Writing Effective Annual Reports

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Outline

• Accreditation Highlights
• Accreditation processes
• The function of the annual report
• The anatomy of the annual report
• Tips and Tricks for better report writing
CPA Accreditation by the numbers

Accredited Doctoral Programmes
Accredited Internship Programmes

<table>
<thead>
<tr>
<th>Year</th>
<th>Accredited Doctoral Programmes</th>
<th>Accredited Internship Programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>33</td>
<td>32</td>
</tr>
<tr>
<td>2014</td>
<td>33</td>
<td>35</td>
</tr>
<tr>
<td>2015</td>
<td>33</td>
<td>35</td>
</tr>
<tr>
<td>2016</td>
<td>34</td>
<td>35</td>
</tr>
<tr>
<td>2017</td>
<td>36</td>
<td>37</td>
</tr>
<tr>
<td>2018</td>
<td>39</td>
<td>39</td>
</tr>
<tr>
<td>Current</td>
<td>40</td>
<td>39</td>
</tr>
</tbody>
</table>
As of April 2019, CPA accredits 79 programmes in total:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Doctoral Programmes</th>
<th>Internship Programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Psychology</td>
<td>31</td>
<td>35</td>
</tr>
<tr>
<td>Counselling Psychology</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>School/Clinical Psychology</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Clinical Neuropsychology</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>40</strong>*</td>
<td><strong>39</strong>*</td>
</tr>
</tbody>
</table>

* The Total does not equal the sum of the number of programmes listed above as some programmes are cross-listed (e.g. school and clinical psychology).
Accreditation Highlights

• Public Consultation survey data analyzed
• Standards Review Committee established
• Continued liaison relationships with: APA, ACPRO, CCTC, ASPPB, CCPPP
• Consulting on establishment of online portal for programmes
• Summit on Future of Professional Psychology Training
Accreditation Processes
Programme completes self-study

Programme submits self-study to Accreditation Office (Application Fee when Applicable)

Pre-site-visit consultation (and review of pre-site-visit report)

Application is reviewed for completeness and compiled for Panel Reviewer

Panel Reviewer reviews Self-Study Material for completeness and basic compliance with Standards (focus on Eligibility Criterion)

Site Visit Authorized
1. Programme is provided with list of potential Site Visitors by Accreditation Office and asked for list of dates for SV
2. Programme verifies list of potential visitors for conflict of Interest

Accreditation Office polls potential visitors not in conflict with programme for availability during dates provided by programme

Site Visit Denied

APPEAL

(Continued on next page)
Once a match is found, Accreditation Office notifies programme of SV dates
1. Invitations are issued by the programme
2. Programme sends SS material to SV team and reserves accommodations
3. Accreditation Office sends other preparation material to SV team

Site Visit
1. Team Planning Session
2. Scheduled interviews
3. Closing interviews
4. Draft Report

Complaints against Site Visitors

Site Visit Report
1. Prepared according to CPA Guidelines, and submitted to Accreditation Office within 30 days of visit
2. Report sent to programme for response

Programme Response to Report
1. Submitted to Accreditation Office within 30 days of receipt
2. Response includes objections, corrections, and additional information
3. Programme invoiced for SV

(Continued on next page)
Panel Decision at Spring or Fall Meeting
1. Award, reaffirmation, or denial of accreditation
2. Accreditation, probationary status, or inactive status
3. Accreditation effective date of site visit
4. Programme notified of decision by telephone and letter

Programme submits annual report
September 15th of each year
Programme responds to items in previous accreditation or reaffirmation letter

Annual reaffirmation decisions made at fall Panel meeting each year

Probation

Inactive

Reaffirmation
Programme receives reaffirmation letter
Programmes invoiced for accreditation annual fees

At the end of a programme’s accreditation term
1. Accreditation Office assigns the programme a self-study submission period
2. Programme submits SS by deadline, and process start over

Appeal of decision
Must be filed within 30 days of decision letter

We are here
The Function of the Annual Report

The annual report is a limited self-study that allows the programme to document its continued compliance with the Standards at the level of its accredited status. (Accreditation Standards, p.80)

Standards deemed by the Panel to be not fully met will be followed up through the programme's annual report as monitoring items. (Accreditation Standards, p. 79)
The Function of the Annual Report

• In essence, the annual report serves as a check-in point with the accreditation Panel on:
  • Matters that have previously been flagged by the Panel
  • Matters that the programme indicated it would follow-up on.
  • Emerging issues/developments that could have bearing on a programme’s adherence to the Standards

• The annual report provides evidence of continuity of your programme’s addressing issues between re-accreditation visits.
The Anatomy of an Annual Report
Anatomy of an Annual Report

Demographics

Date:  
Name of Programme:  
Name of University:  
Professional Area:  
☐ Clinical Psychology  
☐ Counselling Psychology  
☐ School Psychology  
☐ Clinical Neuropsychology  
☐ Combined – specify:  

In addition to the foregoing text, please remember to include all of the following documents as part of your programme’s annual report submission:

☐ Written text of annual report  
☐ Completed ‘Programme Contact Information’ pages, with signatures  
☐ Completed annual report tables 1 and 2  
☐ Completed ‘Public Disclosure’ tables 1 through 4  
☐ Updated programme brochure  
☐ 2 page CV’s for any new hires (if applicable)  
☐ Any other recently significantly revised forms, manuals, handbooks (if applicable)
Anatomy of an Annual Report

Previous monitoring items

1. Please respond to the items contained in your programme's most recent annual reaffirmation or re/accreditation letter that were identified for follow up in this year's annual report. Please organize your responses according to the related standard.

I. Eligibility
   Click here to enter text.

II. Philosophy, Mission and Curriculum
   Click here to enter text.
Anatomy of an Annual Report

Reaffirmation Letter

The Panel looks forward to following programmes’ developments through their annual reports. The Panel requests clarification and updates on the following information when filing your 2018-2019 annual report (or 2019-2020 self-study):

- The Panel noted that … (Standard XX)
- Please continue to update the Panel on … (Standard XX)
- Report on any changes that have taken place in 2018-2019, or which are anticipated for 2019-2020, with respect to the Accreditation Standards.

Annual Report

1. Please respond to the items contained in your programme’s most recent annual reaffirmation or re-accreditation letter that were identified for follow up in this year’s annual report. Please organize your responses according to the related standard.

   I. Eligibility
   II. Philosophy, Mission and Curriculum
2. Please describe any changes/challenges/enhancements to the programme which have taken place in 2018-19, or which are anticipated for 2019-20, with respect to each of the Accreditation Standards. In so doing, it may be helpful to review the criteria of each standard by referring to the 2011 Accreditation Standards and Procedures for Doctoral Programmes and Internships in Professional Psychology.

The Panel also welcomes you to take this opportunity to highlight any notable accomplishments or other interesting activities your programme has engaged in over the past year.

Please do ensure that at a minimum, you comment on your programme’s activities in relation to Standard IX – Programme Evaluation and Quality Improvement. This standard is one of the key ways through which programmes can demonstrate their responsiveness to the standards and ongoing commitment to high quality training.

I. Eligibility
   - Click here to enter text.

II. Philosophy, Mission and Model
   - Click here to enter text.

III. Diversity
   - Click here to enter text.
ACCREDITATION PANEL FOR DOCTORAL PROGRAMMES
AND INTERNSHIPS IN PROFESSIONAL PSYCHOLOGY
ANNUAL REPORT

Dates: Click here to enter text.

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I. Eligibility
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   Click here to enter text.

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I. Eligibility
   Click here to enter text.

II. Philosophy, Mission and Model
   Click here to enter text.
Other Considerations (Tips and Tricks)

• Accreditation is a collegial process

• Succinctness is key!

• Link reports of changes and new information to the Standards

• Don’t forget last year’s monitoring items

• Remember to report on PE & QI
Thank you! Questions?