

## ACDIS Furthering Education Committee: Informational Documents

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### Quick-Reference Bookmarks

- [Purpose and Terms of Service](#)
- [Scope of Work and Process](#)

## Purpose and Terms of Service

### Objective

The Association of Clinical Documentation Integrity Specialists' (ACDIS) Furthering Education Committee exists to maintain and update the ACDIS CDI Scholarship Program and plan for the annual CDI Week activities. Committee member volunteers will be sought annual in June during ACDIS' regular committee call.

From June till September, the committee works with Associate Editor Carolyn Riel to plan for the annual CDI Week festivities (which take place the third week of September), develop and brainstorm resources to help people celebrate and recognize the efforts of CDI professionals, and participate in Q&As based on the annual CDI Week Industry Survey.

From September through February, the Committee works with Editor Linnea Archibald to maintain and update scholarship criteria and application processes, select scholarship recipients from a pool of applicants, and promote continued CDI education among the ACDIS and broader CDI communities.

Throughout their term, committee members will meet on a regular basis over conference calls to meet the above objectives, typically on a monthly basis depending on seasonal needs.

### Essential responsibilities related to CDI Week:

- Plan activities for the annual CDI Week festivities
- Develop and brainstorm resources to help people celebrate CDI Week and recognize the efforts of CDI professionals
- Further the mission of CDI Week by being an outspoken advocate for the profession as a whole and a resource to the ACDIS and broader CDI community

- Assist with one's own CDI Week internal celebrations bringing insight from committee work back to facility-specific endeavors
- Participate in at least one interview (conducted over email or phone with the committee coordinator) on a topic covered by the annual CDI Week Industry Survey
- Join fellow committee members and ACDIS editors on regular conference calls to discuss plans for CDI Week and accomplish the tasks outlined above
- Provide insight into current industry needs, evaluate opportunities and gaps in ACDIS' current CDI Week offerings, and help chart the overall trajectory of committee activity
- Contribute to other committee efforts as interest, expertise, and availability permit

#### Essential responsibilities related to the Scholarship:

- Provide feedback on scholarship processes, such as award criteria and application processes
- Assist ACDIS administration in selecting award recipients annually in January
- Join fellow committee members and ACDIS staff on monthly conference calls (excluding December) to discuss ongoing projects and potential opportunities
- Provide insight into current industry needs, evaluate opportunities and gaps in ACDIS' current offerings, and help chart the overall trajectory of committee activity
- Contribute to other committee efforts as interest, expertise, and availability permit

#### Code of professional conduct

ACDIS Furthering Education Committee members are expected to exercise professionalism, diplomacy, and discretion when conducting all committee work. Professionally, committee members should hold themselves to the guiding principles of the [ACDIS Code of Ethics](#).

When topics of discussion arise on which the committee members disagree, members are expected to treat one another with respect and dignity. Committee members should leave their personal biases at the door and bring an open mind to discussions.

Should a committee member's colleague or friend submit a scholarship application, that individual committee member shall remove themselves from the conversation regarding that candidate's eligibility and merits. Committee members are, however, encouraged to promote the scholarship to their peers and recommend that individuals submit applications.

If a committee member is assigned a task which they are either unable to complete or do not feel comfortable completing, they should contact the committee coordinator, the chair, and the chair-elect immediately to ensure the work is covered.

Finally, though your private life is private, do note that your public social media posts do reflect on ACDIS and its committees and if they are found to not represent the mission of the association/this committee, you may be asked to step down from service.

#### Committee composition

The ACDIS Furthering Education Committee will consist of roughly 9-10 members, including:

- A group of individuals with diverse backgrounds that broadly reflect the composition of the ACDIS membership and the CDI profession at large, plus:
  - One ACDIS national staff member. The ACDIS staff member will facilitate meetings (i.e., set up the conference calls), set meeting agendas, and follow up on the committee's progress on various tasks as assigned between meetings to ensure the meetings run smoothly and everyone comes prepared. (Note that Linnea Archibald and Carolyn Riel will share responsibility for this committee.)

ACDIS members in good standing may apply to serve on the committee. For additional information, please contact Linnea Archibald and Carolyn Riel at [larchibald@acdis.org](mailto:larchibald@acdis.org) and [criel@acdis.org](mailto:criel@acdis.org).

### Term duration and prerogatives

ACDIS Furthering Education Committee membership will be evaluated annually, and reappointment decisions will be rendered based on editorial needs, the given committee member's past contributions and continued desire to serve. Volunteers will be sought each June and their term will extend until the end of February after Scholarship recipients have been selected.

Committee members may not serve more than a three-year period. After at least a year hiatus, an individual may volunteer to serve on the committee at the discretion of the coordinator and ACDIS administration.

Those needing to step down from volunteer duties due to a change in position, family obligations, or other matter may do so at any time but should provide at least 30-day advance notice to the coordinator to maintain continuity of the group and to allow a replacement volunteer to be identified.

Any volunteer who does not fulfill the expectations of the committee and does not communicate with the coordinator, ACDIS administration, or the committees chair/chair elect over two cycles (two months' time and two meetings) may be asked to step aside to allow a new volunteer to be chosen to maintain the continuity of the work.

In return for their important work, active committee members will receive the following benefits for the duration of their service:

- Public recognition on the ACDIS site's [Boards and Committees](#) page, as well as attribution in published articles and materials
- Discounted and/or complimentary access to products such as ACDIS books or webinars at the discretion of the coordinator and ACDIS administration
  - Requests for such discounts should be made to the committee coordinator via email

ACDIS members in good standing may apply to serve on the committee. Volunteers will be sought every June with responsibilities beginning at the end of the month. For additional information, please contact Linnea Archibald ([larchibald@acdis.org](mailto:larchibald@acdis.org)) and Carolyn Riel ([criel@acdis.org](mailto:criel@acdis.org)).

## Scope of Work and Process

The ACDIS Furthering Education Committee will meet on a monthly basis to discuss ongoing projects, brainstorm ideas for CDI Week and the ACDIS Scholarship program, and discuss individual plans for furthering education at committee members' organizations.

The main duties of the committee consist of providing resources for CDI professionals to use during their CDI Week celebrations, support the cause of CDI, maintaining the scholarship program, and selecting scholarship recipients annually.

**Note:** All descriptions of committee activities, including projected time frames, are approximations. The scope of the committee's work may vary between seasons due to changing editorial needs and CDI industry trends. That said, the coordinator will work to modulate the expected due dates for materials as necessary to ensure the committee's workload remains balanced and manageable throughout the year.

## June through September Work and Process

### Task 1: Planning activities for CDI Week

Each year, CDI Week has a theme chosen by ACDIS administration and the ACDIS membership through a poll on the website. The committee is tasked with planning activities related to that theme and sharing their own organization-specific plans with the community.

The committee coordinator will compile all the activities into a list to be published on the ACDIS website and publicized in the *CDI Strategies* e-newsletter, on ACDIS' social media accounts, and elsewhere as administration sees fit.

For an example of these activity documents, [see the 2020 Committee's list here](#).

### Task 2: Developing and brainstorming CDI Week resources

ACDIS provides a number of resources to CDI professionals to aid in their CDI Week celebration. The committee members will use time during meetings to brainstorm resources that will aid this goal and individual members may be asked or volunteer to develop these tools outside of meeting time, presenting the finished product to the other members for review.

In the past, ACDIS has provided word searches, crossword puzzles, fact sheets, and press releases, but the committee is free to branch out from those ideas to create further resources for celebrating the work of CDI professionals.

### Task 3: Participating in Q&As related to the CDI Week Industry Survey

ACDIS conducts an annual CDI Industry Survey in conjunction with CDI Week and publishes an accompanying report with insight from the CDI Week Advisor (a member of the ACDIS Advisory Board). In addition to the report, ACDIS publishes daily Q&As related to the topics covered by the Industry Survey. Committee members are expected to participate in at least one of these Q&As.

Each Q&A interview will be conducted over email or phone with the committee coordinator and the full written-up interview will ultimately be between two and three pages long. The Q&As will be published on the ACDIS website and sent out to *CDI Strategies* subscribers in daily eNewsletters during CDI Week.

In 2020, the CDI Week Industry Survey (and therefore the Q&As) covered the following topics:

- Denials management/appeals
- CDI and quality
- Outpatient CDI
- Physician engagement
- Key performance indicators

Please note that the topics covered by the survey will change annually and this scope of work will be updated accordingly.

## September through February Work and Process

### Task 1: Maintaining and updating the scholarship program

ACDIS administration will provide the committee with the various scholarship materials, such as the award criteria and application form, for annual review in July at the committee's forming.

Committee members will then review the materials and come to the meetings prepared to discuss the items under review and suggest any needed updates or improvements. All scholarship materials will be reviewed annual from July to September and then launched with the application opening in September.

### Task 2: Reviewing applications and selecting scholarship recipients

The coordinator will provide committee members with the completed scholarship applications when the application period closes in November along with an evaluation matrix.

Committee members will review scholarship applications using the evaluation matrix provided by the committee coordinator and provide feedback on a number of candidate traits, including but not limited to: professional background and time in the CDI field, existing educational resources and budget, recommendations from peers, and overall application strength. This process may go through a series of review rounds should any candidates receive equal scores.

During the meetings, the committee members will professionally discuss the candidates, their strengths and weaknesses, and make recommendations for which candidates move forward in the review process and potentially receive the scholarship awards.

Between meetings, the coordinator will send the committee members notes and recordings from the meetings and follow up on any outstanding tasks or reviews. Once the scholarship committee has completed their reviews and made selections, the committee coordinator will reach out to the recipients and publicize the chosen winners.

Should concerns arise, further discussion may occur at the next committee meeting for additional review.

### Ongoing duties

Although the ACDIS Furthering Education Committee's major activities will center around the scheduled meetings, committee members are encouraged to remain engaged in their work throughout the year. The following are key ways to keep active:

- Notify the coordinator when something on the ACDIS website appears to need updates
- Bring forward “hot topics” to ACDIS administration for future coverage editorially or otherwise
- Submit forms and tools (i.e., sample policies, query forms, job descriptions, educational materials, etc.) for consideration on the ACDIS website
- Look for gaps, discrepancies, and other potential deficiencies in ACDIS’ offerings and inform the committee coordinator of potential opportunities for committee work
- Share suggestions for improving the effectiveness and efficiency of the committee’s work

[Please direct all feedback to Linnea Archibald and Carolyn Riel.](#)