Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP), in cooperation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

2018 Annual Report (Revised)

CoAEMSP Letter of Review (LoR) / CAAHEP Accredited (Initial and Continuing) programs must complete and submit THIS Excel annual report template no later than March 30, 2020 which will represent all cohorts that have graduated in 2018. No PDF or paper copy versions of this report will be accepted.

~ Remember ~
The filing deadline is March 30, 2020

CoAEMSP Program #: 
(the 600XXX number assigned by CoAEMSP)

Sponsoring Institution:
The voices you are hearing...

Patricia Tritt, RN, MA
Past Board Member, CoAEMSP

Presenter

Lynn Caruthers, BS
Accreditation Services Assistant

Lisa Collard, AS
Accreditation Services Specialist

Jennifer Anderson Warwick, MA
Accreditation Consultant

Assisting with Chat

Moderator
Welcome!

- Three functions of the Annual Report
  - Transparency with the public
  - CHEA/CAAHEP requirement
  - Opportunity for self-analysis and action planning

- The Annual Report is a snapshot in time
A Retrospective: the CAAHEP Annual Report

- Cumulative report
- Evaluation based on a 3-year average
  - 3-year average was always a year in arrears
  - i.e., 2016 report calculated 2015+2014+2013
- Numerous challenges for PDs in data reporting
- Challenges in obtaining reports from the database
- Last CAAHEP AR was 2016 Retrospective
Process

- CoAEMSP QI Committee discussed options
- Elected to develop a new tool and process
- New tool is Excel-based
- AR is completed for each year and there is no longer a cumulative average
- All programs were given a one-year ‘pass’ on reporting for QI review
Evolution

- Decision to use the calendar year as the reporting period

- 200 programs pilot tested the new AR format submitting data for 2017

- Pilot report was due May 1, 2018

- Pilot programs were surveyed regarding feedback/suggestions

- Evolution will likely occur as fine tuning continues
Changes in Format

- Cannot ‘go back’ and add graduates in the following year’s report

- Graduates not completing ‘on-time’ will count as attrition if not completing in the reporting calendar year

- However, the program can add late graduators as a ‘cohort’ in the following reporting year
Of Interest

- 2017 report was submitted in 2019
- 675 reports submitted for 2017 reporting year
- Programs sent an acknowledgement of receipt with their outcomes results
- No programs penalized for failing to meet thresholds in 2017
- Concerns regarding graduates who did not attempt a certifying exam are addressed in the 2018 report
Changes for the 2018 Report

- Added a row for number of graduates attempting the exam
- Adjusted the calculation for exam pass rate and it is based on the number attempted, not number of graduates
- Includes a methodology to allow both state and NR but total must not exceed the number of graduates.
Other Changes for the 2018 Report

- 2018 AR based on number of graduates attempting either the NREMT or State licensure/credentialing exam

- 2018 AR based on the number of graduates employed or continuing education or serving in the military

- 2018 AR requests the number of surveys sent to and received from placed graduates, employers of graduates, the program’s analysis of the survey information received, and the action plan of the program to incorporate the data to improve their program
Other Changes for the 2018 Report

- Annual Reports will be included in the Site Visitor Information supplied with the self-study report and programs will be required to provide the evidence on site to support the data reported in their annual reports.

- Institutions establish policies for add/drop.

- If no institutional policy, students will be counted as attrition if they withdraw or are dropped after 25% of the Paramedic curriculum.

- Programs should follow institutional guidelines that may be more restrictive.
Other Changes for the 2018 Report

- $500 fee assessed for any program not submitting their annual report by the due date

- **Note:** After the deadline submission date, no changes or updates are accepted. Measure twice, cut once!
2018 and Beyond

- Annual Report for 2018 is now available
- **Annual Report is due no later than March 15\textsuperscript{th} each year**
- **However the 2018 report is due March 30\textsuperscript{th}**
- **Submission year is 2020**
  **Reporting year is 2018**
- The ‘delay’ allows Programs to account for late graduates in the reporting year
2018 and Beyond

- Outcomes thresholds measured
  - Retention includes attrition for all reasons
  - Placement
  - Credentialing
    - First 3 attempts

- All thresholds are 70%

- Programs are also required to survey all placed graduates and employers

- Programs are to analyze responses and create an action plan

- Important metric!!
2018 and Beyond

- AR tool automatically calculates and color codes percentages
- Thresholds that fail to meet 70% appear in red
- Fields appear for analysis and action plan
- Standardized questions appear
- Additional progress reports will not be required
In addition...

- On-time graduation defined
  - Reasonable amount of time that students should be able to complete all program components: didactic, lab, clinical, field

- Students must be identified in cohorts

- What is a cohort? Group of students who begin the class at the same time

- Required maximum amount of time to complete a program is a common academic requirement
Actions

- Potential actions do not occur until a program has continued to fall below a threshold for three consecutive years.

- The results will no longer be averaged.

- If a threshold is not met for the third consecutive year, the Program will be forwarded to the Board for a recommendation of probation.
Actions

Once on Probationary Accreditation, the Program will have up to 2 years to demonstrate compliance

If not in compliance, accreditation may be Involuntarily Withdrawn or program may Voluntarily Withdraw
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Sponsoring Institution: [blank]
**Note: Failure to do the following:**

<table>
<thead>
<tr>
<th>CoAEMSP</th>
<th>CAAHEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Review Programs</td>
<td>Accredited Programs</td>
</tr>
</tbody>
</table>

- **Failure to submit the AR**  
  → LoR Suspended

- **$500 late submission fee assessed**

- **Failure to address Suspension**  
  → LoR revoked

Prevents program from re-entering the accreditation process for 3 years

- **Failure to submit the AR**  
  → Administrative Probation

- **$500 late submission fee assessed**

- **Failure to address Administrative Probation**  
  → may lead to Withdrawal of Accreditation
Potential Data Entry Errors

- On-time Graduation Dates that differ from the calendar year being reported
- Reporting numbers resulting in the outcome percentage to go above 100%
- Blank or unanswered cells
Publishing Outcomes

- Results must be published on the Program’s website home page
  - Requirement is to post outcomes from the most recent Annual Report
  - Program may post prior years if desired

- Published results must be consistent with and verifiable by the latest AR

- The published website must be listed in the AR
Accreditation is an everyday activity!
The CoAEMSP Letter of Review Process and the CAAHEP Accreditation Process for Paramedic Educational Programs

1. PROGRAM submits Letter of Review Self Study Report (LSSR)
2. If all core elements are met, CoAEMSP grants Letter of Review status
3. PROGRAM enrolls its 1st cohort under the LoR status
4. PROGRAM graduates its 1st cohort under the LoR status
5. PROGRAM submits the Initial-accreditation (ISSR) 6 months after its 1st cohort graduates
6. CoAEMSP reviews ISSR and conducts a site visit to the program
7. PROGRAM responds to the Site Visit Findings
8. CoAEMSP Board reviews the accreditation record and makes a recommendation to CAAHEP
9. CAAHEP makes final determination of the accreditation status
10. Program submits the CCSR

Accreditation Process

Annual Reports
Progress Reports, as appropriate

Credible education through accreditation
Any Questions?