



Board of Regents

University System of Ohio

John R. Kasich, Governor
John Carey, Chancellor

Memorandum

To: Secondary Career-Technical Directors and Superintendents

From: Paula Compton, Associate Vice Chancellor, Articulation and Transfer

Date: February 5, 2015

Subject: New Career-Technical Assurance Guide (CTAG): Health Information Management

I am pleased to announce the creation and adoption of a new Career-Technical Assurance Guide (CTAG) that facilitates transfer from Ohio's public secondary career-technical institutions to Ohio's public colleges and universities.

This memorandum will discuss the new Health Information Management CTAG, upcoming CTAG offerings, and request your nominations for participants in upcoming statewide meetings.

Health Information Management

The Health Information Management CTAG was created through the Secondary Career-Technical Alignment Initiative (SCTAI), a collaborative effort between the Ohio Board of Regents (OBR) and the Ohio Department of Education (ODE) that supports the legislative mandates in ORC 3333.162. Faculty experts from two-year and four-year institutions across the state worked on the initiative to ensure similar academic content by examining and providing input into ODE Content Standards and then aligning those standards with post-secondary learning outcomes. A survey was sent to all University System of Ohio member institutions for review, comment, and endorsement. Findings favored the creation of a statewide agreement. The attached Assurance Guide details the criteria that will provide secondary career-technical students the opportunity to earn credit for the approved Career-Technical Articulation Numbers (CTANs):

Introduction to Health Information Management: **CTHIM001** = 3 semester hours

Legal and Ethical Aspects of Health Information Management (Shared OAN OHL021): **CTHIM002** = 2 semester hours

For the Health Information Management CTAG, secondary career-technical institutions must submit the ODE course associated with each CTAN for review by the Health Information Management CTAG (and, where appropriate, TAG) Faculty Review Panel. Secondary institutions

will be expected to document course equivalency. Members of the panel will review these submissions and determine course approval.

Once an institution has its course(s) approved, students will be able to access post-secondary credit if they pass the associated course(s) and work with their secondary institution to submit their official transcript and verification form to the post-secondary institution they wish to attend.

Any secondary Health Information Management career-technical programs that wish to get an early start on their course submissions will be able to do so as soon as submission resources are made available on our website after February 9, 2015. However, all programs are encouraged to send representatives to a discipline-specific submission workshop on March 26th or 27th, 2015 at Marion Technical College. This will be an opportunity to learn about the statewide credit transfer process, the new CTAG course submission process, as well as receive submission assistance from program staff. More information about the workshops can be found below.

Please review the attached CTAG document, as well as the FAQ Document, for more information on the CTAG and SCTAI process.

Statewide Meeting Information

To facilitate the successful expansion of career-technical opportunities for credit to secondary partners, the Ohio Articulation and Transfer Network will host several statewide meetings **for discipline-specific faculty and front line personnel** at your institution. We are seeking representation from the following disciplines: Criminal Justice, Medical Laboratory Assisting, Health Information Management, Exercise Science, and Automotive Technology and Ground Transportation. We ask that you nominate one(1) to two (2) teachers for each discipline in the attached survey, and at least one (1), but not more than two(2) other representatives from your institution, such as your (CT)² coordinator or other appropriate front line personnel, to attend one of the statewide meetings. If you completed your nominations when the request was made with previous CTAG announcements, you do not need to make additional nominations.

Nominations should be submitted no later **February 6, 2015** via this link: <https://www.surveymonkey.com/s/RZ2HTB9>.

Meeting participants will receive confirmation from our office.

I would like to thank all of those involved in this process for their dedication and support. If you have any questions please feel free to contact Tonya Ervin, Assistant Director of Career-Technical Initiatives at 614.387.1022 or tervin@regents.state.oh.us or Jamilah Tucker, Director of Career-Technical Initiatives at 614.466.0543 or jtucker@regents.state.oh.us.