pdf
- Figure 12.pdf

Within the Evidence file, you can toggle between pages of the evidence file and Download the evidence file to view locally. Note that certain file types (ex. .xls) do not appear within the Preview section of CAMP. The file will need to be downloaded in order to view it.

Figure 12 (1).pdf Close Download

No votes No votes

Click to download file

Description

Add a short description to this file

Comments & Voting

Enter comment Post

Toggle between pages of the evidence file

Master of Health Administration Competency/Evidence matrix	Course and Competency Level										Legend for competency level: B-Beginner, I-Intermediate, A-Advanced									
	HA301	HA302	HA303	HA304	HA305	HA306	HA307	HA308	HA309	HA310	HA311	HA312	HA313	HA314	HA315	HA316	HA317	HA318	HA319	HA320
A.1. Systems knowledge																				
A.1.1 Describe, analyze, and evaluate the evolution and present structure of the U.S. health services industry	B	B	I	B	I	I	I	A												
A.1.2 Compare different health systems and create an efficient U.S. health care system model	B	B	B	B	I	I	I													
A.1.3 Compare economic models and theories for the health care system and understand the role of economic principles in determining health care market outcomes	B	I	I	I	I	I	I													
A.1.4 Understand the role of federal, state, and governmental and non-profit agencies that lead in the development and functioning of the health services industry	B	B	B	I	B	I	I	I	I											
A.1.5 Compare the changing functions and roles of health professions and jobs across the health services industry	B	B	B	I	B	B	B	I	I											
A.2. Business acumen																				
A.2.1 Understand the effectiveness of strategies and theories to promote population health, disease status, and health equity	B	I	B	B	I	I	I	I	I											
A.2.2 Analyze factors critical to health care delivery between groups (population-based and delivery of care based) and propose interventions to reduce disparities between groups	B	B	B	B	I	I	I	I	I											
A.2.3 Propose how to best resolve the sometimes conflicting needs and expectations of patients, providers, communities, and payers	B	B	B	B	B	B	B	I	I											
A.3. Policy and change																				
A.3.1 Identify the major formal organizational structures responsible for health care policymaking	B	I	I	I	I	I	I													
A.3.2 Analyze current issues and develop related to current policy and program changes in the health care industry	B	I	I	B	I	I	I	A												
A.3.3 Understand, analyze, and participate in health policy discussions (e.g., population health, health reform) to propose, defend and implement change	B	I	B	B	I	B	I	I	I											
A.3.4 Understand the effects/implications of items (e.g., information technology, medical devices, social trends) that have and will continue to have in the health and health care delivery system	B	I	B	B	I	I	I	I	I											

Collaboration Section/Comments Section for Reviewers:

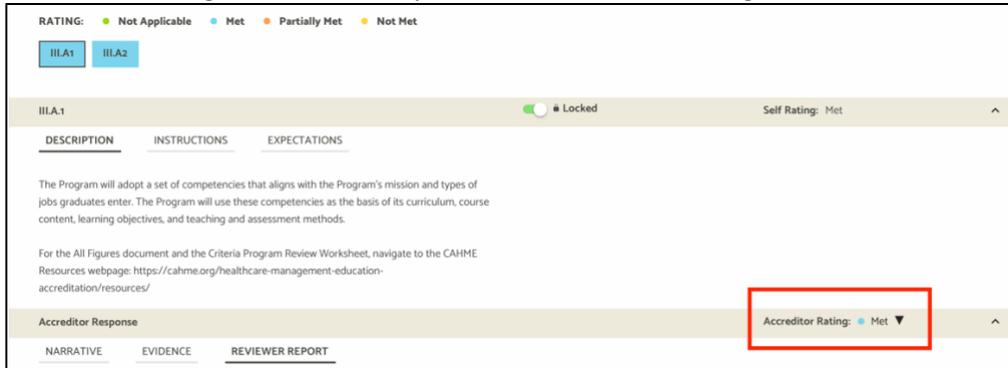
Within each standard, after clicking the 'Reader Report', there will be a comments section available to the reviewers. **The comments within this section will never be seen by the program.** For a site visit team, this section can be used in-lieu of or in addition to the Site Visit Decision Support Tool. For Progress Report reviewers, this space can be used to exchange feedback with another reviewer.

The screenshot displays the 'Accreditor Response' interface. At the top, there are three tabs: 'NARRATIVE', 'EVIDENCE', and 'REVIEWER REPORT'. The 'REVIEWER REPORT' tab is highlighted with a red box. To the right of the tabs, there is a red arrow pointing to a 'Comments' section. Above the arrow, red text reads 'Reviewer collaborative space. NEVER seen by program!'. The 'Comments' section includes a text input field with the placeholder 'Type your comments here'. Below the input field, there are two comments. The first comment is from 'Glenn Yap' on 5/29/24 at 1:09 PM, with the text 'Test comments. I can't believe they submitted this.' The second comment is from 'Stacey Evaluator' on 5/29/24 at 1:09 PM, with the text 'Hi Glenn!'. The main content area on the left of the interface contains the text 'Based on the submitted material this criterion is met.'

Final Report Writing:

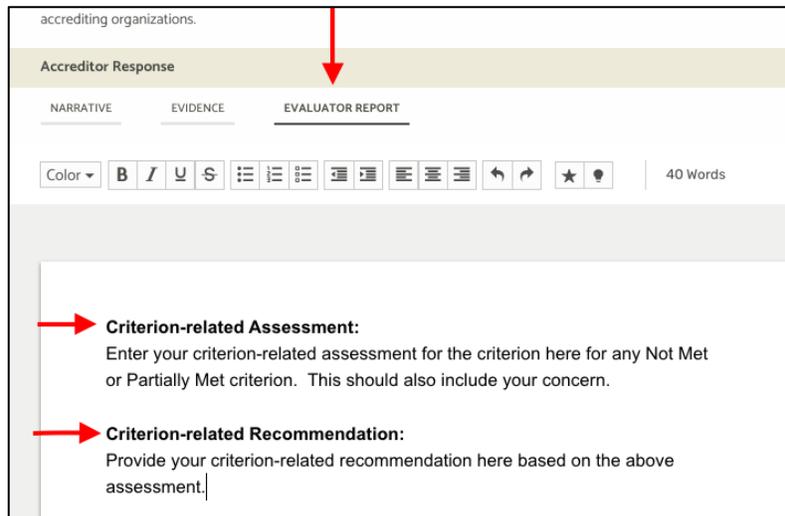
The following are guidelines provided by CAHME for our site visitors to help with consistent use of CAMP across site visit teams.

For each standard, a rating of “Met, Partially Met or Not Met” must be given as shown:



The screenshot shows the CAMP interface for standard III.A.1. At the top, there is a RATING legend with four options: Not Applicable (green dot), Met (blue dot), Partially Met (orange dot), and Not Met (yellow dot). Below the legend, there are tabs for III.A.1 and III.A.2. The main content area is titled III.A.1 and includes a 'Locked' status and a 'Self Rating: Met' dropdown. The content area has three tabs: DESCRIPTION, INSTRUCTIONS, and EXPECTATIONS. The DESCRIPTION tab is active, showing the program's mission and a link to CAHME resources. At the bottom, there is an 'Accreditor Response' section with a dropdown menu currently set to 'Met'. A red box highlights this dropdown menu.

For Not Met or Partially Met Criterion, the Evaluator Report should look as follows and include a ‘Criterion-related Assessment’ and a ‘Criterion-related Recommendation’:

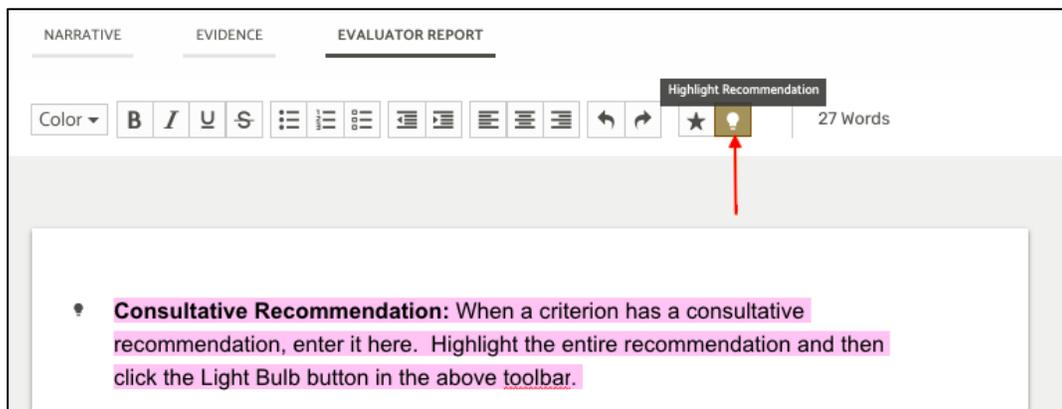


The screenshot shows the 'Accreditor Response' section with the 'EVALUATOR REPORT' tab selected. A red arrow points to the 'EVALUATOR REPORT' tab. Below the tab is a rich text editor with a toolbar and a '40 Words' counter. Two red arrows point to specific sections of the report:

- Criterion-related Assessment:** Enter your criterion-related assessment for the criterion here for any Not Met or Partially Met criterion. This should also include your concern.
- Criterion-related Recommendation:** Provide your criterion-related recommendation here based on the above assessment.

For a **Consultative Recommendation**, the Evaluator Report should look as follows:

*Note that for a Consultative Recommendation, the criterion itself will still be labeled as ‘Not Met’, ‘Partially Met’ or ‘Met’.



The screenshot shows the 'EVALUATOR REPORT' section with a rich text editor. A red arrow points to the 'Highlight Recommendation' button in the toolbar. Below the editor, a text box contains the following text:

💡 **Consultative Recommendation:** When a criterion has a consultative recommendation, enter it here. Highlight the entire recommendation and then click the Light Bulb button in the above toolbar.

Generating a Report:

At any point during and after the review process, you can generate a report for your assigned programs within the CAMP system. Any report that you generate will only be visible by you.

How generating a report can be helpful:

- By downloading the report as a PDF, you can read through the self-study external to the CAMP system.
- You can download all evidence files at once and store them locally on your PC.
- You can use the report as a final readout to the program at the end of a site visit.

To generate a report, click the +Report icon to the right of the Submit to Accreditor button.

The screenshot shows the 'CAHME HMA Project 2022' interface. At the top right, there are two buttons: 'Submit to Accreditor' and '+ Report'. The '+ Report' button is highlighted with a red border. Below the buttons, there is a search bar and a 'View: All' dropdown menu. A legend for 'RATING' is shown with four categories: Not Applicable (green), Met (blue), Partially Met (orange), and Not Met (yellow). At the bottom, there are two tabs: 'III.A1' and 'III.A2'.

After selecting the +Report button, you will be prompted for which standards you would like to include in your report. You can select all standards or any selection of standards you want- for example, only Criterion IV standards.

The screenshot shows the 'Report Generator - Step 1' interface. At the top right, there are three buttons: 'Cancel', 'Next', and 'View Saved Reports'. Below the buttons, there is a search bar and a 'Groups: All' dropdown menu. A list of standards is shown with checkboxes next to them: 'All' (checked), 'Program Information', 'Eligibility Requirements', 'Criterion I', 'Criterion II', 'Criterion III', and 'Criterion IV'. Below the list, there is a table with columns for 'DESCRIPTION' and 'GROUP'. The table contains one row with a description: 'Provide a general overview of the Program and its organizational setting. Relevant information would include the degree offered, the setting of the program within the university, program history, the types of students served, and other information that distinguishes the program and would be of'.

Click the Next button and you can select what to include in your report. Examples:

- The Evidence files included by the program
- The Expectations listed in the standard (if you do **not** select this, the Name and Description of the standard will still be included).
- The Program's Narrative
- The Site Visit Team or Reviewer's Rating of the standards
- What you or your team has written so far in the Reviewer Report
- Any Strengths or Consultative Recommendations that were highlighted by you or your team. Note: These will also appear in the Reviewer Report selection.

You can enter a name for the report and include any necessary information on the Cover Page: example Name of Program, Date, etc.

Click the Next button and the report will be generated.

Report Generator - Step 2 back Next

CAHME Health Management Administration MHA > Reports

Settings

- Cover Page
 - Use Default
 - Create New
- Table Of Contents
- Evidence Files
- Elements**
 - Expectations
 - Self Ratings
 - Narrative
 - Rating
 - Reviewer Report
 - Reviewer Strength
 - Reviewer Consultative Recommendation

Instructions

1. Select what you want to include in the report by checking and unchecking items from the list at left.
2. Build the cover page below if included, then click Next to proceed.

Report

Name ^

CAHME Health Management Administration MHA - Accreditation, 01/20/2025 5:05 You can name the report

Description ^

Cover Page ^ Create a cover page. Example: Program Name Save as new default Cover Page

Table of Contents

Narrative

Praesent ac semper risus. Aenean laoreet risus ligula, eget faucibus ligula tempor hendrerit. Mauris quis enim felis. Duis auctor ipsum et sem ultrices, non lobortis est blandit. [Lorem ipsum](#).

Evidence Files

[Evidence File Name 1.doc](#)

[Evidence File Name 2.doc](#)

[Evidence File Name 3.doc](#)

You can select any of these options to include in your report.

Once the report is generated, you can download it. Evidence files will download into individual folders based on the standard. The report itself will be a .pdf file.

Reports Create New

CAHME Health Management Administration MHA > Saved Reports

Prepared Reports

Search by title

DATE	TITLE	DESCRIPTION	COMPILED BY	
Jan 20, 2025	CAHME Health Management Administration MHA - Accreditation, 01/20/2025 5:05		Stacey Evaluator	Download ⋮

Final Report Submission:

When the site visit team is complete with their final report for the program, or when a progress report reviewer has entered their feedback for the program, the 'Submit to Accrerator' button must be selected in order for CAHME to receive the feedback. Once this button is selected, the site visit team and reviewers will no longer have access to edit their report. Any edits after this point will need to be done by a member of the CAHME staff.

