Written Report Instructions
Report Type: Follow-Up Report
For Conditions, Warning, or Good Cause

Note: *Terms that are written in* <u>**purple**</u> *are defined in the* **ACEN Glossary**. *Documents that are written in* <u>**blue**</u> *are documents and information that are available on the* **ACEN Website**. *Faculty are encouraged to review and use the ACEN Glossary and templates available on the ACEN Website when writing a report for the ACEN.*

Purpose:

The Follow-Up Report (FUR) is written and submitted in response to the Board of Commissioners' (BOC) previous findings of non-compliance in alignment with **ACEN Policy #4**. A Follow-Up Report is submitted based on a timeline determined by the BOC. In addition to submission of a Follow-Up Report, <u>*some*</u> programs with Conditions and **all** programs with Warning or Good Cause status will have an onsite visit from a team of peer evaluators. The Follow-Up Report is a report that provides a written summary and description of the program's compliance with **all Criteria** in <u>only</u> the Standard(s) with which the program was *found to be in* <u>*non-compliance*</u> *at the time of the last BOC decision.*

The Follow-Up Report provides peer evaluators an overview of the program and the program's assessment of its current compliance with the Standards with which the BOC previously identified it as being in non-compliance. Peer evaluators <u>will not</u> have access to any previous documents (e.g., Self-Study or Site Visit Reports); therefore, it is essential that the Follow-Up Report clearly describe the issues leading to the finding of non-compliance, what has changed since non-compliance was identified, and what progress has made in the intervening time to address the identified areas of non-compliance.

Required Follow-Up Report Content
Sample Template

SECTION 1: Program Information
(REQUIRED INFORMATION)

Governing Organization
 Name:
 Street Address:
 Mailing Address: (*if applicable*)
Chief Executive Officer
 Name:
 Credentials:
 Job Title:
 Telephone:
 Email:
Campus Chief Executive Officer (*if applicable*)
 Name:
 Credentials:
 Job Title:
 Telephone:
 Email:

Governing Organization Accreditation

Accrediting Agency:

Current Accreditation Status:

Date of Last Review:

Date of Next Review:

Nursing Education Unit

Name of Nursing Education Unit/Program(s):

Program Type(s) (*Include only those programs addressed in the written report; e.g., associate, baccalaureate*):

Street Address:

Mailing Address: (if applicable)

Nurse Administrator

Name:

Credentials:

Job Title:

Telephone:

Email:

State Regulatory Status

Regulatory Agency:

Current Status with Regulatory Agency:

Date of Last Review:

Date of Next Review:

ACEN Accreditation

Year(s) Nursing Program(s) Established:

Date of Initial Accreditation:

Date of Last Review: (*if applicable*)

Current ACEN Accreditation Status:

Date of Next Review: (*if applicable*)

ACEN Accreditation Standards and Criteria used for this report:

Program of Study and Program Options

Name of Program option (as cited in the program of study):	
Program of study:	☐ Full-time ☐ Part-time ☐ Both
Frequency of Admission:	☐ Fall ☐ Winter ☐ Spring ☐ Summer ☐ Rolling ☐ Other:
Type of Academic Term:	☐ Quarter ☐ Trimester ☐ Semester ☐ Other:
Number of Weeks in an Academic Term:	

Add more tables as needed

Program Locations, Program Options, Methods of Delivery, and Enrollment

Program Location: Name/Address	Program Options Offered	Total Number of FT and PT Students Enrolled in Each Program Option	Methods of Delivery for Each Program Option (e.g., face-to-face, online, hybrid)

Add more lines as needed

Program Length Table

Program Option	Total Number of Academic Terms to Complete Program	Total Credit/Clock Hours Required to Complete Program	Total Nursing Credit/Clock Hours Required to Complete Program	Total Credit/Clock Hours Awarded for Prior Learning (*if applicable*)

Add more lines as needed

SECTION II: Report Narrative

- Program Overview
    - Brief history of the program including a summary for the reason for the Follow-Up Report.
    - A summary of any major changes since the ACEN Board of Commissioners' decision (e.g., new leadership; curriculum revisions)
    - A brief summary of the Standards and Criteria with which the program was found to be in non-compliance and the evidence of non-compliance found at the time of the last review (refer to the Board of Commissioners' accreditation decision letter).

- Narrative addressing the program's compliance with **REQUIRED Standards** and **Criteria**
    - The Follow-Up Report must include **only** the Standard(s) with which the program was found to be in non-compliance at the time of the last Board of Commissioners decision
    - The Follow-Up Report must include **all** Criteria for the Standard(s) with which the program was found to be in non-compliance at the time of the last Board of Commissioners decision
        - The narrative should include an *emphasis* on the Criteria with which the program was found to be in non-compliance and should provide specific examples of what was previously identified as non-compliance and what changes/progress have been made to address the issues.
    - Use the *ACEN Guidelines for Written Reports*, available on the ACEN website, as a guide for writing the report and identifying supporting evidence for the Standard(s) included in the report
    - Include tables and graphs as appropriate to effectively describe and demonstrate compliance
    - Ensure internal consistency and accuracy of the information in the Follow-Up Report

SECTION III: Appendices

- Required Appendices (*as applicable*)
  - If Standard 2 is to be included in the Follow-Up Report:
    - **Faculty Profile Table,** including Cover Sheet, Tables, and Qualification and Professional Development addenda
    - **Laboratory Personnel Profile Table** including Coversheet (if applicable)

    Note: *Use the most current versions of the Faculty and Laboratory Personnel Profile Tables posted on the ACEN website*
  - If Standard 4 is to be included in the Follow-Up Report:
    - Abbreviated course syllabi (1–2 pages, all nursing courses)

    Note: *Abbreviated course syllabi requirements are described in the ACEN Guidelines for Written Reports*
  - If Standard 6 is to be included in the Follow-Up Report:
    - Systematic Plan of Evaluation
    - **Note:** *Optional template available on the ACEN Website*
  - Required appendices are not included in the page limitation
- Optional Appendices
  - Selected documents, or excerpts from documents, and/or lengthy tables or exemplars referenced in the narrative, that provide supporting evidence of the program's compliance with the Standards and Criteria

    Note: Optional appendices are included in the total page limitation for the written report.

Format for Sections I, II, & III:

- Follow-Up Report and Appendices
  - Electronic and searchable document (*avoid scanned documents*)
  - One <u>single</u> document (*narrative and appendices*)
  - Sequentially paginated (*including appendices*)
  - Written in English
  - Minimum of an 11-point font size for narrative sections, a 10-point font size may be used in tables
  - Tables:
    - Titled, numbered, and referenced in the written narrative
    - Columns or rows should be clearly labeled as appropriate
    - Tables included in the narrative should be a single page or less. Longer tables should be included as an appendix and the information referenced and summarized in the narrative
  - Hyperlinks may be included in the report, ensure all hyperlinks are functioning prior to submission and are accessible to external reviewers (no intranet links)
  - For programs with Conditions, the Follow-Up Report, including the program information, report narrative, and optional appendices, is not to exceed 100 pages
    - *Required* appendices are not included in the page limitation
  - For programs with Warning or Good Cause, the Follow-Up Report including the program information, report narrative, and optional appendices is not to exceed 150 pages
    - *Required* appendices are not included in the page limitation

Supporting Evidence for Follow-Up Reports

Electronic (non-confidential) documentation providing evidence of the program's compliance (all non-confidential)

- *Examples* of supporting evidence and suggestions for organizing supporting evidence are available in the *ACEN Guidelines for Written Reports & Guidelines for Submitting and Organizing Supporting Evidence* available on the ACEN website

Supporting Evidence Format

- Electronic and searchable document (avoid scanned documents)
- Non-confidential or redacted documentation only
- For programs that conduct some, or all, of their program in a language other than English,
  - Substantive evidence should be provided in English (*Refer to the ACEN Guidelines for Written Reports for additional information*)
  - During the site visit, multiple translators/interpreters should be provided for the team

Submission of the Follow-Up Report and Supporting Evidence

For programs with <u>Conditions that do not have a required visit</u>:

- Follow-Up Reports due in the Fall Cycle must be submitted by October 15th.
- Follow-Up Reports due in the Spring Cycle must be submitted by March 15th.
- Send one USB storage device with all required components of the Follow-Up Report inclusive of the narrative, required appendices, and optional appendices, **and** supporting evidence directly to the ACEN at:

> **Accreditation Commission for Education in Nursing**
> **3343 Peachtree Road NE, Suite 850**
> **Atlanta, GA 30326**
>
> **DO NOT send any paper copies to the ACEN.**

For programs with <u>Conditions that have a required visit or for programs with Warning or Good Cause</u>:

Include the following in the Follow-Up Report:
Planned Interviewee List (*As applicable*)
Note: *The nurse administrator should work with the Team Chair/Peer Evaluators to identify which individuals should be interviewed during the Follow-Up Visit, based on the Standards to be reviewed.*

- List individuals with whom interviews are *planned*.
- Include full names, titles, and credentials for:
  - Administrative Staff
  - Student Support Services Staff
  - Nursing Faculty
  - Support Personnel
- This list can be revised at the time of the visit.

Planned Supporting Evidence (*As applicable*)

- List supporting evidence (print and electronic) the program has *planned* to provide as evidence of compliance with the Standards and Criteria.
- List by category:
  - Catalogs, Handbooks, and Manuals
  - External Constituency Documents
  - Nursing/Governing Organization Documents
  - Meeting Minutes
  - Course Materials
- This list can be revised at the time of the visit.

Submission of the Follow-Up Report:

- Follow-Up Report due no less than six weeks prior to the date of the scheduled visit.
- Send one USB storage device with all required components of the Follow-Up Report, inclusive of the narrative, required appendices, and optional appendices, directly to the ACEN at:

  Accreditation Commission for Education in Nursing
  3343 Peachtree Road NE, Suite 850
  Atlanta, GA 30326

  DO NOT send any paper copies to the ACEN.

- Send one USB storage device with all required components of the Follow-Up Report, inclusive of the narrative, required appendices, and optional appendices, and supporting evidence, directly to each peer evaluator, **and**
- Send one, securely bound, paper copy of the Follow-Up Report inclusive of the narrative, required appendices, and optional appendices (*do not send paper copies of any supporting evidence*) directly to each peer evaluator
  - **Note:** *refer to the team assignment letter for the names and contact information of each peer evaluator*
    - The Team Chair assigned to the visit may contact the nurse administrator directly with requests for additional documentation prior to the visit
      - Additional documentation requested by the Team Chair prior to or during the site visit *should not* be submitted to the ACEN
      - Submission processes for additional documentation requested by the Team Chair are arranged between the nurse administrator and the Team Chair

Review Process

If there is a scheduled Follow-Up Visit, the onsite peer evaluators will verify, clarity, and amplify what is written in the Follow-Up Report and will write a Follow-Up Site Visit Report and make a recommendation about the program's compliance with the Standards and Criteria reviewed. The Follow-Up Report and Follow-Up Site Visit Report (if applicable) are reviewed by the Evaluation Review Panel (ERP). The ERP makes a recommendation to the Board of Commissioners whether the nursing education unit/program has demonstrated compliance with the Accreditation Standards with which the program was previously found to be in non-compliance. The peer evaluators' (if applicable) and the Evaluation Review Panel's recommendations regarding compliance with the Accreditation Standards are forwarded to the Board of Commissioners for review and action. Decision options for the Board of Commissioners are based on

Policy #4. The dates for the Evaluation Review Panel and Board of Commissioners meetings are available on the ACEN website.

The ACEN Directors are available to answer questions you may have regarding the Follow-Up Report or the decision-making process. To speak with a Director, please call the ACEN office at (404) 975-5000.