

January 8, 2018

Dear Dr. Milam,

2017, the final year of the TAACCCT grant partnership between LFCC and AHIMA, culminated in the development of a curriculum framework for the health information technology specialist certificate as well as development and delivery of a corresponding certificate assessment program. The specific details are as follows:

Q1-Q2, 2017 – Curriculum Competency Framework

- Health Information Technology Specialist curriculum framework developed through the efforts of multiple volunteers. This framework was based on the results of the job task analysis conducted in 2016 under the auspices of the TAACCCT grant. Costs related to the curriculum framework were staff and volunteer time and online meetings. AHIMA assumed these expenses.

Q3-Q4, 2017– Assessment exam development

- Item writing – AHIMA recruited and retained the necessary subject matter experts to create a rigorous online assessment tool, intended to be used by individuals that have undergone training or formal education using the curriculum competency framework. For this first delivery of the exam, proxy subjects were recruited to take the exam based on similar training, education, or entry-level employment matching the anticipated audience of this certificate. Costs associated with item writing were AHIMA staff costs (contributed by AHIMA), face to face meeting costs including travel, item writing stipend payments to volunteers, and meeting facilitation costs covered by the TAACCCT grant.
- Item Analysis – Once the items were written, they were analyzed and validated. Costs associated with this were staff costs (contributed by AHIMA), online meeting facilitation, and item analysis stipend payments to the volunteers that were covered by the grant.
- Form Development and Form Review – Following item writing and item analysis, the assessment form was developed, entered into the exam system, and validated for delivery. Costs associated with this part of the project were staff and volunteer costs (contributed by AHIMA) and exam development facilitation costs.
- Pilot test delivery – The pilot exam was delivered 12/4-12/15/17 online. AHIMA recruited 30 students to take the exam during this time frame, although only 18 of the recruited 30 took the exam as planned. Costs associated with this phase of the project were covered by AHIMA.
- Standard Setting – Following the exam, a face to face meeting of subject matter experts was conducted to validate the exam results and compare the results of the test group to the results of the subject matter experts. Costs associated with this phase of the project included staff and volunteer time contributed by AHIMA, and face to face meeting costs including travel and meeting facilitation services.



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Follow up work to be accomplished by AHIMA outside of the scope of the grant partnership in 2019 and beyond:

- In early January 2018, the exam pass score was set. Currently, the individual exam results of the pilot test takers are being assessed. Those candidates that passed the exam will be notified (anticipated before 2/1/18)
- Digital badge to be issued to the first group of individuals that passed the assessment in the pilot test phase (anticipated before 2/1/18)
- Introduction of curriculum framework to AHIMA's existing HIM network and community (anticipated Q2-Q4, 2018)
- Marketing of the Health Information Technology Certificate within and outside of AHIMA's HIM network and community (anticipated Q3-Q4, 2018)
- Routine delivery of assessment on an ongoing basis (anticipated Q3-Q4, 2018)

Sincerely,

A handwritten signature in black ink that reads "Asha R. Maricella". The signature is written in a cursive, flowing style.

Vice President, Academic Affairs and Certification

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