

# Pathway to Excellence®

## Interim Monitoring Requirements (IMR)

### Annual IMR Overview

Pathway to Excellence® organizations are required to submit an updated Organizational Demographic Form (ODF) and Contact Information form (CIF) electronically each year to the Pathway Program Office. For organizations that submitted documents on or after November 2016, please upload completed ODF reports to the Pathway portal. For organizations that submitted documents prior to November 2016, please submit the completed ODF reports to [pathwayinfo@ana.org](mailto:pathwayinfo@ana.org). Do not convert the ODF to a PDF file. A one time fee is due with an organization's first year IMR only. In addition, please submit the CIF to [pathwayinfo@ana.org](mailto:pathwayinfo@ana.org).

To avoid incurring a \$500 late fee, IMR forms are due annually for the duration of the designation period. IMR ODF due dates are based on the anniversary of an organization's Pathway Standards Document submission cycle month. Additional penalties may apply for organizations noncompliant with the IMR as outlined in the Pathway application manual.

### Annual IMR and Redesignation Timeline

- IMR forms are due annually based on the anniversary of the organization's Pathway Standards Document submission cycle month. For the duration of the designation, a completed ODF must be received annually by the end of the anniversary cycle month.
- 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 Pathway Standards document is due by the first day of the expiration month.
- Click the link below to view a table of document submission dates  
<http://www.nursecredentialing.org/Pathway/PathwayEligibility/Pathway-DocumentsubmissionDates>

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](mailto:maggie.mccright@ana.org)

### One Time Interim Monitoring Fee

All Pathway to Excellence and Pathway to Excellence in Long Term Care® designated organizations are invoiced an IMR fee one year after designation.

### 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*.