

Pathway to Excellence® Interim Monitoring Requirements (IMR)

Organizational Demographic Form (ODF)

Pathway to Excellence organizations will submit the initial ODF with their Pathway Standards Document and **an updated ODF during the mid-cycle year that is approximately two years from the Pathway Standards Document submission date. The ODF form is due by the last day of the month of the initial Pathway Standards Document submission date during the mid-cycle year. For example: for a Document Submission date of 2/1/2021, the midcycle ODF will be due 2/28/2023.** Upon designation, organizations will receive communication from the Pathway Program Office (PPO) that includes the date (month/year) the ODF is due.

If for any reason an organization is unable to submit the ODF within the required timeframe, the organization must contact the PPO. If the PPO does not receive the required documents by the last day of the organization's Pathway Standards Document submission month and the organization has failed to notify the PPO regarding its delay, a late fee will be charged. **Failure to submit any required reports or failure to comply with Pathway requirements may be considered voluntary surrender of Pathway designation.**

For questions about completion of the ODF, please contact Maggie McCright at 301.638.5198 or maggie.mccright@ana.org

Notification of Changes

An updated **Contact Information Form (CIF)** will be submitted with the ODF as the Interim Monitoring Report to PathwayInfo@ana.org. The CIF is our way to make sure we stay connected with the organization so that you don't miss out on any important Pathway news. The PPO must also be notified immediately if your organization has a change in CNO or PPD during the application phase or designation period. With a CNO change, in order to ensure continued eligibility, please submit a current CV with the CIF.

The ODF form and instructions and CIF are available on nursingworld.org/pathway, online application portal, and the Learning Community.

Regulatory Compliance

Chapter 1 and Chapter 7 in the **2020 Pathway to Excellence and Pathway to Excellence in Long-Term Care Application Manual** fully outlines the responsibilities of designated Pathway to Excellence organizations. Designated organizations must maintain compliance with state and federal regulations and detail any significant events that may change the ability to meet or continue to meet the PTE requirements. If any issues occur with the organization's regulation compliance or any of the changes outlined in the 2020 PTE Application Manual occur, the designee is required to notify the PPO of the issue(s) within the timeframes outlined in the application manual.