Completing the Self Study Report

July 23, 2020

The Voices

Jennifer Anderson Warwick
Accreditation Consultant

Patricia Tritt
Day Job: Director of Instruction, AMR Learning

Volunteer Role: Past Board Member

Lisa Collard, AS
Accreditation Services Specialist

For Programs Seeking

Continuing Accreditation

(CSSR)

for the 2015 CAAHEP *Standards & Guidelines*

See the website for additional information about CoAEMSP and accreditation services.

SSR Revised 2020.06

INSTRUCTIONS

Each program conducts an internal review culminating in the preparation of a Continuing-accreditation Self-Study Report (CSSR). The CoAEMSP will use the report, and any additional information submitted, to assess the program's degree of compliance with the *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Profession* of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) [www.caahep.org]. Programs should carefully read the CAAHEP *Standards & Guidelines* as well as the *CoAEMSP Interpretations to the Standards and Guidelines* to fully understand and respond to the corresponding questions in the CSSR and the future preparation for the site visit. The CoAEMSP Executive Office will review the CSSR and any additional documentation for completeness. The CSSR (electronic) must be received in the CoAEMSP Executive Office, in addition, to the Student Questionnaires and the payment of fees for the submission to be complete.

TIMING OF CONTINUING-ACCREDITATION SELF STUDY REPORT SUBMISSION:

Programs holding Initial Accreditation or Continuing Accreditation are required to submit the full Continuing-accreditation Self Study Report (CSSR) no later than 6 months from the time the CoAEMSP Executive Office notifies the program of the due date of the CSSR. Comprehensive reviews occur approximately every five (5) years.

REPORT FORMAT:

Respond to each question directly into the spaces provided on this template workbook. The protected format does not spell-check, so responses may be composed in a wordprocessing document, then pasted into this CSSR when complete. The self study template contains built in logic that formulates questions based on the way previous ones have been answered. If a question appears like it is blank or incomplete, then a question has 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 TABS in order throughout the workbook.

Process

Email notification 6 months prior to due date

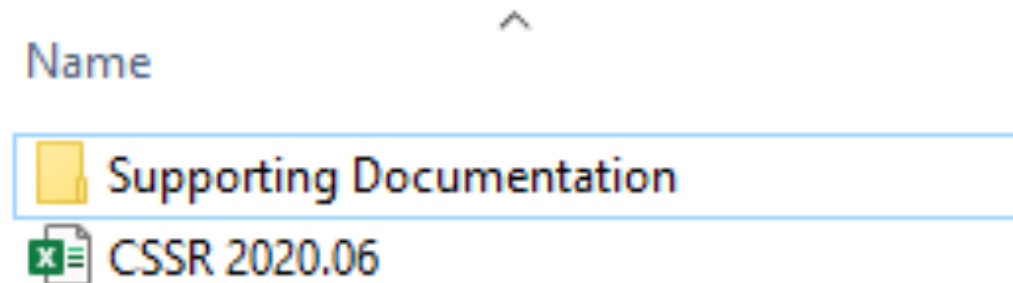**ISSR due to no later than 6 months after on-time graduation of the LoR cohort**

Includes a link to the CoA website

Select the correct SSR

Electronic submission

6 MONTHS

Process

❑ **Link to the Student Questionnaire**

❑ **SSR format**

    ❑ **Excel and supporting documentation is attached as a PDF**

Name

📁 Supporting Documentation

📊 CSSR 2020.06

Process

- **Protected format does not spell check**
- **Built-in logic formulates questions based on how previous question was answered**
- **Complete tabs in order for the logic to work**
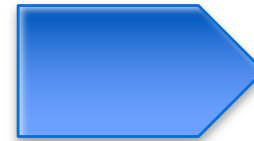
1. Does the program award credit for the coursework?   <--- Select from drop down list

2. Total number of credits required to graduate when all requirements have been completed to take the National/State Exam which includes didactic, laboratory, clinical, and field internship?

3. What is the overall length of program (as published in catalogue)?   (in months)

4. What is the maximum class size (i.e., capacity)?

5. Is there a program track offered primarily in the daytime?   <--- Select from drop down list

6. Is there a program track offered primarily in the evening?   <--- Select from drop down list

7. Is there a program track offered primarily on the weekends?   <--- Select from drop down list

8. How many classes are enrolled each calendar year?

9. In which month is the class started?

10. In which month does the class complete the program?

11. What was the most recent enrollment date? (mm/dd/yyyy)

12. What is the next class enrollment date? (mm/dd/yyyy)

13. What was the most recent completion date? (mm/dd/yyyy)

14. What is the next program completion date? (mm/dd/yyyy)

15. Total # of students currently enrolled in all cohorts?

16. # of active paramedic clinical / field experience affiliates?   Please Select

17. # of active paramedic capstone field internship affiliates?   Please Select

<-- Number 16 and 17 will automatically populate once the Standard III Affiliates tab is completed in this workbook

18. # of paid full-time paramedic faculty?   0

19. # of paid part-time paramedic faculty?   0

<-- Number 18 and 19 will automatically populate once the Standard III Personnel tab is completed in this workbook

20. # of active paramedic clinical / field experience preceptors?   Please Select

21. # of active paramedic capstone field internship preceptors?   0

<-- Number 20 and 21 will automatically populate once the Standard III Affiliates tab is completed in this workbook

CoAEMSP®

Credible education through accreditation

Step By Step Instructions

Key Points to Remember:

* Do not use a collaborative cloud-based platform (i.e., Sharepoint, Google Docs, etc.) to complete the self-study template

* 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 place in the Documents sub-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.

FEES:

Approximately 60 days prior to the due date of the CSSR, CoAEMSP will send an invoice for the required fees, payable no later than the due date of the CSSR.

Staff	**Heather Parker**
See:	Fee Chart

NOTE: Additional fees may be assessed if documents are rejected and/or require re-submission.

ON-SITE REVIEW (Site Visit Scheduling):

When the CSSR is complete and satisfactory, a continuing-accreditation on-site review will occur as scheduled by CoAEMSP and agreed to by the program.

Staff	Karen Franks	
		(email)
	214-703-8445 ext 111	(voice)
	214-703-8992	(FAX)

All Self Study Reports are electronically submitted by uploading to the CoAEMSP fileshare service. **No paper copies or USB/CDs are accepted; All submissions must be done through the fileshare account.** If the program does not already have a sharefile account, then approximately two weeks prior to the self-study due date a fileshare account will be created and an invitation along with login instructions will be emailed to the Program Director (PD). The PD will need to accept the invitation and follow the instructions. If the program would like to submit the self-study early or prior to the account set up, please contact Karen by phone or email.

SSR Revised 2020.06

| | Instructions | Title Page | Program Info | Standard I-Sponsorship |

Credible education through accreditation

Step by step instructions

- ❑ Do not use a collaborative cloud-based system

- ❑ Save often

- ❑ Scan all documents: no rotation

- ❑ File is zipped, uploaded to the CoAEMSP file share

- ❑ Invoice arrives from CoAEMSP and send at the time of submission

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
Misc.

Program #	

www.coaemsp.org

Invoice

Date	Invoice #
6/12/2020	TEST
Due Date	6/12/2020
P.O. No.	

Description	Amount
Self Study - Continuing Evaluation Fee	750.00
Site Visit Flat Fee	2,700.00
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.	

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.

Total	**$3,450.00**

Tips

❑ **Red triangle in a cell: hover and text/instructions are revealed**

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

❑ **Folder on hard drive or program shared drive not the cloud**

❑ **Place the Excel SSR in the folder**

Tips

- ☐ **Folder for supporting documentation**
- ☐ **Sub-folders for each tab**

Standard I-Sponsorship

Standard II-Goals

Tips

- ❑ **Number of supporting documents vary**
- ❑ **If using sub-folders, move to the 'documentation' folder for final submission**
- ❑ **Label all documents with the exact name as specified in the SSR**

Exact Document Name (for each):

16a Job Description PD

16b Job Description MD

Tabs

| Instructions | Title Page | Program Info | Standard I-Sponsorship |

| Standard II-Goals | Standard III-Resources | Standard III-Personnel | Standard III-Affiliates |

| Standard III-Preceptors | Standard IV-Evaluation | Standard V-Fair Practices | Satellites |

Getting Started

- ❑ **Begin when the notification email arrives**

- ❑ **Review the entire SSR and the requested documentation**

- ❑ **Download *Getting Started: an Action Plan for CAAHEP Accreditation* and establish due dates**

Getting Started:
an Action Plan for CAAHEP Accreditation

Self-Study 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 office).
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.

☑	To Do List	Month Due	Date Due	Completed Date
Phase I: Self-Assessment				
☐	1. Review the CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions*: http://coaemsp.org/Standards.htm.	-6		
☐	2. Review the CoAEMSP Interpretations of the CAAHEP *Standards*: http://coaemsp.org/Standards.htm.	-6		
☐	3. Review the Site Visit Report form: http://coaemsp.org/Site_Visits_Visitors.htm.	-6		
☐	a. Answer honestly the questions and evaluate Met or Not Met.	-6		
☐	b. Pay attention to the items in the Evidence column and ensure you can provide the identified evidence.	-6		

Getting Started

**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]

Getting Started

❑ **Discuss the information needed with staff and Medical Director**

❑ **Assign activities as need**

Getting Started

❑ **Schedule dedicated time to work on completing the SSR**

❑ **Allow adequate time for review by management team/dean**

❑ **Proof multiple times for content, completeness, and accuracy**

Common errors

- ❑ **Working in a cloud sharing environment**

- ❑ **Not naming documents exactly as specified**

- ❑ **Not reviewing documents for correct portrait orientation**

- ❑ **Poor scan quality**

DATA
ENTRY
ERROR
ERROR
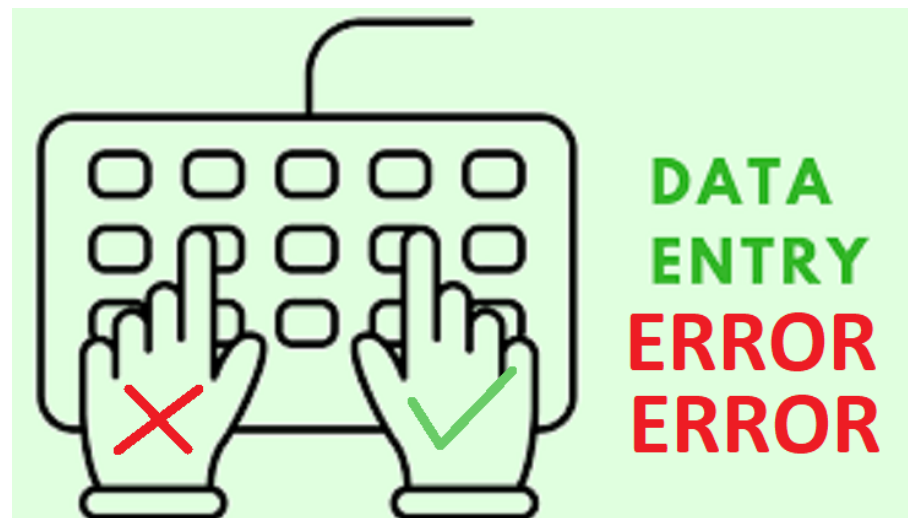
Need help?

- **Lisa Collard**
  - **Lisa@coaemsp.org**
  - **214-703-8445, ext 118**

Accreditation is an everyday activity!

The CoAEMSP Letter of Review Process and the CAAHEP Accreditation Process for Paramedic Educational Programs