

JRC-DMS Self-Study List of Document Uploads with Labels

This list is provided as a resource for programs preparing files for upload to the Self-Study instrument in the JRC-DMS Online Portal.

Page Name in Instrument	Document Label(s)	Single or Multiple File Uploads Allowed
PROGRAM INFORMATION	ProgramNumber_RAS ProgramNumber_RASverify or ProgramNumber_RAS2*	Multiple <i>*for multiple RAS file uploads, add file name & #</i>
ATTESTATION and SIGNATURES	ProgramNumber_Attestation	Single
ANNUAL REPORT and SELF STUDY QUESTIONNAIRES	ProgramNumber_AnnualReport	Single
SPONSORSHIP	ProgramNumber_InstitutionAccred ProgramNumber_ConsortAgreement* ProgramNumber_ConsortOrg*	All are Single file uploads <i>*only if consortium</i>
ADVISORY COMMITTEE and GOAL STATEMENT	ProgramNumber_AdvBoardRoster ProgramNumber_CommMtgMins	Single Single
KEY PERSONNEL	ProgramNumber_PD_JobDescript ProgramNumber_PD_CV* ProgramNumber_ClinCoord_JD ProgramNumber_ClinCoord_CV*_ ProgramNumber_ConcCoord_JD ProgramNumber_ConcCoord_CV* ProgramNumber_MA_JD ProgramNumber_MA_CV*	Job descriptions are all Single file uploads and CV uploads are Multiple, if needed <i>*if multiple personnel are in the role, add initials & #</i>
FACULTY and INSTRUCTIONAL STAFF	ProgramNumber_Faculty_JD ProgramNumber_Faculty_CV* ProgramNumber_CI_JD	Single Multiple, if needed Single <i>*if multiple personnel are in the role, add initials & #</i>
CURRICULUM	ProgramNumber_CurrSequence ProgramNumber_CurrMap_GenEdCommon ProgramNumber_CurrMap_ConcentrationAbbrev (i.e. 199999_CurrMap_Vasc or 199999_CurrMap_MSK) ProgramNumber_MasterList	All are Single file uploads
RESOURCE ASSESSMENT	ProgramNumber_PersonnelResSurveys* ProgramNumber_StudentResSurveys* ProgramNumber_ProgResourceMatrix	Single file uploads (must be combined into one file) Single (matrix .xls)
STUDENT EVALUATIONS	ProgramNumber_ProgramClinCommLog	Single
OUTCOMES ASSESSMENTS	ProgramNumber_GradEmployMatrix ProgramNumber_GradSurveys ProgramNumber_EmployerSurveys ProgramNumber_CredentialExamRep	Single Multi/Single per cohort Multi/Single per cohort Multi/Single per cohort
FAIR PRACTICES	ProgramNumber_DocumentTitleabbreviation (i.e. 199999_AdvPlacmntPolicy.doc or 199999_TechStds.pdf)	Multiple/Single per document
SAFEGUARDS and STUDENT RECORDS	ProgramNumber_HumanSubjctVolPolicy ProgramNumber_StudentVolConsent ProgramNumber_VolunteerConsent	All single file uploads
CHANGES, AFFILIATES and AGREEMENTS	ProgramNumber_ChangeApproval (if applicable) ProgramNumber_ClinAffiliates (all on one worksheet)	Single Single

Additional Information

Program Number

- The program ID number is included as a prefix when labeling any files to be uploaded to the self-study instrument.
- This program (ID) number is assigned and provided by the JRC-DMS. The number is typically a six-digit number located in parentheses adjacent to the organization/program name.
- New programs applying for initial accreditation will be assigned temporary numbers that begin with the letter “T.”

Document Upload Information/Notes

1. All documents must be oriented correctly so that when viewed, they do not need to be rotated.
2. Certain documents must be combined or merged into a single file upload as noted in the table.
3. The page names with the document labels in the table below are listed in the order that they appear in the self-study.
4. RAS is the acronym for the CAAHEP Request for Accreditation Services form.
 - a. The program must complete and submit the RAS to CAAHEP and subsequently be verified by CAAHEP.
 - b. Some programs may have more than one RAS and/or associated verification files. To label the additional files, add the program number prefix.
5. The (blank) attestation form may be downloaded from the Shared documents library when logged into the JRC-DMS Online Portal. Alternatively, email online-accredit@jrcdms.org to request the attestation (pdf or docx file types) form.
6. The Annual Report Template posted on the JRC-DMS “Get Started” web page, is for initial programs to utilize.
 - a. The completed Annual Report Template is uploaded on the ANNUAL REPORTS page, and on the CHANGES, AFFILIATES and AGREEMENTS page, the Clinical Affiliates worksheet is a required upload.
 - b. Reaccrediting (continuing) programs will obtain a copy of their most recent Annual Report from the Online Portal for upload on the ANNUAL REPORT page. On the CHANGES, AFFILIATES and AGREEMENTS page reaccrediting programs will need their most recently updated, Clinical Affiliate Sites list that is used when the Annual Report is completed.
7. The CVs listed for personnel **must be** the completed JRC-DMS Summary CV forms for Program Personnel and Medical Advisors.
 - a. As indicated in the table, if more than one individual is in the same role, include the individual’s initials and a number. Example for two Clinical Coordinators: 199999ClinCoord_CV_AA1, 199999ClinCoord_CV_BC2
8. On the CURRICULUM page there are several required document uploads.
 - a. If program chooses to upload a CMS substitute file, be sure the substitute includes the elements in the JRC-DMS spreadsheets.
 - b. Related to the curriculum maps, “Location” means where the site visitors can review the learning materials.
 - i. Examples of locations may be the learning module, the chapter of a textbook, or the title of one or more PowerPoint presentations.
 - ii. Proficiencies may be taught in the lab, which may be in a different location than the classroom.
9. Before administering any surveys, be sure to verify the program is utilizing the most current versions that align with the associated matrices.