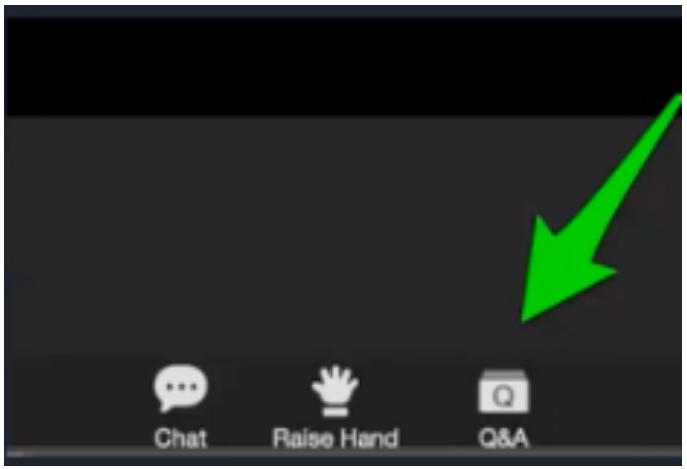
Preparing Your Progress Report or Response to the Site Visit Findings Letter

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**

The voices you are hearing…

Facilitators

Patricia Tritt, RN, MA
Past Board Member

Lisa Collard, AS
Accreditation
Services Specialist

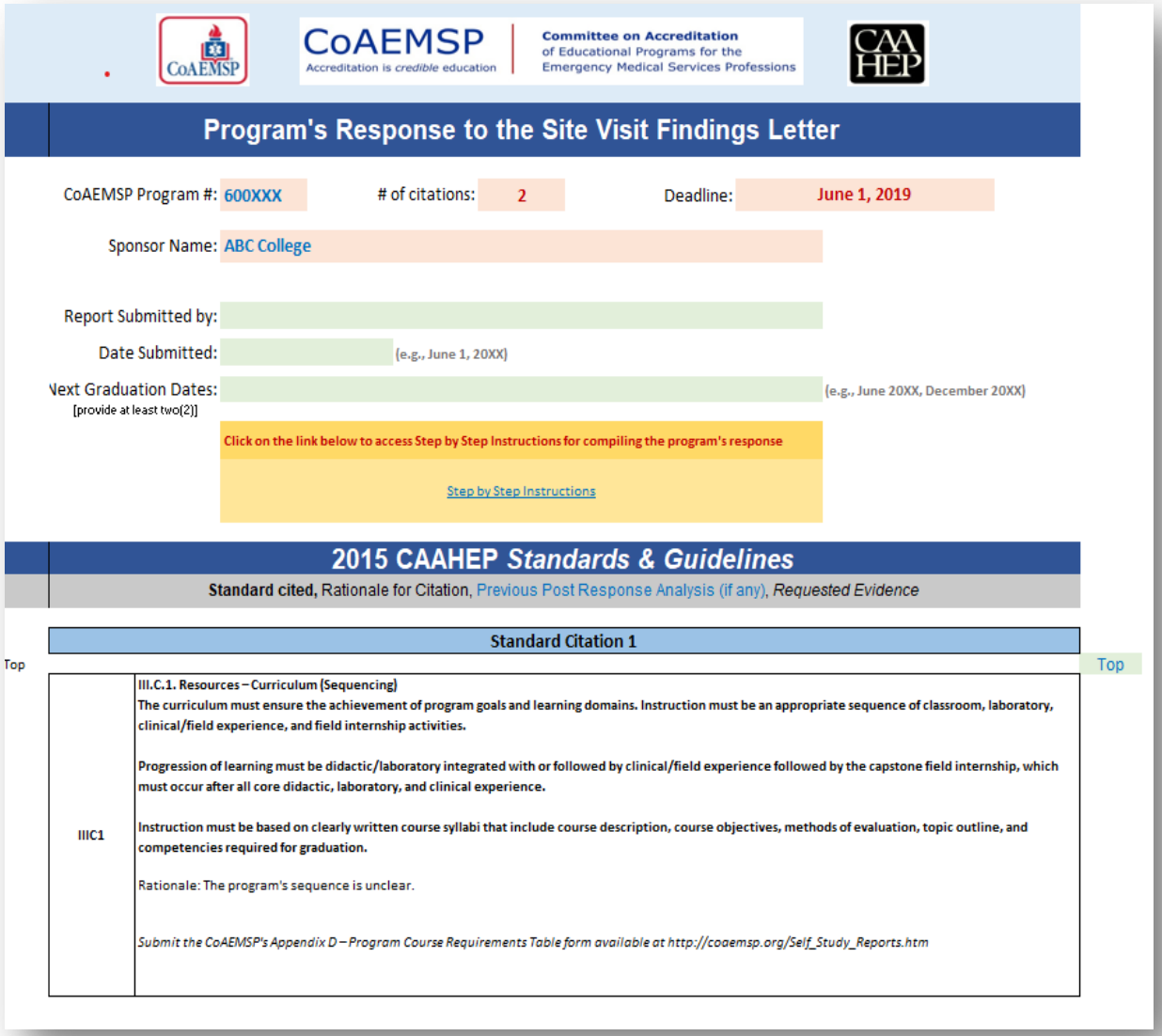
Moderator

Jennifer
Anderson Warwick, MA
Accreditation
Consultant

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

Challenges

Excel Format



CoAEMSP
Accreditation is *credible* education

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions

CAAHEP

Program's Response to the Site Visit Findings Letter

CoAEMSP Program #: 600XXX # of citations: 2 Deadline: June 1, 2019

Sponsor Name: ABC College

Report Submitted by:

Date Submitted: (e.g., June 1, 20XX)

Next Graduation Dates: [provide at least two(2)] (e.g., June 20XX, December 20XX)

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 cited, Rationale for Citation, Previous Post Response Analysis (if any), *Requested Evidence*

Standard Citation 1

Top Top

IIIC1	**III.C.1. Resources – Curriculum (Sequencing)** **The curriculum must ensure the achievement of program goals and learning domains. Instruction must be an appropriate sequence of classroom, laboratory, clinical/field experience, and field internship activities.** **Progression of learning must be didactic/laboratory integrated with or followed by clinical/field experience followed by the capstone field internship, which must occur after all core didactic, laboratory, and clinical experience.** **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.** Rationale: The program's sequence is unclear. *Submit the CoAEMSP's Appendix D – Program Course Requirements Table form available at http://coaemsp.org/Self_Study_Reports.htm*

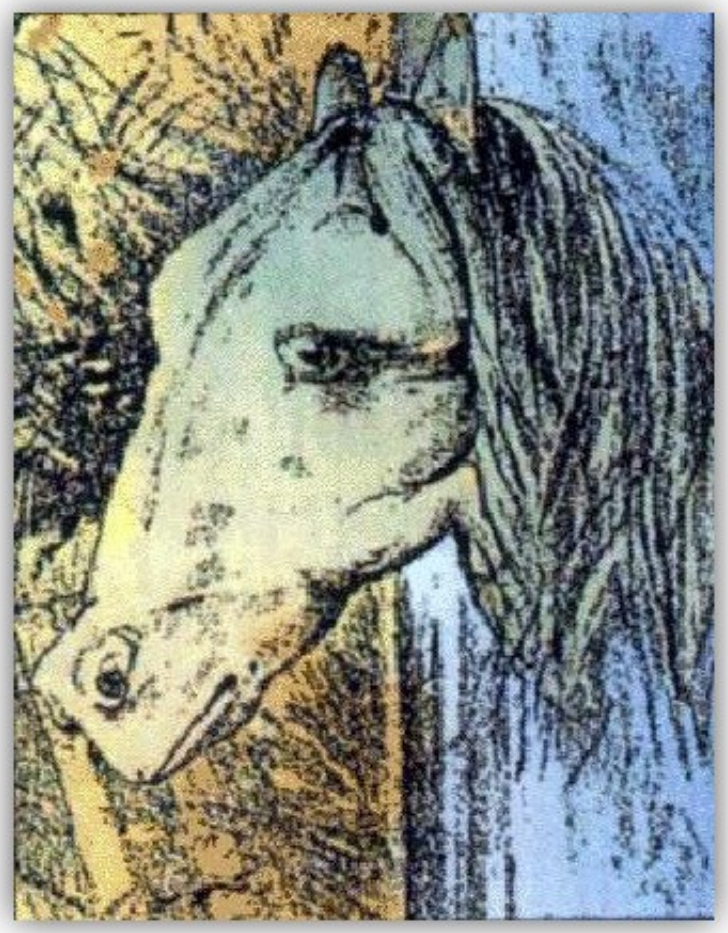
Background

- **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***

4
Apply
1
Ask
2
Acquire
3
Appraise

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 Collard (lisa@coaemsp.org or ext. 118)

New Format

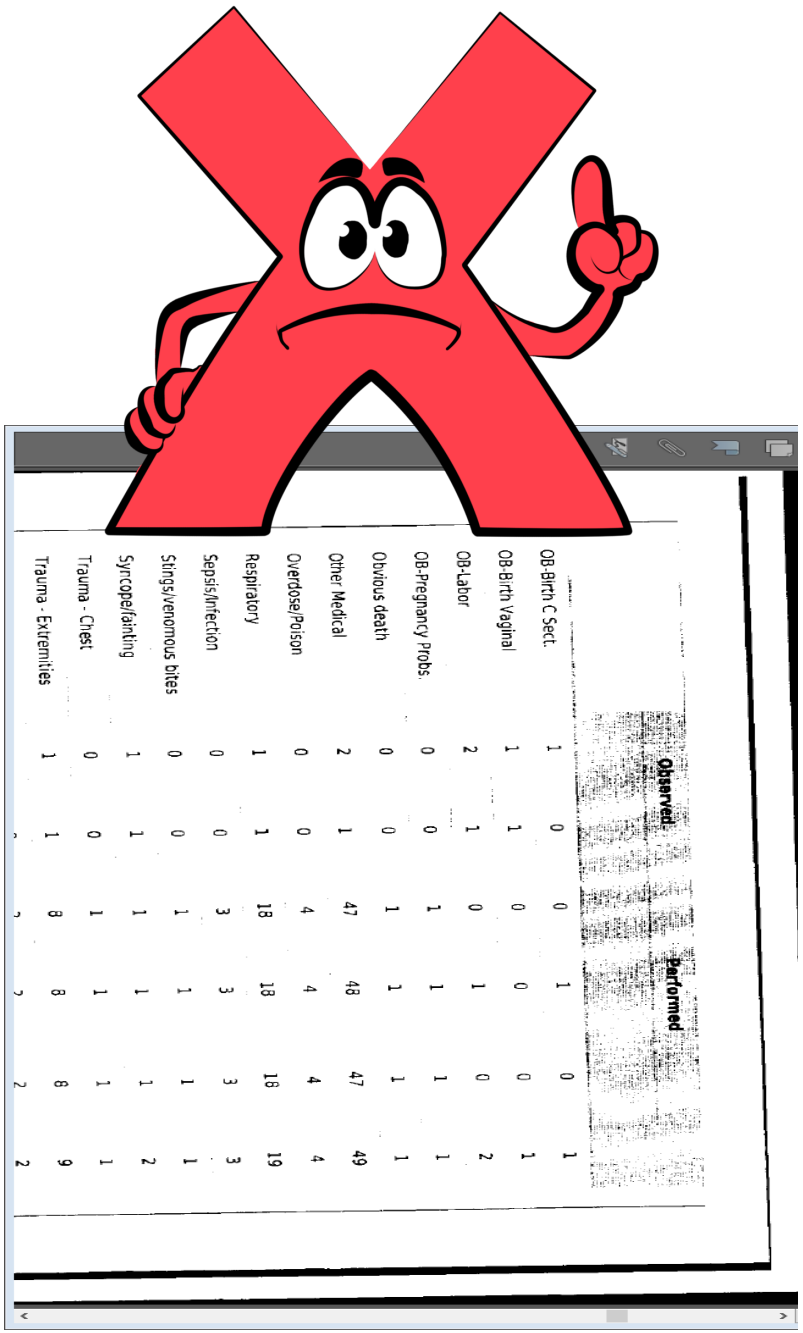
- **Excel document**
  - **600XXX ABC College Response 2019.06.01.xlsx**
- **Evidence examples**
  - **Standard Citation 01.pdf**
  - **Standard Citation 02.pdf**

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



	Observed	Performed
OB-Birth C Sect.	1	0
OB-Birth Vaginal	1	0
OB-Labor	2	1
OB-Pregnancy Probs.	0	1
Obvious death	0	1
Other Medical	2	47
Overdose/Poison	0	4
Respiratory	1	18
Sepsis/infection	0	3
Stings/venomous bites	0	1
Syncope/fainting	1	1
Trauma - Chest	0	1
Trauma - Extremities	1	8

	Agenda Item	Discussion	Action Required
	☐ NEW Appendix G: Student Minimum Competency Matrix (*effective July 1, 2019*) ☐ Review summary graduate tracking reports	Talk about minimum numbers of skills	
6.	**Review the program's annual report and outcomes** [CAAHEP Standard IV.B. Outcomes] ☐ Annual Report data ☐ Thresholds/Outcome data results ☐ Graduate Survey results ☐ Employer Survey results ☐ Resources Assessment Matrix results ☐ Other	- Talk about EMT & Paramedic numbers - Numbers have also increased due to county position on ALS First Responders	Yes / (No)
7.	**Review the program's other assessment results** [CAAHEP Standard III.D. Resource Assessment] ☐ Long range planning ☐ Student evaluations of instruction and program ☐ Faculty evaluations of program ☐ Course/Program final evaluations ☐ Other evaluation methods	- talk about student surveys - General concerns were that some equipment needed updated. - Discussed districts position	(Yes) / No
8.	**Review program changes** *(possible changes)* ☐ Course changes (schedule, organization, staffing, other) ☐ Preceptor changes ☐ Clinical and field affiliation changes ☐ Curriculum changes ○ Content ○ Sequencing	- Added Centerstone to clinical rotation. - Trying to add different areas into hospitals. - See if MMH?	Yes / No
9.	**Review substantive changes** *(possible changes)* [CAAHEP Standard V.E. Substantive Change] ☐ Program status ☐ Sponsorship ☐ Sponsor administrative personnel	- Talk about DSH switching to different accrediting body. "ABHES" Accrediting Bureau of Health Education Schools	Yes / (No)

Formatting

- 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**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
Requirements			**15**	**5**	**20**	**25**	**3**	**3**	**3**	**3**	**3**	**3**	**30**	**50**	**30**	**10**	**40**	**30**	**20**	**20**	**8**	**10**	**20**	**20**	**50**	**500**	**168**	
	Male Patients	Female Patients	MED ADMIN	ETT	BVM/VENTILATIONS	IV / IO	Newborn (0-1 month)	INFANT	TODDLER	PRE-SCHOOL	SCHOOL AGE	ADOLESCENT	TOTAL PEDI	ADULT	GERIATRIC	OB	TRAUMA	CARDIAC	PSYCH	A. DYSPNEA	P. DYSPNEA	SYNCOPE	ABDOMINAL	AMS	TEAM LEADER	FIELD HRS.	CLIN. HRS.	
Abbott	87	121	56	7	21	61	4	4	6	5	5	18	42	113	58	10	57	38	26	33	12	13	27	32	85	552	176	Complete
Brown	104	115	61	6	20	33	10	6	9	4	17	9	55	126	45	12	55	32	27	20	10	8	32	27	99	528	184	Complete
Carter	91	103	54	7	26	54	4	5	9	7	9	8	42	119	37	10	51	30	21	22	8	10	29	29	88	500	168	Complete
Delgato	109	100	38	6	21	62	5	3	7	4	8	10	37	112	65	10	49	30	25	27	8	11	44	37	107	504	168	Complete
Everest	118	98	47	8	25	60	4	5	9	9	16	11	54	123	43	12	56	37	22	24	10	10	30	39	75	540	176	Complete
Frankton	97	97	57	6	20	74	4	4	6	8	9	7	36	90	72	10	43	32	17	22	5	10	25	30	103	504	164	Complete
Gooder	100	108	69	5	20	82	6	5	7	6	8	9	41	95	70	10	56	35	20	20	10	10	31	23	106	520	178	Complete
Hughes	92	112	96	10	23	63	9	5	7	9	10	7	47	110	50	10	56	32	21	20	10	10	34	20	76	504	168	Complete
Ingram	145	132	93	7	22	53	8	6	5	13	9	6	47	167	62	12	63	41	28	35	10	13	41	38	126	552	176	Complete
Jackson	111	111	46	7	23	49	5	5	3	5	8	8	34	136	55	12	53	35	23	45	8	11	35	37	68	520	168	Complete
Kowry	130	122	32	6	26	45	6	7	9	6	6	6	44	135	82	11	62	44	22	42	12	13	41	34	93	552	176	Complete
Landon	131	142	76	11	21	79	10	4	8	7	11	14	54	132	92	10	79	30	20	28	12	13	38	31	157	552	168	Complete
Morris	86	113	27	6	21	37	5	5	8	5	9	13	45	100	59	13	56	33	20	20	9	10	22	27	80	504	170	Complete
Nelson	94	97	76	7	21	72	4	3	6	5	10	11	39	123	32	10	49	42	20	23	9	10	29	23	100	528	168	Complete

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

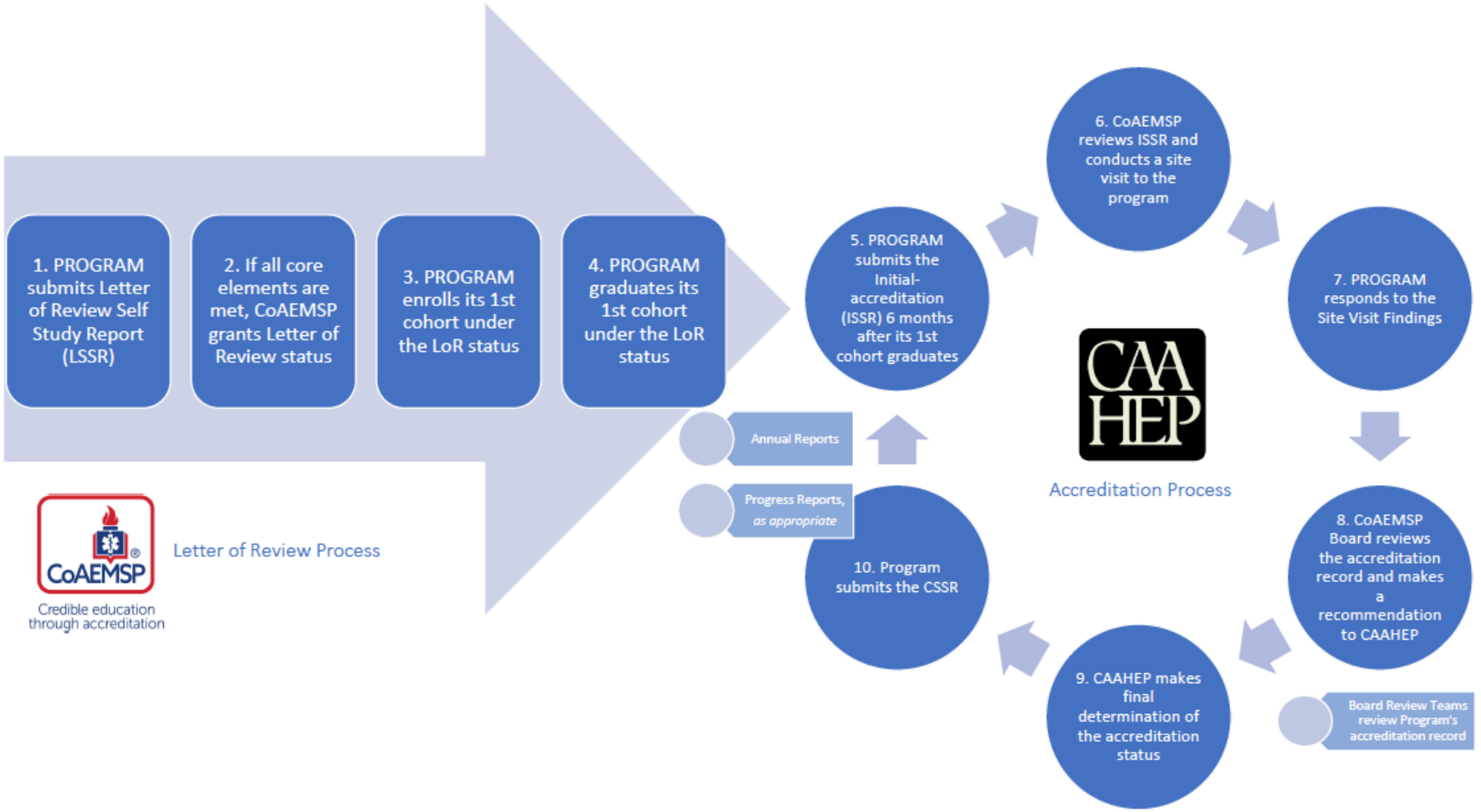
Response to Site Visit Findings Letter

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



Progress Quote

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

quoteswell.com

ANY
QUESTIONS?