CoAEMSP Annual Report 2019 | Questions & Answers

Questions posed during the webinar, New and Improved! CoAEMSP Annual Report | 2019

Question	Answer
Cohort Date	
1. What is the definition of a cohort?	1. A cohort is a group of one or more students who enroll in the Paramedic program and complete all components of the published program (i.e. didactic, lab, clinical, and capstone field internship) by the published graduation date. The on-time graduation date is established by the program as the reasonable amount of time that students should be able to complete all components (didactic, laboratory, clinical and field internship) of the program if the syllabus and sequencing are followed. On-time graduation means enrolled students complete all course requirements in order to graduate in the designated time-to-certificate or degree for the program.
2. Clarification on cohort date. We are reporting in 2019 on students in 2017. Is this reporting on cohorts enrolling in 2017 or graduating in 2017?	2. ***Graduating*** in 2017.
3. What is the start date of a cohort? I have never been able to identify a written designation by CoAEMSP as to the start date of a cohort. I have always assumed it is the first day of the first paramedic class; however, some schools use different dates to help reduce their attrition numbers. For example, some use the 1st day of the 2nd or 3rd semester. What is the expected cohort start date and can this be written as a policy by CoAEMSP to ensure standardization among all programs?	3. The start date of a cohort is the date used to determine official enrollment in the Paramedic program. This may be the first day of the course schedule, or the end of the official add/drop period according to the college tuition policy.
4. If a program is from May of one year to the May of the next year, but the program allows for 3 additional months to complete in order to get a grade of "C" or better, what would the "official" completion date be viewed as?	4. The "official" completion date is the 'on-time' graduation date. In the scenario presented, it would be May. On-time graduation means enrolled students are expected to complete all course requirements in order to graduate in the designated time-to-certificate or degree for the program. The resources must be allocated to build and deliver the program in this period of time.

Question	Answer
5. We are fortunate to have several students from each cohort hired by Fire/EMS agencies during the class. They leave, complete orientation/probation, and return to finish the program. However, if they get hired out of a 2017 cohort, and complete with a 2018 cohort, it hurts us in respect to attrition in 2017. How do I use a separate cohort for the late completers to provide a more accurate report?	5. The students who do not finish in the cohort they start with, but graduate the next calendar year, are reported on the next calendar year report as a cohort (not added to any other cohort). For the reporting year this will affect attrition but will improve retention in the following year. Remember potential consequences do not occur until a threshold has not been met for three consecutive years.
6. If we are submitting 2017 data in March 2019, will we then keep this 1½ - 2-year reporting cycle? For example, in 2020 will we report on 2018 graduates?	6. Yes.
7. "Academic reason for attrition" If I have a student fails one course and needs to retake that course and finishes with another cohort, which category should that student be placed?	7. The student would be added to the number dismissed due to grades unless they elect to withdraw from the program.
8. What if you have more than 9 cohorts within one year? We have cohorts that potentially could graduate monthly - total 12. Can that be correct?	8. If you have more than 9 cohorts, combine some of the cohorts so that all students who graduate in the year of the report are shown (e.g., daytime cohorts, weekend cohorts, satellite cohorts, etc.).
Measuring Outcomes	
9. The threshold for 70% - is that per year or for a 3-year average?	9. Per year.
10. What happens if the students are not meeting requirements and cause the program to fall below the 70%?	10. For any threshold not met on the annual report, the program is required to complete additional questions that appear to the right. All questions must be completed, and this includes an analysis and action plan. The program will be monitored for 3 consecutive years and if a program does not meet a given threshold for 3 consecutive years, they may be recommended for Probation.
11. Does the 70% threshold apply to the average of all cohorts for one year or is it per cohort (if multiple cohorts within one year)?	11. Average for all cohorts in the calendar year.
12. When a program does not meet the established threshold for an outcome, is it any "combination" of not meeting thresholds (e.g., retention below one year, then placement the next year, and then credentialing the following year)?	12. If the program fails to meet a specific threshold for 3 consecutive years they may be recommended for Probation. Credentialing, retention, and positive placement are considered separately.

Question	Answer
Outcomes – Retention/Attrition	
13. What is the definition of retention/attrition?	13. Retention is the number of students who remain enrolled in the Paramedic program to completion. Attrition is the number of students who fail-out, drop-out, or stop-out of the Paramedic program in a calendar year regardless of the reason.
14. Is graduating 50% beyond the on-time graduation date a negative finding? Our program puts the student behind one year if they fail one of the courses. This means the student would have their program extended beyond 50% duration. Our curriculum program is 17 months, from January to the following May. How will that impact our program?	14. It may place the program below the attrition/retention threshold depending on the program's enrollment policy or if the student completes the program in another calendar year. Institutional accreditation may have specific requirements regarding maximum amount of time permitted to complete a course of study.
15. When discussing attrition, you use the term, "Number due to other academic." What are examples of these?	15. Any reason that does not fit into one of the other categories and can include poor affective behavior, psychomotor performance, or failing the capstone internship.
Outcomes – Positive Placement	
16. What is the definition of positive placement?	16. Positive (Job) Placement means that the graduate is employed full or part-time or volunteers in the profession or in a related field *using the Paramedic education acquired in the program*; or is continuing his/her education; or is serving in the military. A related field is one in which the individual is using cognitive, psychomotor, and affective competencies acquired in the educational program. A Paramedic graduate employed as an EMT is not a positive placement. If the graduate is not employed in a position that uses the Paramedic education acquired in the program, then s/he is not counted as employed in the annual report.
17. Does part-time employment count as employed? If a graduate is employed part-time and continuing their education, should I enter them twice? If not, which cell should I use, 'employed' or 'continuing education'?	17. Yes. No. Count each graduate one time, otherwise the numbers are not an accurate representation. In this example employed is an appropriate choice.

Question	Answer
18. What if the graduate is employed by a hospital and not an EMS provider? Does that count as employed?	18. If the graduate is not employed in a position that uses the knowledge and skills acquired in Paramedic education, then that graduate is not counted as positive placement (i.e., an EMT tech position). If the individual was hired by the hospital because of the Paramedic education and is putting that knowledge and those skills "to work" then that is positive placement.
19. What is the timeframe for job placement? Within a certain timeframe from end of course?	19. Within 12 months following graduation since that is the latest you can send out the Graduate surveys.
20. What if we do not have that employment info?	20. Inability to identify graduate employment is considered not placed. Programs must make concerted efforts to track graduates to determine employment.
Outcomes – NREMT or State Exam	
21. In our state, the students can choose the state exam or the National Registry exam - will this be a problem since I will have a mixed group?	21. In order to report accurately, you must choose which written exam results you will report (either State or NREMT). You cannot report both results. Whichever you report, you will have the opportunity to explain what your students did in the analysis and action plan section questions that will appear to the right of the table if you do not meet the 70% threshold.
22. A program has 15 graduates. Twelve of the graduates attempt the NREMT exam, while three do not. For CoA reporting purposes, exam data on only the twelve graduates would be reported, correct?	22. For the 2017 Annual Report, only those graduates who sat for the exam will be counted. If 12 students graduate from the program, 10 sit for the exam, and 8 pass the exam, the pass rate will be 80%. Beginning with the2018 Annual Report, graduates passing the exam will be compared to the number of graduates sitting for the exam.
23. Does the CoAEMSP verify NREMT or state exam pass rates?	23. Yes. The data reported must be verifiable.
24. Is more weight given to first attempt or first 3 attempts?	24. The threshold is measured based on the data provided on line 84 of the report in the 3rd attempt cumulative pass rate. This is the results for 1st, 2nd, 3rd attempt pass results. First attempt pass rates however are an important metric for the *program* to monitor.
25. What is the definition of 'first-time' pass rate? Some understand this as the first time the graduate takes the National Registry exam and some understand this as the first three tries.	25. First attempt is defined as the first time a candidate takes the exam. The NREMT has recently clarified this language on their website.

Question	Answer
26. Where do we count students who pass on their 4th, 5th or 6th attempts?	26. These results are not reported on the annual report since graduates are required to remediate after three failed attempts.
27. What is the CoAEMSP's position when students do not test upon graduation? The National Registry allows up to 2 years to test. Why are programs accountable for student actions outside program control?	27. The pass rate for the National Registry or state exam is based on the number of graduates who completed the exam within a reasonable amount of time following graduation. The purpose of the Paramedic program is to prepare the individual for employment as a Paramedic which requires certification/licensure.
28. What if a student has not completed or passed his NR test within 6 months and cannot be part of the survey in 6 months?	28. The program has 15 months to gather data for the annual report year being submitted. The Graduate survey is not based on when the student takes the NR exam. The Graduate survey is sent no sooner than 6 months following graduation and no later than 12 months following graduation.
29. What if you have a student that had passed in a past cohort, let their NR lapse and required to retake the entire course again. Do they count as a graduate again?	29. If they no longer hold the credential and have to complete the program in order to become credentialed, they are a new student and would be counted as a graduate and reported in the calendar year they graduated.
Outcomes – Graduates & Employers	
30. What is the definition of a graduate? Do you consider a graduate as one who has passed NR or the program?	30. A graduate is any enrolled student who has completed all course requirements in order to graduate in the designated time-to-certificate or degree for the program. Credentialing exams (NREMT or state) occur once the individual has completed all aspects of the program, including the final summative evaluation in all three domains and has exited the program.
31. After a student graduates, achieves job placement, and the student and employer has been surveyed initially. How many years should the program keep up with the student?	31. There is no CoAEMSP/CAAHEP requirement to continue to follow the graduate.
32. Are graduate and employer sent survey results to be published as well?	32. No.
33. Are we held to 100% graduate and employer feedback or just that we send out to 100%- regardless of who gets back to us?	33. Programs are held accountable for **100% sent**.
34. Are we sending employer surveys to only those who responded to the graduate survey or to all known employers of all graduates?	34. All known employers of all the graduates.

Question	Answer
35. Are the employer and graduate survey thresholds 70% of sent or 70 returned?	35. The graduate and employer surveys are based on 100% sent not the number of surveys returned.
36. If a student has multiple employers, does each employer get a survey or just their full-time employer?	36. The program can choose the employer or employers. Only one is required per graduate but the program may wish to obtain the additional data.
37. May we call employers and complete the survey over the phone?	37. Yes but be sure to maintain a written document of the phone completed survey.
Specific to Letter of Review Programs	
38. What is blank in the Annual Report if a program is an LoR program?	38. All questions must be answered in the annual report. If the program does not have graduates for a given year and there are no cohorts, then the report will specify the other sections required for completion.
39. My program is a Continuing Education program. When we complete this report, do we only answer the questions based off our paramedic students? We are a LOR program.	39. Yes, the annual report is only for Paramedic students.
Posting Outcomes	
40. When posting the program's outcomes, does the program post per year? For how many years?	40. The program must post the outcomes reported annually on the annual report for the NREMT/State Written Exam, Retention, and Positive Placement for the most recent CoAEMSP specified reporting year. The program may elect to also post previous years.
41. If there is a link to our outcomes on the program home page, is that sufficient?	41. Yes.
Other Good Information…	
42. Will the Resource Assessment Matrix (RAM) be included as a component of the annual report?	42. At this time, the Resource Assessment Matrix is not required to be submitted with the Annual Report. However, the RAM for each year will be verified during the time of a site visit.
43. What is CHEA?	43. CHEA is Council for Higher Education Accreditation. CAAHEP is recognized by CHEA. Just like programs must go through an accreditation process to earn CAAHEP accreditation; CAAHEP participates in a similar process with CHEA.
44. If we are in accreditation cycle, the self-study report has been submitted and we are coordinating site visit dates, are we required to submit the Annual Report?	44. Yes, all programs are required to submit the Annual Report, even during the year of comprehensive review.