

Pathway to Excellence® Interim Monitoring Requirements (IMR)

Mid-Cycle IMR Overview

Effective February 1, 2019 Pathway to Excellence® organizations will be required to submit an updated Organizational Demographic Form (ODF) and Contact Information form (CIF) electronically during their mid-cycle year to the Pathway Program Office (PPO); and not on an annual basis. Organizations will now submit the initial ODF with their Pathway Standards Document (PSD) and the mid-cycle due date is two years from the PSD submission date. In addition, data will now be submitted at the facility level and not require unit level data. Please keep the ODF in Excel format/file and do not convert to a PDF file. A one time fee is due with an organization's mid-cycle ODF. Please submit the mid-cycle ODF and CIF to pathwayinfo@ana.org.

Effective March 1, 2019, if for any reason an organization is unable to submit the report within the required time frame, the organization must contact the PPO. If the PPO does not receive the required documents by the last day of the organization's PSD submission month and the organization has failed to notify the PPO regarding its delay, a late fee of \$500 will be charged. Failure to submit any required reports or failure to comply with Pathway requirements may be considered voluntary surrender of Pathway designation.

Mid-Cycle IMR and Redesignation Timeline

- IMR forms (ODF & CIF) are due mid-cycle based on the anniversary of the organization's PSD submission cycle month. Example: Initial document submission on November 1, 2018; an updated ODF will be due two years later on November 30, 2020. For interim reporting, submit data for the most recently completed 12-month period.
- Online application form and fee indicating intent to redesignate must be received at least 8 months prior to first day of the expiration month. A redesignation PSD is due by the first day of the expiration month.
- Click the link to view a table of document submission dates. <https://www.nursingworld.org/organizational-programs/pathway/pte-renewal/>

One Time Interim Monitoring Fee

All Pathway to Excellence and Pathway to Excellence in Long Term Care® designated organizations are invoiced an IMR fee with the mid-cycle ODF. <https://www.nursingworld.org/organizational-programs/pathway/Pathway-To-Excellence-Program-Fees/>

Notification of Changes

Written notification of significant changes and events must be forwarded to the Pathway Program Office. Please refer to Chapter 7 of the *2016 Pathway to Excellence® Application Manual*, or the *2017 Pathway to Excellence in Long Term Care® Application Manual*.

For questions about the requirements or completion of the Organizational Demographic Form, please contact Maggie McCright at 301.628.5198 or maggie.mccright@ana.org