UNIVERSITY of HAWAI'I®
LEEWARD
COMMUNITY COLLEGE

March 21, 2018

MEMORANDUM

TO: Jan Naoe Sulllivan
              Chair, Board of Regents

VIA: David Lassner
              President

VIA: Donald O. Straney
              Vice President for Academic Planning and Policy

VIA: John Morton
              Vice President for Community Colleges

FROM: Manuel J. Cabral
              Chancellor

SUBJECT: Request Approval to Change from Provisional to Established Status, Leeward
              Community College, Associate in Science in Health Information Technology (HIT)

SPECIFIC ACTION REQUESTED: Request approval to change from provisional to established status, Associate in Science in Health Information Technology (HIT)

RECOMMENDED EFFECTIVE TERM/YEAR: Fall 2018

ADDITIONAL COSTS: None

BACKGROUND INFORMATION: The Leeward Community College (Leeward CC) Associate in Science (AS) in Health Information Technology (HIT) is a 61-credit stackable degree, which includes a Certificate of Competence (16 credits) and a Certificate of Achievement (31 credits). The HIT Program provides classroom instruction that integrates both lectures and practical applications, professional practice experience (practicum), and study preparation for the Registered Health Information Technician (RHIT). The HIT Program received its provisional program approval by the University of Hawai'i (UH) Board of Regents (BOR) on May 17, 2012.

Significance/Contribution of this degree (address the need of the program: When the HIT Program received its provisional status from the UH BOR, Heald College had the only accredited Health Information Technology (HIT) Program in the State of Hawai'i. When Heald College ceased operations in April 2015, Leeward CC became the only HIT Program in Hawai'i.

Demand projections: From the beginning of the HIT Program to the present, the Program has had 630 HIT majors (unduplicated count). The demand for a second full-time instructor was immediate; and the campus supported this position through its annual review planning process. Today, there is a need for a third full-time instructor since there are 3 to 4 lecturers employed on a regular basis to meet the teaching demand.

The Bureau of Labor Statistics, U.S. Dept. of Labor, *Occupational Outlook Handbook* states:

> Employment of health information technicians is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations. Job Prospects: Prospects will be best for those with a certification in health information, such as the Registered Health Information Technician (RHIT) or the Certified Tumor Registrar (CTR). As EHR systems continue to become more common, health information technicians with computer skills will be needed to use them.
> Source: https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm#tab-6

Accreditation impact (if any): The HIT Program must be accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) for its graduates to be eligible for the American Health Information Management Association (AHIMA) Professional Health Information Management (HIM) Certification Exam; associate-degree graduates passing this exam will receive the RHIT.

CAHIIM sent its accreditation Site Visit Team in March 2017; and the HIT Program was awarded its initial accreditation in May 2017. In November 2017, the HIT Program submitted the required Annual Program Assessment Report (APAR) and accreditation fee, as well as the final Survey Team and Board Review. Both documents were approved by CAHIIM in February 2018. All HIT associate-degree graduates (May 2013-present) are now eligible to take the RHIT exam. Eight HIT graduates took the December 2017 RHIT exam; the passing rate was 75 percent and the national passing rate is 70 percent.

Examples (2-3) of similar models from peer institutions: Black Hawk College, Moline, Illinois - AAS in Health Information Management (63 credits) and Brookhaven College, Farmers Branch, Texas - AAS in Health Information Technology (60 credits).

Similar programs at other UH campuses (if there is duplication, why is this program necessary): Leeward CC is the only UH campus that offers the Associate in Science in HIT.

Statement from campus administration of new program's strategic value within the UH System and campus mission, and the Integrated Academic and Facilities Plan.
The AS in Health Information Technology (HIT) is a valuable addition to the College's efforts to meet the statewide workforce needs in Hawai'i. This unique program meets a specific workforce need for high salary positions. The program provides working adults an opportunity to upgrade their skills and move quickly into these jobs. The HIT program has also shown high interest among Native/Part Hawaiian and Filipino students. This program fully aligns with the UH and UHCC strategic plans and the UH Integrated Academic and Facilities Plan.

Cost and resource allocation/reallocation implications: There are no additional costs.

Impact of new program/program change request on campus budget allocations and mission priority (can we afford it?): Aligned with the Leeward CC Mission Statement, the HIT Program addresses a growing industry need for RHIT certified employees obtained through a high-quality career and technical education (CTE) program, but it also provides opportunities for our underserved populations. Out of the 630 HIT majors (2012-present), Native/Part Hawaiians (25.7%) and Filipinos (23.8%) are the two largest ethnic groups represented in the HIT Program.

ACTION RECOMMENDED: Recommend approval to change from provisional to established status, Associate in Science in Health Information Technology (HIT).

Attachment: HIT Provisional to Established Proposal

c: Kendra Oishi, Executive Administrator and Secretary, Board of Regents