



Instructions to Prepare a Status Report
Updated December 15, 2015

I. Instructions for Preparing a Status Report

Status Reports are requested to ensure that a required activity or implementation of practice has taken place. Status Reports are usually requested for four different scenarios: Education or Training, Monitoring, Evaluations, and Revisions to policies and procedures. Status Reports are generally requested in a Final Site Visit Report, Improvement Plan Report, or a Request for Full Accreditation Report.

For Status Reports regarding education or training, provide evidence that the education or training has been completed. The Status Report should include:

- The date that education or training occurred.
- The individuals who were educated or trained.
- Either a syllabus, agenda indicating the education or training as an item, minutes documenting the education or training occurred, a table of contents of the education, or another summary of content of the education. Do not submit educational materials, handouts, or presentations.

For Status Reports regarding monitoring, provide evidence that the change has been implemented and is working or stimulating additional modifications. When appropriate, monitoring must be prospective. The Status Report should include:

- Evidence that shows the monitoring had been completed.
- Evidence that the intervention had been evaluated (for example, provide a summary trends).
- A summary of any actions that has taken place as a result of the monitoring.

For Status Reports regarding evaluation of IRB chairs and IRB members, provide evidence that the evaluations have been completed and that feedback has occurred. The Status Report should include:

- The date that evaluations were completed.
- The date that feedback was provided.
- A description of any actions that took place as a result of the evaluation and feedback.

For Status Reports requesting revised policies and procedures, provide a copy of the revised documents. The Council requests this type of Status Report when it identifies a change that is required to policies or procedures or when policies and procedures be revised so that they are consistent. The Status Report should include:

- The revised policies and procedures. Use highlighting or track changes to indicate revisions to previously submitted documents.
- If applicable, provide:
 - Evidence that education related to the revised policy and procedure has occurred.
 - Evidence that monitoring has occurred and demonstrates that the change has been implemented.

II. Preparing a Status Report

A Status Report should include the Submission Form and the following two sections:

- Section A: Response
- Section B: Supporting Documents

Section A: Status Report

For each Status Report provide a written response. Begin the Status Report with a brief summary of the changes, followed by a list of the revised documents submitted. Identify the Element or Standard with which each Status Report is associated. The format may be a narrative summary or a table.

In the Status Report refer to the supporting documents in Section B. Identify the document number and point out the relevant sections, pages, paragraphs, or lines to make it easy for AAHRPP staff and site visitors to locate in Section B the information that supports your Organization’s response.

Section B: Supporting Documents

Section B should include a copy of each supporting document ordered by reference number. Include only one copy even when the document supports multiple Elements. Use highlighting or track changes to point out specific revisions.

Below is an example of a Status Report for Element II.1.B.:

<p>Element II.1.B. The IRB or EC has qualified leadership (e.g., chair and vice chair) and qualified members and staff. Membership and composition of the IRB or EC are periodically reviewed and adjusted as appropriate.</p>	<p>Status Report: Confirm that evaluation of IRB members was completed and that feedback was provided.</p> <p>IRB member evaluations were completed and members were provided feedback during the March 1 and March 15 IRB meetings. A summary of the evaluations and actions that took place as a result is attached.</p> <ul style="list-style-type: none"> •Document 1, Summary of actions that occurred as a result of the IRB member evaluation and feedback
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III. Assembly and Mailing

Please refer to the Instructions for Submitting Materials in Support of Accreditation for information on assembly and submitting the Status Report.

Please contact the AAHRPP staff at (202)783-1112 if you have questions related to submitting a Status Report.