

Getting Started: An Action Plan for CAAHEP Accreditation

July 16, 2020



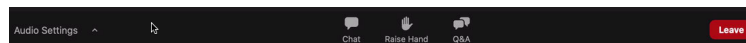
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Ways to Participate

Have a question? Type it in the Question & Answer window:

1. Open the Q&A window.
2. Type your question into the Q&A box. Click Send.



3. The host will reply back either in the Q&A window or will answer your question live.



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The Panelists



Jennifer Anderson Warwick
Accreditation Consultant



Patricia Tritt
Day Job: Director of Instruction,
AMR Learning
Volunteer Role: Past Board Member



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Ready?

What is the most difficult part of any project?



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- ❑ **Start early**
- ❑ **Schedule project time**
- ❑ **Evaluate evidence**
- ❑ **There's a tool for that...**

The
TAKEAWAY™



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The Notice

- ❑ **Email from CoAEMSP is 6 months prior to due date**
- ❑ **Detailed instructions**



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The Tool



Getting Started: an Action Plan for CAAHEP Accreditation

Self-Study Report Due Date: _____

Often the hardest part of any project is organizing a plan to get started. The action plan that follows breaks the activities into phases and identifies the activity and associated resource, such as the location on the CoAEMSP website that will provide the necessary information.

1. Once notification is received from CoAEMSP that the accreditation process has begun, the Program typically has six (6) months to submit the self-study report and supporting documents.
2. The Program is encouraged to complete all materials and ready for final review by all appropriate parties **within five (5) months** of notification (one month before the date due to the CoAEMSP).
3. It is the Program Director's responsibility to obtain all necessary information for submission. If action items are delegated to other staff, the Program Director must monitor progress and insure completion.
4. This template uses the convention of -6, -5, etcetera to designate the month the activity should be completed using the CoAEMSP due date as -0. All documents are to be completed by the beginning of month -1. The expected time frames should assist planning.
5. This plan/checklist is heavily weighted for months -6 and -5 which revolves around data gathering. Months -4 through -2 will be devoted to completing the documents required.

<input checked="" type="checkbox"/>	To Do List	Month Due	Date Due	Completed Date
Phase I: Self-Assessment				
<input type="checkbox"/>	1. Review the CAAHEP <i>Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions</i> : http://coaemsp.org/Standards.htm .	-6		
<input type="checkbox"/>	2. Review the CoAEMSP Interpretations of the CAAHEP Standards: http://coaemsp.org/Standards.htm .	-6		
<input type="checkbox"/>	3. Review the Site Visit Report form: http://coaemsp.org/Site_Visits_Visitors.htm .	-6		
<input type="checkbox"/>	a. Answer honestly the questions and evaluate Met or Not Met.	-6		
<input type="checkbox"/>	b. Pay attention to the items in the Evidence column and ensure you can provide the identified evidence.	-6		
<input type="checkbox"/>	c. Make a list of anything that is not clear to you (for example: Sponsorship, Terminal Competencies).	-6		



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Now What?

Review *Standards* and Interpretations



CoAEMSP INTERPRETATIONS OF THE CAAHEP 2015 STANDARDS AND GUIDELINES For the Accreditation of Educational Programs in the EMS Professions

This companion document contains the CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions* with CoAEMSP interpretations adopted by CoAEMSP through policies. The interpretations are NOT part of the *Standards and Guidelines* document and are subject to change by CoAEMSP. Policy revisions may occur often, so this document should be reviewed frequently to ensure the most current version. Please refer to the Glossary for the definition of terms which is available at www.coaemsp.org/standards. Questions regarding the interpretations can be directed to the CoAEMSP Executive Office. [Standards interpretations first approved by CoAEMSP August 2010; revisions February 2011, August 2011, August 2012, February 2013, February 2014, August 2014, August 2015, February 2016, August 2016, February 2017, February 2018, July 2018, February 2019, July 2019, **February 2020**]



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Read the Instructions

The Step By Step Instructions below must be followed carefully to correctly complete the self-study.
Click on the link below to access the Step By Step Instructions for compiling the self-study.

Step By Step Instructions

Key Points to Remember:

- Save your work often as you complete the template
- All supporting documentation must be positioned so that it does not need to be rotated to view
- No paper copies or USB/CDs are accepted
- Be sure the template is entirely complete and all supporting documentation has been placed in the Supplemental Documentation folder and then, zip the ENTIRE contents and upload it to the fileshare. DO NOT UPLOAD INDIVIDUALLY.

<=== Hovering your cursor over a cell with a red triangle in upper right corner reveals text. Try it.

Step-By-Step Instructions

The self-study template is an Excel document (software version 2013). There are preset automatic links for the required documentation which will only work if the document is named exactly as listed and in the specified file format. However, most of the documents will require the file format to be an Adobe Acrobat Document (PDF).

Cloud-based services (i.e., SharePoint, Google Docs, etc.) must not be used when completing the self-study template. This type of software tends to remove the built-in formulas from Excel.

Please be sure the documentation is positioned so that it does not need to be rotated to view and the ability to rename a folder and/or document is not restricted.

Throughout the self-study template, if the CoAEMSP has a form available for sponsors to use, the following purple note will identify there is a form and the name of the form is displayed with a link to the form on the right.

CoAEMSP provides a form. See available link to the right >>>

Please use the steps on the following pages as a guide in completing the self-study.

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

Directions for Creating a Single PDF

Remember to save your work often as you complete the Excel template

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And then.... Look for evidence

STANDARD III: Resources (Personnel)
NCTI-Springfield

SSR Revised 2020.01

Link to Available Form
(Required if not current) ==>

1. The sponsor must verify there are qualified and approved program personnel on file which have been approved through the CoAEMSP Executive Office.

Contact Lynn Caruthers (lynn@coaemp.org or ext. 115) to confirm current program personnel and receive a personnel verification document required for evidence.
Please Note: The personnel verification document is different than the individual approval email(s) received.

CoAEMSP provides forms. See available link to the right ==>>

Place the personnel verification document received from the CoAEMSP Executive Office in the Supplemental Documentation folder. The document has been preset to automatically link. In order for the automatic link below to work, the document must be named EXACTLY as listed and must be the type of file format listed (not Word, 97-2003 [.doc], Word 2013 [.docx], or or Excel [.xls]).

Automatic Link ==>>

Exact Document Name:

III81 Personnel

Type of File: Adobe Portable Document (.pdf)

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Met or Not Met



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Consult



KEEP CALM AND CALL THE DEAN

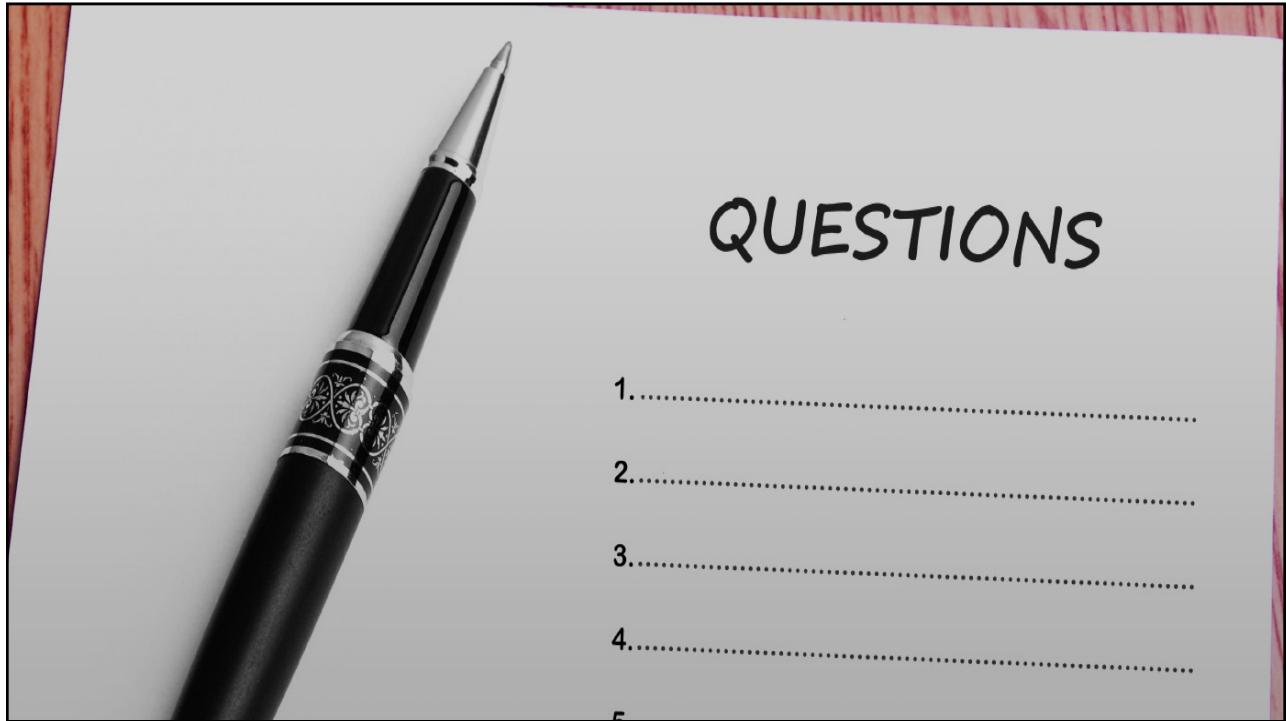


Medical Director
Medical Director
Medical Director
Medical Director

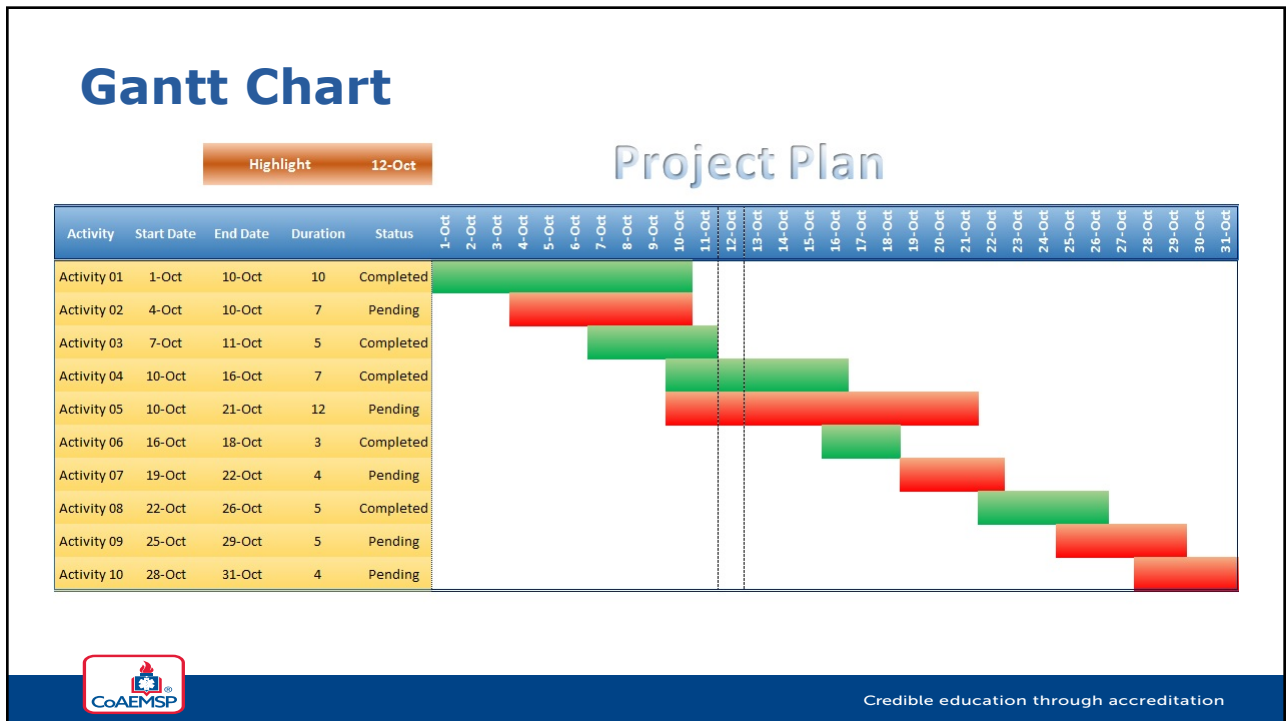


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ACTION PLAN

ACTION PLAN



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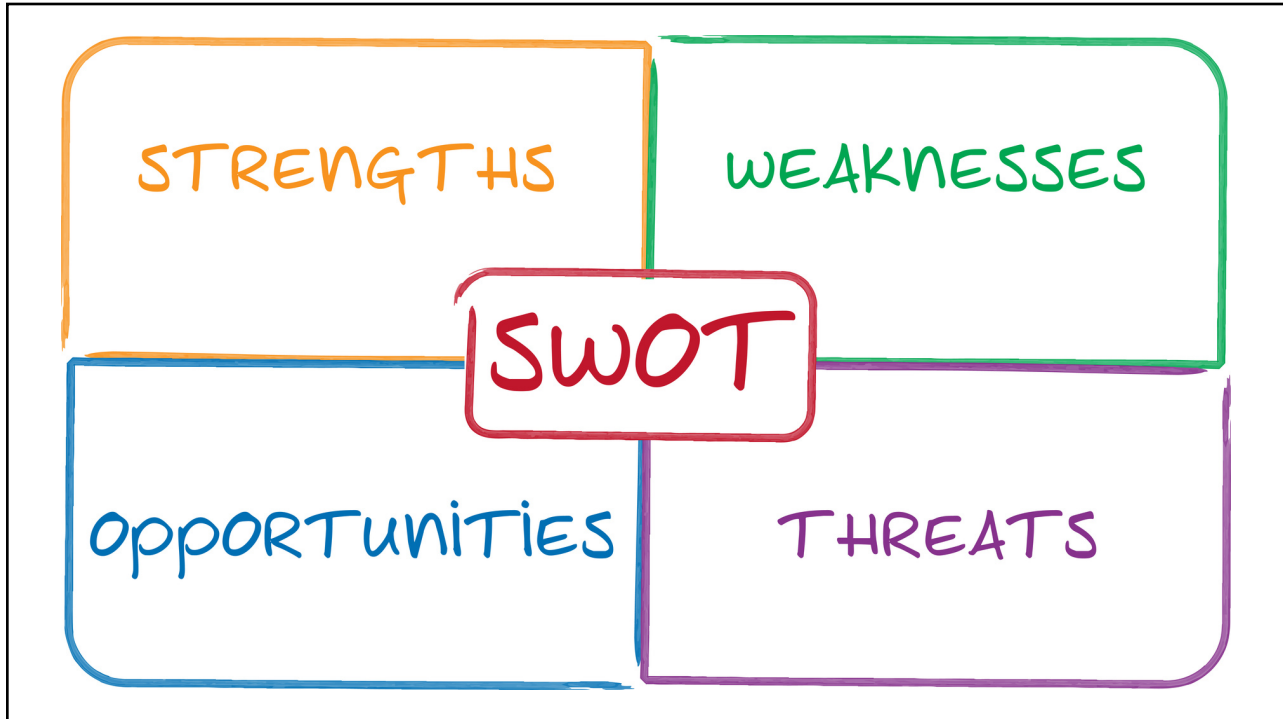
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Delegate

- 1
- 2
- 3

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Resource Assessment

Resource Assessment Matrix (RAM) Revised 2019.06

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

Sponsor Name / Year: <== Revise year as needed

Current Accreditation Status:

Date Completed: (e.g., m/d/yyyy) Number of Students Evaluated:

Accredited programs must demonstrate sufficiency of resources by conducting a Resource Assessment at least annually (Standard III(D)) and are required to complete ALL columns of this matrix. Programs seeking a Letter of Review (LOR) are required to complete at least columns B, C, and D of this matrix (Purpose, Measurement System, and Dates of Measurement).

The Program Resource Survey (PRS) - Students and Program Resource Survey (PRS) - Program Personnel are required to complete the data analysis use to complete the Resource Assessment Matrix (RAM) (see instructions tab below).

For each content area that receives a rating of LESS than 80%, the Program must summarize the results and complete an analysis (Column E) and develop an action plan (Column F). When results are 80% or above, indicate that "results met threshold" in Column E and "continue to monitor" in Column F. Programs may write additional Purpose statements and/or add Measurement Systems for resource(s). Programs are responsible for addressing the content areas that do not meet the 80% cut score.

[Link to access the forms available on the CoAEMSP website ==>>](#) [CoAEMSP Forms Available](#)

At a minimum, programs are required to use the survey items contained in the Student Resource Survey and the Program Personnel Resource Survey.

The Advisory Committee is involved in both assessing the resources and reviewing the results.

#	(A) RESOURCE	(B) PURPOSE(S) (Role(s) of the resource in the program)	(C) MEASUREMENT SYSTEM (types of measurements)	(D) DATE (S) OF MEASUREMENT (the time during the year when data is collected (e.g., monthly))	(E) RESULTS and ANALYSIS (Include the overall average (%) from each Resource category. For each Resource category below 80%, complete Column F)	(F) ACTION PLAN / FOLLOW UP (What is to be done and Due Date)
1.	FACULTY	Provide instruction, supervision, and timely assessments of student progress in meeting program requirements. Work with advisory committee, administration, affiliated internship affiliates and communities of interest to enhance the program.	1. Program Personnel Resource Survey 2. Student Resource Survey	"Type In Date Here" "Type In Date Here"		
	Additional Faculty Purpose(s) ==>					

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Clinical and Field Affiliate Data

Standard III - Active Affiliate Institutional Data Forms SSR Revised 2020.08

0

Standard III.A.1
Program Resources

Standard V.F.
Fair Practices - Agreements

As Paramedic Program Director, by selecting "Yes" in the box to the right, I verify that an appropriate, authorized clinical affiliate individual has provided and attested to the information presented in the corresponding table below.

Please Select

Total number of active Clinical Affiliates:
(complete the data forms below)

Please Select

▼

State the program is located in (See Title tab Number 3):

00000

Number of out of state Clinical Affiliates identified:
(based on the data forms below)

0

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Clinical and Field Affiliation Agreements

Place a current affiliation agreement for this active affiliate in the Supplemental Documentation folder. The document has been preset to automatically link. In order for the automatic link below to work, the document must be named EXACTLY as listed and must be the type of file format listed (not Word, 97-2003 [.doc], Word 2013 [.docx], or Excel [.xlsx]).

Automatic Link ==>>>

Exact Document Name:

VF Clinical Affiliate 01

Type of File: Adobe Portable Document (.pdf)

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Invoice

CoAEMSP
 8301 Lakeview Pkwy #111-312
 Rowlett, TX 75088

214-703-8445, Ext 116 heather@coaemsp.org
 Federal Tax ID: 30-0807524

Bill To:

Program #:

www.coaemsp.org

Invoice

Date	Invoice #
7/8/2020	TESTINVOICE
Due Date	7/8/2020
P.O. No.	

Description	Amount
Self Study - SSR Evaluation Fee	750.00
Site Visit Flat Fee	2,700.00
<small>Note: If the actual costs of a 2-person/2-day site visit exceed \$3,200.00, the program will be invoiced for the amount in excess of \$3,200.00. If CoAEMSP determines that the site visit requires more than 2 visitors, the program will be invoiced \$1,350.00/additional visitor. If CoAEMSP determines that the site visit requires more than 2 days, the program will be invoiced \$250.00/visitor/additional day.</small>	
Total	\$3,450.00

Payment due upon receipt. Remittance can be made via check, ACH or through the "view and pay bill" button in the body of the email. Credit cards ARE NOT accepted. Please verify that you have our correct mailing address (as listed above on this invoice) and that your CoAEMSP Program # (600xxx) or Invoice # is on the check.

Please direct questions to Heather Parker at heather@coaemsp.org or 214-703-8445 ext 116.

For more information on the policies regarding fees, see the CoAEMSP Policies & Procedures Manual (www.coaemsp.org, Section IX, Accreditation Fees).

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Remember!

Student Questionnaire Reminder

Specific details along with a link to the Student Questionnaires was sent to the program in the self study due notification email. Please have all current students complete the questionnaires using the link provided.

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Next Steps

- ❑ **Executive Analysis**
- ❑ **Site Visit date finalized**
- ❑ **Contact from Team Captain**
- ❑ **Develop site visit schedule**



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Site Visit Information

Committee on Accreditation for the EMS Professions

Site Visit Information and Travel Arrangements Recommendation Form

As part of the accreditation / comprehensive review, after submission of your self study report (SSR) and the Executive Analysis (EA) has been issued, an on-site review will be conducted. A regular site visit is 2 visitors for 2 days. On a case-by-case basis, CoAEMSP determines if there are special circumstances that require more than a regular site visit.

Please fill in the information below and email this file to jennifer@coaemsp.org.

CoAEMSP Prog ID#: begins with 600xxx

Sponsor name:

City: State: Zip:

Convenient Airport(s):

Approx distance from program => miles miles

Preferred method for transportation from airport to hotel:

Program Director:

Name:

Email:

Work Phone: Cell Phone:

Program Dates:

Your site visit dates will be determined by the CoAEMSP with approval from the program. List dates the program (including program director, medical director, and students) is available in the projected site visit date range. (The range is listed in the email notifying the program of its SSR due date.) Include ALL dates. The site visit team usually consists of 2 members.

	Program Enrolls Students	Students Begin Clinical	Students Begin Capstone Field Internship	Program Graduates Students	Weekdays and/or Evenings students are on Campus	
					Weekdays [M T W R F]	Evenings [M T W R F]
Current Cohort #1						
Current Cohort #2						
Next Cohort #1						
Next Cohort #2						



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Preparing for the Site Visit

The screenshot shows the CoAEMSP website's 'Resources for Site Visits & Site Visitors' page. It features a navigation menu with 'ACCREDITATION', 'SITE VISITS', 'STUDENTS & PUBLIC', 'ABOUT', and 'NEWS & EVENTS'. A 'Resources' dropdown menu is open, displaying a list of documents with columns for NAME, LAST MODIFIED, and DOWNLOAD. The list includes various forms and reports such as 'Expense Report for Site Visitors', 'Hosting the Site Visit - Best Practices', 'Interview Questions & Talking Points', and 'List of Site Visit Participants'.

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Executive Analysis



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

Executive Analysis of Initial-Accreditation Self Study Report (ISSR)

Sponsor Name:	Accordance Community College		
SV window start:	Month: Select...	Year: Select...	Program #: 600----
SV window end:	Month: Select...	Year: Select...	EA Date:

ISSR Parts / Appendices	Clearly Ans	Possible Problem /Violation?	Comments
Title page information	Yes	-	Complete
Table of Contents	Yes	-	Complete
General Information			
Personnel information	Yes	-	Complete
History and development	Yes	-	Program started in 1999 as certificate-only due to need from regional EMS providers and expanded to AAS degree in 2006. Program appears to meet the needs of the COI.

PART A. SPONSORSHIP



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Accreditation Timeframe

- ❑ **SSR preparation = 6 months**
- ❑ **Submission of SSR to CAAHEP decision = 12– 15 months minimum**
- ❑ **COVID–19 will effect all timeframes**



Files for Review



Accreditation is
an everyday activity

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