



Performance in Practice Review Requirements and Instructions

The LSMS utilizes the review of a provider's performance in practice, as seen in materials from CME activities, to verify that the provider meets LSMS' expectations. This document outlines the requirements for assembling and submitting performance in practice materials to the LSMS for the accreditation process.

The LSMS' Process for Selecting Activities for Review

The LSMS notifies providers via mail of the activities selected for review. The activities selected are based on the list of activities that your organization submitted. They represent a sample from 1) across the years of your accreditation term; and 2) among the types of activities that are produced. *If enduring materials, journal CME, or internet CME activities are selected for review, you will be expected to submit the CME product from the activities chosen for performance in practice review.* These products will be reviewed for compliance with LSMS policies specific to their activity format. A minimum of fifteen (15) activities will be selected for review. If the provider does not have fifteen activities available for review; all of the provider's activities across the years of your accreditation term will be reviewed.

Keep in mind:

- Providers are accountable for demonstrating performance in practice for all activities selected for documentation review. In addition, when mutually agreed upon by LSMS staff and the provider, providers may invoke evidence from an additional activity of their choosing if the sample selected by LSMS does not capture best practices or accurately reflect their CME Program. Please contact LSMS staff for details.
- If, after reviewing the list of selected activities, an error such as incorrect activity date or format is noted, please notify LSMS via email or fax and the selection will be updated.

Instructions for Preparing Materials for Review

Submit labeled evidence according to the specifications outlined in this communication; activity files will be returned if you do not comply with these requirements.

Step 1 – Download the Labels

Download the LSMS Documentation Review Labels. This label template is pre-formatted to print onto *Avery Standard File Folder Labels #5266*. You may use either white or colored labels.

Step 2 – Label Relevant Evidence to Support Compliance

Place the corresponding label on the evidence. LSMS does **NOT** need to see your entire working activity file. Instead, you should pull just those materials that help your organization demonstrate compliance with the LSMS Criteria or Policy on the label. The evidence is of your performance in practice.

The LSMS recognizes that your organization has transitioned to the Updated Accreditation Criteria announced in September 2006. The LSMS' accreditation process will be sensitive to this transition and will seek to illicit information regarding the status of your organization's implementation process.

Your organization may not have evidence to demonstrate that a Criterion was met in an activity because:

- (A) the date of the activity precedes your organization's implementation of the Criterion listed on the label; or
- (B) the Criterion is not applicable to the activity. Labels 10, 14-16, and 21-27 explicitly state "if applicable" because those are the labels for Criteria that may not be applicable to all CME activities.

If you **do not have evidence** from an activity to demonstrate that the activity meets the Criterion, place the label for the Criterion on a sheet of paper which explains why there is no evidence. For example, “No evidence because the date of the activity preceded our organization’s implementation of the Updated Criteria” or “No commercial support accepted for this activity”. *Please know that surveyors may discuss with you during your site survey the implementation timeline your organization utilized to integrate the Updated Criteria into your activity planning processes.*

Helpful Tips: (Note - Contact LSMS with questions)

- You should utilize materials developed for the activity to help your organization demonstrate compliance. A review of your organization’s performance in practice is not intended to generate new or additional documentation.
- If multiple Criteria and/or Policies are addressed on one document (such as a course brochure or syllabus page), you may affix more than one label to the document.
- If you opt to include strings of email communications or meeting minutes as evidence of your performance in practice, highlight the items relevant to the label(s).
- Use discretion in selecting evidence that relates specifically to compliance criteria. The LSMS does not need to see every sign-in sheet, every completed activity evaluation form, faculty CVs, slide packets or other handouts in their entirety in order to verify compliance. However, all signed written agreements must accompany a list of commercial supporters, if commercial support was received.
- *Remember that blank forms and checklists alone do not verify performance in practice.*

Step 3 – Assemble an Activity File

Instructions:

1. Labeled evidence for each activity selected must be submitted in an 8 ½” by 11” file folder.
2. Affix label on the front of folder that specifies:
 - Activity title as it appears on the CME Activity List;
 - Activity date and location;
 - Type of Activity (Your only choices are Lecture, Internet Activity Live, Internet Activity Enduring Material, Enduring Material, Journal CME, Journal-based Manuscript Review, Test Item Writing, Committee Learning, Performance Improvement, and Internet Searching and Learning);
 - Directly or jointly sponsored activity;
 - If commercial support was accepted

Helpful Tips

- *The name, date and location that you provide to identify each activity should be the same as it appears on your list of CME activities. Any variation must be explained to the LSMS prior to the submission of the materials.*
- *Your activity file should be easy to navigate through. You may consider using colored sheets, tabs, or pagination to organize your activity file.*
- *Provide documentation that effectively demonstrates Compliance. “More” is not necessarily “better.”*

Step 4 – Enclose the CME Product

If an internet, journal-based and/or enduring material CME activity is selected for review, please submit the **CME product** in its entirety in addition to the labeled evidence for these activities. CME products are being requested to assess compliance with LSMS policy requirements relative to the activity type. Please make clear where the information supporting compliance with the policy requirements can be found by providing written directions, a direct link to online activities or URL, and a username and password, when necessary. If an internet activity selected is no longer available online, you may submit the activity saved to CD-ROM or provide access to the activity on an archived web site. If LSMS surveyors have difficulty accessing the activities or finding the required information, you will be expected to clarify this evidence at the time of the site survey.

Step 5 – Have Materials Prepared Prior to Site Survey Time

Materials will be reviewed with the provider by the site survey team on the day of the provider’s site survey. All materials should be prepared for review and submitted to the LSMS two weeks prior to the site survey.