**Interim Report Template - DOCTORAL**

*Content in CoA Portal*

**STANDARD I.D.4**

**Overview**

Program type, institution and administrative structure, program context and resources, and program policies and procedures.

**Description**

**Complaint/Grievance Reporting:** The program must keep records of all formal complaints and grievances of which it is aware that have been submitted or filed against the program and/or against individuals associated with the program since its last accreditation site visit.

**Supporting Material**

* OPTIONAL: Uploads are not required. However, if the program opts to provide supporting materials to demonstrate process/procedures related to complaints/grievances, please ensure all identifying information has been redacted.

**Focused Questions**

* Provide a summary record of formal student complaints or grievances received by, or known to, the program against the program and/or against individuals associated with the program since the last site visit. If there have been no complaints or grievances, please indicate as such.

**STANDARD II.D.1.a**

**Overview**

Aims, competencies, curriculum, and outcomes.

**Description**

**Proximal Outcome Data:** The CoA requires all accredited programs to provide outcome data on the extent to which the program is effective in achieving its aim(s) and demonstrating student attainment of required discipline-specific knowledge, profession-wide competences, and program-specific competencies (if any).

**Supporting Material**

**IMPORTANT INFORMATION ON PROVISION OF PROXIMAL DATA:** Programs should NOT upload information that identifies students by name or initials. All materials must be de-identified.

Please provide detailed, aggregate PROXIMAL outcome data for students as they progress through the program since the time of its last site visit (5 years). Proximal, competency-based outcomes are measures obtained while the student is in the program. Examples include course grades, practicum evaluations, doctoral program evaluations, and internship evaluations. Student self-evaluation data are welcomed, but are not considered competency-based and therefore are not sufficient on their own.

* Upload REQUIRED TABLE: Download PROXIMAL DATA TABLE. Use this template to provide required SoA-based proximal data. Please label upload as – Proximal data table. Proximal data should be provided for all outcome measures described for the discipline-specific knowledge (DSK) areas, profession-wide competencies (PWCs) and program-specific competencies (PSCs) [if applicable]. Data must clearly demonstrate that all students have met the MLAs identified in the DSK and competency tables.
* Upload REQUIRED TABLE: Download Discipline-specific knowledge template. Complete the table for each knowledge area. Please label upload as –Discipline-Specific Knowledge Table.
* Upload REQUIRED TABLE: Download Profession-Wide Competencies template. Complete the table for each of the competencies identified in Standard II.B.1.b. Please label upload as - Profession-Wide Competencies Table.
* OPTIONAL (if applicable): Download Program-Specific Competencies template. Please label upload as - Program-Specific Competencies Table.

The DSK, PWC, and PSC tables should reflect the current training provided.

IMPORTANT NOTE: Updated/new syllabi, evaluation forms, etc. should NOT be submitted in this section. If significant curriculum/program changes have occurred, please report in the “Substantive Change Reporting” section. Minor/routine changes need not be reported.

**Focused Questions**

Review: IR C-18 D: Outcome data for doctoral programs.

* Describe the expected program outcomes and the outcomes that were achieved. In so doing, summarize the data that demonstrate the extent to which all MLAs have been met for all required outcome measures for discipline-specific knowledge areas and profession-wide and program-specific competencies upon program completion. This description should supplement the more detailed data which are to be uploaded as an attachment.
* If any MLAs were not met, please provide narrative to address remediation efforts and whether the competency was successfully achieved.
* If data are missing, please explain why data have not been provided.

**STANDARD II.D.1.b**

**Overview**

Aims, competencies, curriculum, and outcomes.

**Description**

**Distal Data:** For program graduates, the program must provide distal evidence of students’ competencies and program effectiveness and must evaluate graduates’ career paths in health service psychology after they have left the program.

**Supporting Material**

**IMPORTANT INFORMATION ON THE PROVISION OF DISTAL DATA:** Programs should NOT upload information that identifies students by name or initials. All materials must be de-identified.

All programs must provide detailed aggregated DISTAL outcome data for program graduates (i.e., after students have graduated from the program). Data must demonstrate the extent to which program alumni feel the program prepared them in all profession-wide and any program-specific competencies. These data should provide evidence of the program's effectiveness in helping graduates attain required competencies and pursue career paths in health service psychology after they have left the program.

* Upload REQUIRED TABLE: Download SoA DISTAL DATA TABLE. Use this template to provide required SoA-based distal data. Please label upload as – Distal Data Table.

IMPORTANT NOTE: Data collection tool/s need not be submitted in this section. If significant changes have occurred since the last self-study, please submit in the “Substantive Change Reporting” section. Minor/routine changes need not be reported.

**Focused Questions**

* Provide brief narrative summarizing the distal data and the extent to which these data demonstrate that the program is meeting its aim(s).
* If data are missing, please explain why data have not been provided.

**STANDARD V.B.2**

**Overview**

Communication Practices: Public disclosure and communication/relationship with the accrediting body.

**Description**

**Substantive Change Reporting:** The program must inform the accrediting body in a timely manner of changes in its environment, plans, resources, or operations that could alter the program's quality. This includes notification of any potential substantive changes in the program, such as changes in practice area or degree conferred or changes in faculty or administration.

**Supporting Material**

* Upload REQUIRED TABLE: Download SUBSTANTIVE CHANGE TABLE. Use this template to summarize substantive changes reported to CoA since the program’s last site visit. Please label upload as – Substantive Change Table
* OPTIONAL: Provide supporting material (e.g. New syllabi, evaluation forms, policies, curriculum vitae) to supplement any substantive changes not previously reported to CoA.

**Focused Questions**

Please review IR C-27 D: Notification of Changes to Accredited Programs

* Provide detailed information on any substantive changes that have not yet been reported to the CoA. The program is asked to provided supporting documentation as needed to demonstrate consistency with the SoA. If there have been no additional substantive changes, simply write “N/A”.

IMPORTANT NOTE: Substantive changes reflect changes that may **alter the program’s quality and/or impact the program’s adherence to the SoA**. Minor course revisions and modifications to forms/policies do not necessarily reflect a substantive change and need not be reported/uploaded.