Getting Started: An Action Plan for CAAHEP Accreditation  
July 16, 2020

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.
The Panelists

Jennifer Anderson Warwick  
Accreditation Consultant

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

Ready?

What is the most difficult part of any project?
- Start early
- Schedule project time
- Evaluate evidence
- There’s a tool for that...

The Notice

- Email from CoAEMSP is 6 months prior to due date
- Detailed instructions
The Tool

Getting Started:
an Action Plan for CAAHEP Accreditation

Self Study Report Due Date: ____________

Credible education through accreditation

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 resources, such as the location on the CAAHEP 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 six (6) months of notification (one month before the date due to the CAAHEP).
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 ensure completion.
4. This template uses the convention of G, S, etc., to designate the month the activity should be completed using the CoAEMSP due date as G. All documents are to be completed by the beginning of month G. The expected time frames should assist planning.
5. This plan check list is heavily weighted for months 4 and 5 which revolve around data gathering. Months 4 through 7 will be devoted to completing the documents required.

<table>
<thead>
<tr>
<th>ID</th>
<th>To Do List</th>
<th>Month Due</th>
<th>Date Due</th>
<th>Completed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review the CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions: <a href="http://coaemsp.org/standards.htm">http://coaemsp.org/standards.htm</a></td>
<td>G</td>
<td>G</td>
<td></td>
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<tr>
<td>2</td>
<td>Review the CoAEMSP Interpretations of the CAAHEP Standards: <a href="http://coaemsp.org/standards.htm">http://coaemsp.org/standards.htm</a></td>
<td>S</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Review the Site Visit Report form: <a href="http://coaemsp.org/site_visits_visitors.htm">http://coaemsp.org/site_visits_visitors.htm</a></td>
<td>G</td>
<td>G</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Answer honestly the questions and evaluate Met or Not Met.</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Pay attention to the items in the Evidence column and ensure you can provide the identified evidence.</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Make a list of anything that is not clear to you (for example: Sponsorship, Terminal Competencies).</td>
<td>6</td>
<td>6</td>
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</tbody>
</table>

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](http://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]
Resources

Take advantage of this array of accreditation tools. These resources include articles, webinars, and explanations of terminology and requirements that everyone associated with the accreditation process will find indispensable in seeking or maintaining accreditation.

Quick Links
- Seeking Accreditation
- Evaluation Instruments/Program Resources
- Maintaining Accreditation
- Program Directors
- Medical Directors
- Site Visits & Visitors
- Personnel
- Fees
- Standards & Guidelines
- Self Study Reports
- Continuing Education

Next?
Review the SSR

Self-Study Report
For Programs Seeking Continuing Accreditation
(CSSR)
for the 2015 CAAHEP Standards & Guidelines

Committee on Accreditation of Educational Programs
For the EMT Professionals
8301 Lankershim Blvd, Suite 111-312
Rancho, TX 75382

INSTRUCTIONS
Each program conducts an internal review culminating in the preparation of a Continuing Accreditation Self Study Report (CSSR). The CoAEPSP will use the report, and any additional information submitted in a program report of compliance with the Standards and Guidelines for the Accreditation of Emergency Medical Services Providers: (CoAEPSP [www.caeemsp.org]). Program should carefully read the CAAHEP Standards & Guidelines as well as the CoAEPSP (Appendix A) prior to completing the self-study report. The CoAEPSP Executive Office will review the CSSR and any additional documentation for completeness. The CSSR (including completed WAVE and the CoAEPSP Executive Office, in addition to the Student Questionnaires and the payment of the non-refundable submission fee, if any.)

TIPS FOR CONTINUING ACCREDITATION SELF-STUDY REPORT FORMATTING
Programs seeking initial accreditation or Continuing Accreditation are required to submit a Continuing Accreditation Self Study Report (CSSR) no later than 6 months from the date the CoAEPSP Executive Office notifies the program of the due date of the CSSR. Complete the form no more than 60 days prior to the end of the submission period.

REPORT FORMATTING
Request to fill question directly into the space provided in the template worksheet. The product format does not allow for input, so responses must be composed in a word processing document, then pasted into the CSSR when complete. This self-study template contains built-in text that contains questions based on the way previous forms have been answered. If a question appears like it is blank or incomplete, then a question may not yet been answered and will appear blank or incomplete until all required questions have been answered. Therefore, you should complete each of the following pages in order throughout the worksheet.
Read the Instructions

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 PDF/CIs 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.

And then…

Look for evidence

STANDARD III: Resources (Personnel)

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

Contact Lynn Goodwin (lynn@coaemsp.org or ext. 115) to confirm current program personnel and receive a personnel verification document required for evidence. Please refer to the personnel verification document if different than the individual named email address.

CoAEMSP procedures. 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 written automatically. 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, .txt, .doc), Word 2013 (.docx), or Excel (.xls).

Exact Document Name: BBI Personnel
Type of File: Adobe Portable Document (.pdf)
Met or Not Met

Consult
Questions

1. .................................................................
2. .................................................................
3. .................................................................
4. .................................................................
5. .................................................................

Gantt Chart

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<tr>
<th>Activity</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Status</th>
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<tr>
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<tr>
<td>Activity 02</td>
<td>4-Oct</td>
<td>10-Oct</td>
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<tr>
<td>Activity 03</td>
<td>3-Oct</td>
<td>11-Oct</td>
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<td>Activity 04</td>
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<tr>
<td>Activity 05</td>
<td>10-Oct</td>
<td>21-Oct</td>
<td>12</td>
<td>Pending</td>
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<tr>
<td>Activity 06</td>
<td>16-Oct</td>
<td>18-Oct</td>
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<td>Completed</td>
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<tr>
<td>Activity 07</td>
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<td>22-Oct</td>
<td>4</td>
<td>Pending</td>
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<tr>
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<td>Completed</td>
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<td>Activity 09</td>
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<td>29-Oct</td>
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<td>Pending</td>
</tr>
<tr>
<td>Activity 10</td>
<td>28-Oct</td>
<td>31-Oct</td>
<td>4</td>
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Resource Assessment Matrix (RAM)

<table>
<thead>
<tr>
<th>#</th>
<th>RESOURCE</th>
<th>PROCEDURAL VIEW (What is the resource in the program)</th>
<th>MEASUREMENT IDENTIFICATION (What is the purpose of the measurement?)</th>
<th>DATE IS OF RELEVANCE</th>
<th>MEASUREMENT IDENTIFICATION (If a number is a target)</th>
<th>RESULTS AND ANALYSIS (Include an overview % how each measurement category, the exact measurement complete Column F)</th>
<th>ACTION PLAN / FOLLOW UP (What is to be done and when done?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTY</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

Credible education through accreditation
Clinical and Field Affiliate Data

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]).

Exact Document Name: VF Clinical Affiliate 01

Type of File: Adobe Portable Document (.pdf)
Credible education through accreditation

Invoice

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.
Next Steps

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

Site Visit Information
Preparing for the Site Visit

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...

SV window end: Month: Select... Year: Select...

Program #: 600----

EA Date:

<table>
<thead>
<tr>
<th>ISSR Parts / Appendices</th>
<th>Clearly Ans</th>
<th>Possible Problem /Violation?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title page information</td>
<td>Yes</td>
<td>-</td>
<td>Complete</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Yes</td>
<td>-</td>
<td>Complete</td>
</tr>
<tr>
<td>Personnel information</td>
<td>Yes</td>
<td>-</td>
<td>Complete</td>
</tr>
<tr>
<td>History and development</td>
<td>Yes</td>
<td>-</td>
<td>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.</td>
</tr>
</tbody>
</table>
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
Thank You