Preparing Your Progress Report or Response to the Site Visit Findings Letter
Before we get started

- **Ask Questions using the Q&A Button**
  1. Open the Q&A window.
  2. Type your question into the Q&A box. Click Send.
  3. The host will reply back either via text in the Q&A window or will answer your question live.

- Presentation is recorded and will be available on [www.coaemsp.org > News & Events > Webinars](http://www.coaemsp.org > News & Events > Webinars)
The voices you are hearing...

Facilitators

Patricia Tritt, RN, MA
Past Board Member

Lisa Collard, AS
Accreditation Services Specialist

Jennifer Anderson Warwick, MA
Accreditation Consultant

Moderator
Challenges in submitting a response to a Findings Letter or Progress Report?
Challenges

Excel Format

---

### Program’s Response to the Site Visit Findings Letter

<table>
<thead>
<tr>
<th>CoAEMSP Program #: 600XXX</th>
<th># of citations: 2</th>
<th>Deadline: June 1, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor Name: ABC College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report Submitted by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Submitted: (e.g., June 1, 20XX)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next Graduation Dates: (e.g., June 20XX, December 20XX)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the link below to access Step by Step instructions for compiling the program’s response.

[Step by Step Instructions](#)

---

### 2015 CAAHEP Standards & Guidelines

| Standard citation, Rationale for Citation, Previous Past Response Analysis (if any), Requested Evidence |

#### Standard Citation 1

<table>
<thead>
<tr>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.C.1. Resources – Curriculum (Sequencing)</td>
</tr>
<tr>
<td>The curriculum must ensure the achievement of program goals and learning domains. Instruction must be an appropriate sequence of classroom, laboratory, didactic/field experience, and field internship activities.</td>
</tr>
<tr>
<td>Progression of learning must be didactic/laboratory integrated or followed by clinical/field experience followed by the capstone field internship, which must occur after all core didactic, laboratory, and clinical experience.</td>
</tr>
<tr>
<td>Instruction must be based on clearly written course syllabi that include course description, course objectives, methods of evaluation, topic outline, and competencies required for graduation.</td>
</tr>
<tr>
<td>Rationale: The program's sequence is unclear.</td>
</tr>
<tr>
<td>Submit the CoAEMSP’s Appendix D—Program Course Requirements Table form available at <a href="http://coaemsp.org/Self_Study_Reports.htm">http://coaemsp.org/Self_Study_Reports.htm</a></td>
</tr>
</tbody>
</table>
Background

- Evolving process
  - Goal: review evidence to verify that Program meets the *Standard*
  - Requests for information based on the relevant *Standard*
  - Forms/tools developed to provide guidance
Process

Review correspondence carefully and refer to the *Standard* involved and the *Interpretation*.
Process

Review and discuss with faculty and Medical Director

- Arrive at agreement on understanding of the issues
- Discuss response
Process

- Determine what information will answer the citation: Findings Letter or Progress Report
  - What documentation is requested?
  - Do I understand the request?
  - Gather the documentation
Process

Start early:
do not procrastinate
Process

Less is more!

- Only provide requested documentation that answers the issue
- Summary means summary
Credible education through accreditation
Formatting

Progress Report

600XXX ABC College Response
2019.06.01.xlsx
Format

Step-by-Step Instructions

Step-By-Step Instructions

The Program’s Response to the Site Visit Findings Letter/Progress Report template is an Excel document (software version 2013). There is a preset automatic link for each Standard Citation requiring further evidence to address that particular Standard. The preset automatic link will only work if the evidence is named exactly as listed and the type of file format is an Adobe Portable Document (PDF). You will not be able to manually link the documentation, so it is very important that the evidence requested for each Standard Citation within the Site Visit Findings Letter/Progress Report template matches the evidence provided for each Standard Citation in the Evidence folder.

Please be sure the scanned documentation is positioned so that they do not need to be rotated to view and the ability to rename the folder and/or documents is not restricted.

Please use the steps on the following pages as a guide in completing the program’s response to the Findings Letter/Progress Report.

Double-click on the PDF icon below to access the Directions for Creating a Single PDF Document.

***Remember to save your work once you completed the Excel template***

For questions or help composing the program’s response, please contact Lisa Callard (lisa@coaemsp.org or ext. 118)
New Format

- Excel document
  - 600XXX ABC College Response 2019.06.01.xlsx

- Evidence examples
  - Standard Citation 01.pdf
  - Standard Citation 02.pdf
Process

- If narrative is requested, respond concisely: no fluff or elaboration
  - Excessive documentation: info requested can get lost/overlooked
  - Bullet listing can add clarity
  - Review for grammar and spelling
  - Ask others to review, provide feedback on whether response is clear and answers issues
Formatting

- Scans must be legible, clear and in correct order (not upside down or crooked)
- If color-coded documents are used, color scanning is preferable
- For policies:
  - Do not submit an entire college catalog, clinical or field manual, student handbook
  - Scan and highlight the relevant language with catalog cover and index or use screen shots
## Agenda Item

- Review the program's annual report and outcomes
  - CAAHEP Standard V.B. Outcomes
    - Annual Report data
    - Thresholds/Outcomes data results
    - Graduate Survey results
    - Employer Survey results
    - Resources Assessment Matrix results
    - Other

## Discussion

- Talk about student survey
  - General consensus was that some manual work needed updated
  - Discussed district vision

- Talk about EMT/Paramedic numbers
  - Numbers have also increased due to county growth on ALS first priority

- Talk about minimum number of skills

## Action Required

- Talk about program changes (possible changes)
  - Course changes
    - Schedule, organization, staffing, etc.
  - Preceptor changes
  - Clinical and field affiliation changes
  - Curriculum changes
    - Content
    - Sequencing

- Talk about ABHE's

- Added course to clinic rotation
  - Trying to add different areas into hospital
  - See if anyone

- Talk about CAAHEP Standard V.E. Substantive Change
  - Program status
  - Sponsorship
  - Sponsor administrative personnel

---

**Credible education through accreditation**

CoAEMSP
Avoid duplicating inclusions:

- Use screen shots, not links or PDFs that will not open for the reviewers

Remember you are submitting a PDF

Response documents will be returned if directions are not followed resulting in delays in approval or an adverse action
Note!

- What happens to the documents I submit? Does format matter?
  - Review by staff
  - Assigned to a Review Team of 7 members plus staff
  - Sent to entire Board for review
## Common Requests

### Summary tracking data

- **Sample:** Resource Library > Evaluation Instruments/Program Resources
Common Requests

- Graduate report/graduation requirements
- Appendix G
  - Student Minimum Competency Matrix
- Documentation of Medical Director involvement:
  - Medical Director Responsibilities Form
  - Terminal Competency Form
Common Requests

- **Program Director responsibility**
  - *Program Director Responsibilities Form*

- **Verification of preceptor training**
  - *Appendix F – Field Internship Institutional Data Form*

- **Capstone field internship preceptors**
  - *Appendix F – Field Internship Institutional Data Form*
Common Requests

- Documentation of exam validity
  - High Stakes Exam Analysis Form
  - Frequency of High Stakes Exam Form
- Course sequencing
  - Appendix D – Program Course Requirements Table
Common Requests

- Advisory Committee minutes
  - Advisory Committee Meeting Minutes Form
- Evaluation of clinical sites by students
- Student evaluation of preceptor
- Student records
Don’ts

Do not include documentation that was already reviewed at the site visit

- No late submissions
- Don’t be defensive or acerbic
Follow-up: from CoAEMSP

Progress Reports

Annual Report acknowledgement
Follow-up: CAAHEP

Response to Site Visit Findings Letter

Once all citations have been resolved: response from CoAEMSP
Accreditation is an everyday activity!
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 (ISA) 6 months after its 1st cohort graduates
6. CoAEMSP reviews ISA 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 CSSR

Accreditation Process

Annual Reports
Progress Reports, as appropriate

Letter of Review Process

Credible education through accreditation
Progress Quote

“It doesn’t matter where you come from, all that matters is where you are heading”

quoteswell.com
Any questions?