Date: May 4, 2020  
To: All Accredited Human Service Programs  
FROM: Yvonne Chase, President, CSHSE  
RE: CSHSE Programs Q & A Regarding COVID 19

Q1: How will COVID-19 impact our accreditation/reaccreditation?

A: The changes to CSHSE accredited programs are occurring in two areas:
   - Programs scheduled for Spring 2020 site visits are receiving extensions until travel restrictions are lifted. We will be developing a protocol for virtual site visits in case that becomes necessary in the future. The Council anticipates resuming site visits once campuses reopen in Fall 2020 but will have a better sense of timing once travel resumes.
   - With regard to field placement hours for the Spring 2020 semester, Human Service programs may determine that hours to date for students are sufficient to count for completion of their field placement, as long as the instructor determines that the hours to date have met the expectations and student learning outcomes for this semester’s work. Programs must document the number of hours completed by the student and the criterion used to determine successful completion (April 2020 Memo to All Accredited Human Service Programs).

Q2: How will the self-study extensions and deadlines be handled in light of institutions moving to remote/online learning due to COVID-19?

A: CSHSE is continuing the 45-day timeline for the readers of current self-studies and maintaining the due dates of current reader reports. If you have concerns about the current deadline for your self-study, be sure to contact the VP of Accreditation, your assigned lead reader, and/or the Council member assigned to help support your program in completing the self-study.

Q3: Many programs are making accommodations for summer fieldwork courses. Can we follow the same guidelines for fieldwork hours as outlined for spring 2020?

A: Many colleges and universities are still not allowing students to be physically present at field work sites in the community. If your program generally offers summer fieldwork placements, you will need to document how the learning objectives are being met remotely or through alternate assignments.
Q4. We are in the process of requesting an extension to apply for our interim reaccreditation. I was wondering if the updated policy regarding “Board Accreditation/Reaccreditation Decisions” (Appendix I, July 2019, pp. 97-99) will affect our reaccreditation process.

A: The recent policy change to “Board Accreditation/Reaccreditation Decisions” does not impact programs at the time they are filing for an extension. The policy will only impact programs at the point that the Board is making a decision about accreditation/reaccreditation.

Q5: I was wondering if the Council considered taking a stance, putting out a statement, etc., to member schools about Standard 20 and completing the fieldwork hours?

A: In March 2020 the Council sent a memo to all accredited programs indicating that institutional policies, and state and local laws have precedence over CSHSE standards. Different approaches are being taken in various programs, depending on their resources and the extent to which technology is available. It is important for programs to document how they are responding to changes and to include those details in their next self-study. (Refer to April 2020 memo mentioned in response to question Q1.)

Q6. Does the Council agree that programs can develop alternatives for assuring that our fieldwork students are demonstrating knowledge and integrating the skills of the 12 standards to meet requirements of existing credit hours are able to graduate on time?

A: Many programs are working with students to complete agency projects and utilizing online technology to support fieldwork hours: e.g., agency projects that can be done at home (resource directories, data gathering, teleconferencing), seminars, virtual simulations, virtual volunteer work, etc. Alternate activities are based upon a program’s local resources and technical support.

Q7. We have two fieldwork placements in our program which total 315 hours. If students can complete at least 250 hours, which is your requirement, we plan to allow them to graduate. What are your recommendations if they cannot finish the 250 required hours because of CV-19 restrictions? We are considering giving them an incomplete grade but would like your input.

A: Many programs are working with students to complete agency projects and utilizing online technology to support fieldwork hours, (e.g., agency projects that
can be done at home, resource directories, data gathering, teleconferencing, seminars, virtual simulations, virtual volunteer work, etc.). Alternate activities should be based upon a program’s local resources and technical support. The Council encourages the completion of agency projects and the use of technology during this unprecedented time. Programs will need to document the number of “fieldwork hours” completed by each student and the criterion used to determine successful completion in the next self-study submission.

Q8. We are currently working on field placements for fall, based on the campus (and agencies) reopening. We have learned that our university insurance policy will not cover students in the field if they contract CV-19. We have submitted this information to our legal department and to risk management but would like to know what the Council recommends.

A. The Council is not aware of any program’s policy for student field placements that covers health insurance. As you have done, programs should discuss this issue with their legal and risk management departments. In some disciplines (e.g., nursing, dental hygiene, etc.), students are required to show proof of having their own health insurance prior to being approved for a field placement. In this “new normal” environment, the Council recommends that programs follow the directions of the college or university’s legal department and document in the next self-study how they have addressed this issue.
Date: April 21, 2020  
To: All Accredited Human Service Programs  
From: Dr. Yvonne Chase, CSHSE President  
RE: Responses to COVID-19

With the onset of COVID-19, universities quickly moved to online courses and students (and faculty) were prohibited from being on campus. In a previous letter to all accredited programs, I indicated that institutional policies, state and local laws have precedence over CSHSE standards. Different approaches are being taken in various programs, depending on their resources and the extent to which technology is available. It is important for programs to document how they are responding and to include those details in their next self-study.

We have received several inquiries regarding the completion of field hours for this semester. Programs may use the following policy guidance from CSHSE:

*Human Service programs may determine that hours to date for students are sufficient to count for completion of their field placement, as long as the instructor determines that the hours to date have addressed the expectations and student learning outcomes for this semester's work. Programs must document the number of hours completed by the student and criterion used to determine successful completion.*
Date: March 10, 2020
To: All Accredited Human Service Programs
FROM: Yvonne Chase, President, CSHSE
RE: The Coronavirus

As universities make plans for the possibility of temporary closures due to the spread of the coronavirus, CSHSE is receiving inquiries regarding the possibility of students in field placements being unable to complete the number of required field placement hours before the end of the semester. Programs are asking if this could negatively affect their accreditation status.

CSHSE recognizes that colleges and universities are taking actions in preparations for a potential Covid-19 outbreak on campuses. Accredited programs should follow the CSHSE policy on Accreditation Standards and State and/or Local Laws Governing Human Services Education Programs Seeking Accreditation (Appendix H, July 2019 Member Handbook, p. 95)

Institutional policies, state and local laws have precedence over CSHSE standards. If your campus closes and CSHSE Standards cannot be met (e.g. fieldwork hours, curriculum instruction), the program should follow the institution’s directives as to student makeup of credit, class, fieldwork, internship, practicum, or clinical hours. Programs should make every effort to comply with the CSHSE Standards as much as possible and should consider alternate ways of having students complete their field hours in this type of emergency (e.g., video conferencing with client simulated interactions, special case studies or other assignments that will reflect the learning process taking place in their field placements, etc.).
If your university puts these types of emergency measures in place, when the program submits the next accreditation cycle self-study, make note of this emergency and how the college and program handled the situation (within the self-study's introductory section where the program shares changes that have occurred over the past five years). CSHSE will continue to follow the accreditation timelines as outlined in the July 2019 Member Handbook (pp 19-20). Site visits will be mutually arranged with the program, program’s institution, and site visitors. We will need to monitor the situation on a day-to-day basis as well as addressing the impact for the future. This is a learning process and your approaches will provide good examples for us all.