The New and Improved!
CoAEMSP Annual Report
The voices you are hearing...

**Presenter**

Patricia Tritt  
Past Board Member, CoAEMSP

**Assisting with Chat**

Lynn Caruthers  
Accreditation Services Assistant

Lisa Collard  
Accreditation Services Specialist

**Moderator**

Jennifer AndersonWarwick  
Accreditation Consultant
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
Pilot Suggestions

- Wrap around text for analysis and plan
- Regarding the math: you have to enter 0 and not leave the field blank
- Request better definition for distance education
- On-time enrollment difficult to meet
- Would like a field to enter cohort name
- Allow more time for students in cohorts to complete
Pilot Testimonials

- Love this new format! More user friendly and quicker to complete
- Spreadsheet very easy to complete
- Promoted good discussion among faculty
Changes Going Forward

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

• Graduates not completing ‘on-time’ will count as attrition

• However, the program can add late graduates as a ‘cohort’ in the following reporting year
2018 and Beyond

- New Annual Report for 2019 is now available
- **Annual Report is due no later than March 15th each year**
- **Submission year will be 2019** **Reporting year will be 2017**
- The ‘delay’ allows Programs to account for late graduates in the reporting year
- Pilot programs will be resubmitting the 2017 data
- For this report there will be the opportunity to update data for graduates that were not included in the pilot version
2018 and Beyond

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

- All thresholds are 70%

- Programs are also required to survey 100% of graduates and employers

- Programs are to analyze responses and create an action plan
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
- Students must be identified in cohorts
- 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 possible 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.
2017 Annual Report

CoAEMSP Letter of Review (LoR) / CAAHEP Accredited (Initial and Continuing) programs must complete and submit THIS Excel annual report template no later than March 15, 2019 which will represent all cohorts that have graduated in 2017. No PDF or paper copy versions of this report will be accepted.

~ Remember ~
The filing deadline is March 15, 2019

<table>
<thead>
<tr>
<th>CoAEMSP Program #:</th>
<th>(the 600XXX number assigned by CoAEMSP)</th>
</tr>
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<tbody>
<tr>
<td>Sponsoring Institution:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Accreditation Status:</td>
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Have there been graduates for the 2017 year?

Direct Website URL (Link) to the Paramedic Program's Homepage Listing Published Outcomes:

CAAHEP Policy V.A.4.: The sponsor must maintain, and make available to the public, current and consistent summary information about student/graduate achievement that includes the results of one or more of the outcomes assessments required.

CoAEMSP Policy IV.D.: All programs must publish, in a readily accessible place on their website for the most recent reporting year, results of the outcomes for: National Registry (or State, as applicable) Written Exams, Retention, and Positive Placement. At all times, the published results must be consistent with and verifiable by the Annual Report of the program.

Should you have questions as you work through the Annual Report, please contact Lynn at (214) 703-8445 ext 115 or lynn@coaemsp.org.
Note: Failure to

CoAEMSP
Letter of Review Programs

• Submit the AR → LoR suspended

• Address Suspension → LoR revoked

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

CAAHEP
Accredited Programs

Submit the AR → Administrative Probation

Address Administrative Probation → may lead to Withdrawal of Accreditation
Potential Data Entry Errors
Publishing Outcomes

• Results must be published on the Program’s website home page

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

• The published website must be listed in the AR
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 CSR
Credible education through accreditation

ANY QUESTIONS?