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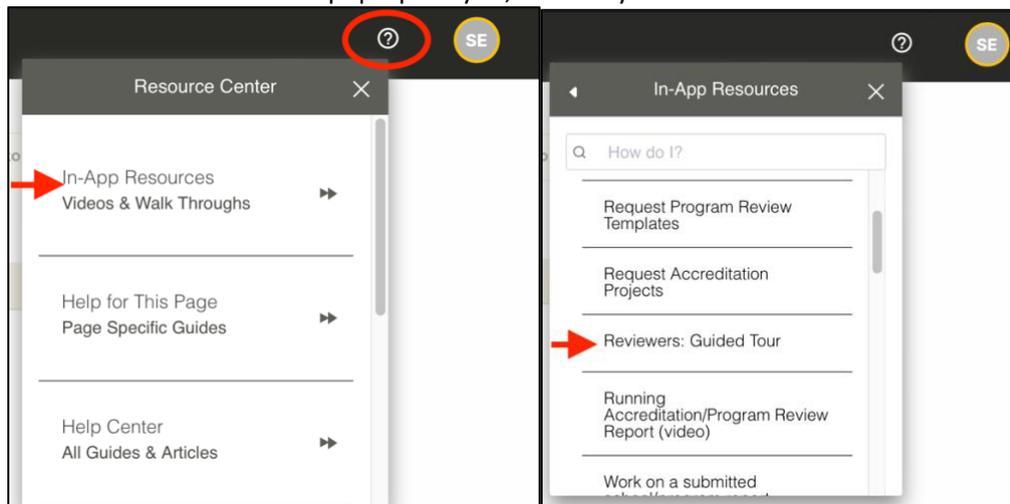
3. This will pull up a box with 4 different 'Lessons'. You will need to click on each of these Lessons individually to take them (finishing the first one will not lead into the next training, etc):

# CAHME SITE VISITOR CAMP USAGE TRAINING

<u>To access assignments:</u>

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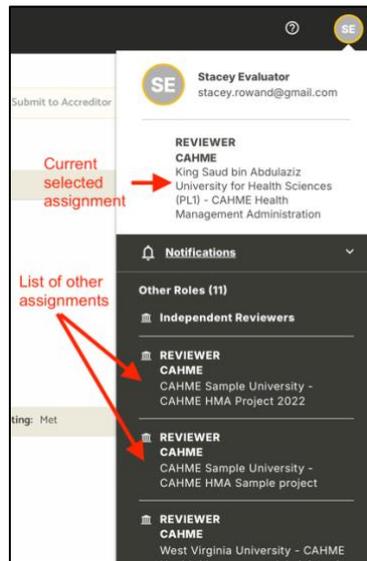
To view the candidacy application, self-study or progress report that you are assigned, you will need to select it in the Events section. The most current submission will be the one on the left with all prior submissions listed to the right. You can toggle between the current and past events to view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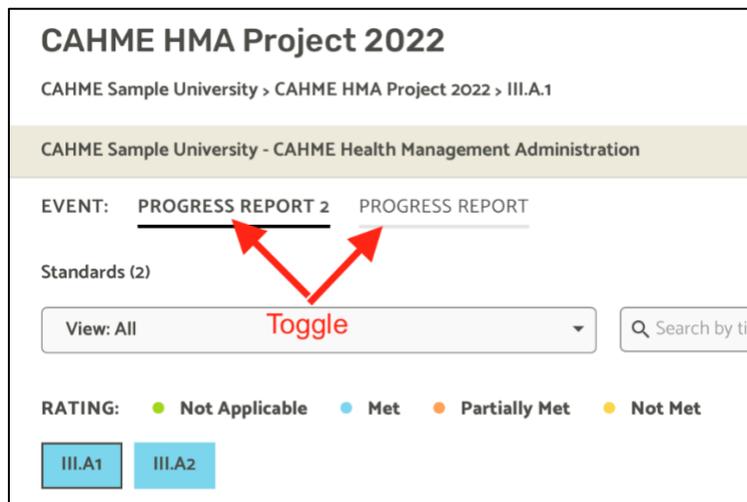
Viewing the Standards and Unlocking a Standard:

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.

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

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).

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.

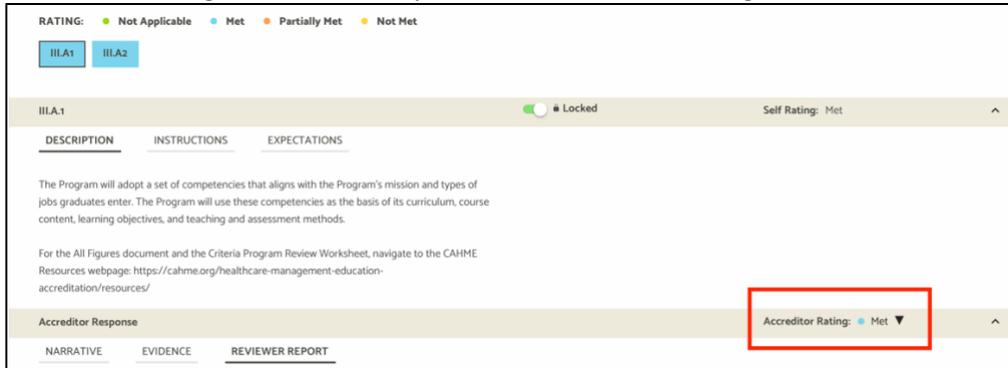## Collaboration Section/Comments Section for Reviewers:

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.
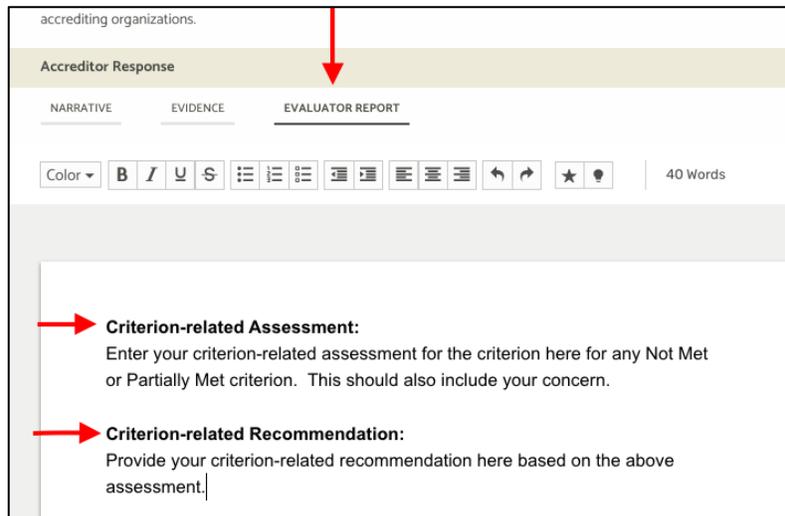
Final Report Writing:

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:

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":
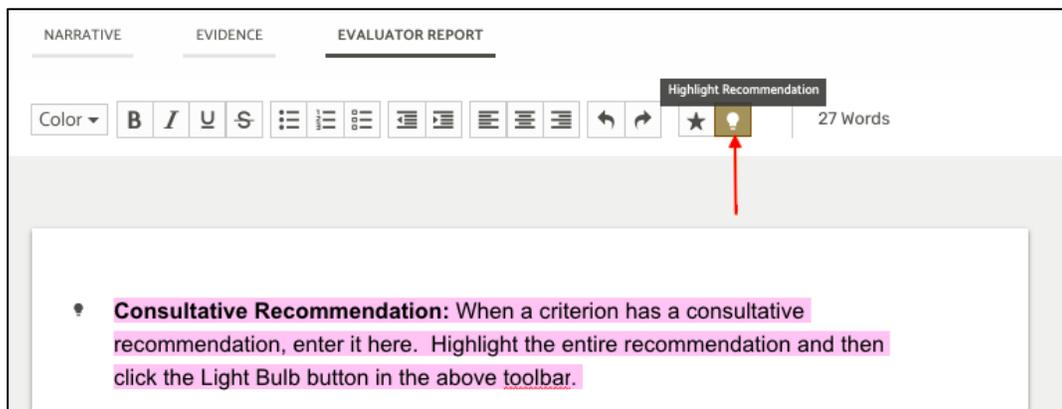

For a **Consultative Recommendation**, the Evaluator Report should look as follows:
*Note that for a Consultative Recommendation, the criterion itself will still be labeled as 'Not Met', 'Partially Met' or 'Met'.

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

*Note that for a Strength, the criterion itself will still be labeled as 'Not Met', 'Partially Met' or 'Met'. We will no longer be labeling the criterion itself as 'Exceeds'.

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.

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.

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.

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.

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 Accreditor' 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.