

# The CoAEMSP Annual Report



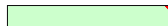
Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP), in cooperation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP)



## 2019 Annual Report

CoAEMSP Letter of Review (LoR) / CAAHEP Accredited (Initial and Continuing) programs must complete the CoAEMSP Annual Report for Paramedic level students/graduates ONLY and submit THIS Excel annual report template which represents all cohorts that have graduated in 2019. No PDF or paper copy versions of this report will be accepted.

**~ Remember ~**  
**The filing deadline is May 15, 2021**



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

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

Sponsoring Institution:

City:

State:

Accreditation Status:

Did cohorts (classes) graduate in the 2019 calendar year?

Direct Website URL (Link) to the Paramedic Program's Homepage Listing Published Outcomes:



# The voices you are hearing...

## Presenter



**Patricia Tritt, RN, MA**  
Past Board Member, CoAEMSP

## Assisting with Chat



Lynn Caruthers, BS  
Accreditation  
Services Assistant



Lisa Collard, AS  
Accreditation  
Services Specialist

## Moderator



Jennifer  
Anderson Warwick, MA  
Accreditation  
Consultant



## Three functions of the Annual Report

- **Transparency with the public**
- **Opportunity for self-analysis and action planning**
- **CHEA/CAAHEP requirement**

**The Annual Report is a snapshot in time**

# Report Elements

**\*Retention/attrition**

**\*Credentialling  
exam**

**\*Positive  
Placement**

**Graduate surveys**

**Employer surveys**

**Satellites**

**Resource  
Assessment**

**General  
Information**

# Key Outcomes

- ❑ Retention: includes attrition for all reasons
- ❑ Positive Placement
- ❑ Credentialing
  - ❑ First 3 attempts
- ❑ All thresholds are 70%
- ❑ Programs are also required to survey all *placed* graduates and employers
- ❑ Programs are to analyze responses and create an action plan
- ❑ Important metric!!





**National Registry of  
Emergency Medical Technicians®**  
THE NATION'S EMS CERTIFICATION™

## **Number passing: first attempt**

**First time a graduate takes and passes the exam**

## **Number passing: third attempt cumulative pass rate**

**First, second, and third time a graduate takes and passes  
the exam**

**This does not include any subsequent attempts and  
passes after the third attempt**



# Process

Tool is Excel-based

AR is completed for *each year* and there is *no* cumulative average

Transition: all programs were given a one-year 'pass' on 2017 reporting year data (no consequences)

Tracking of the 3 consecutive year results process began with 2018 reporting year



# Process



**Calendar year is the reporting period**



**In 2018 report questions were added for additional information**



**Questions are included in the 2019 report**



# Process

- ❑ Cannot 'go back' and add graduates in the previous year's report
- ❑ Cannot amend or edit a report once submitted
- ❑ Graduates not completing 'on-time' will count as attrition if not completed in the reporting calendar year
- ❑ However, the program can add late gradulators as a 'cohort' in the following reporting year



# Retention / Attrition



Institutions establish policies for add/drop

If *no institutional policy*, students will be counted as attrition if they withdraw or are dropped after 25% of the *entire* Paramedic curriculum

Programs will follow institutional guidelines that may be more restrictive

# Credentiailling Exam



- ❑ Asks the number of graduates *attempting* the exam
- ❑ Calculation for exam pass rate is based on the number attempted, *not* number of graduates
- ❑ Methodology allows both state and NREMT but total *must not exceed the number of graduates*

# Graduate and Employer Surveys

2019

- ❑ **Based on the number of graduates employed or continuing education or serving in the military or volunteering**
  
- ❑ **AR requests the:**
  - ❑ **Number of surveys sent to and received from *placed* graduates**
  - ❑ **Same for employers of graduates**
  - ❑ **Program's analysis of the survey information received**
  - ❑ **Action plan of the program to incorporate the data to improve their program**

# Purpose of Graduate Surveys

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Evaluate knowledge, skills, and abilities of the graduate as a *Paramedic* from the graduate's perspective

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Hence: a minimum of six months of experience

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Evaluates all three domains

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Purpose of the survey is *not* to determine where the graduate is employed: info should be on file



# Purpose of Employer Surveys

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**Evaluate knowledge, skills, and abilities of the graduate as a *Paramedic* from the employer's perspective**

---

**Hence: a minimum of six months of experience as a paramedic**

---

**Evaluates all three domains**



# 2019 and Beyond



- ❑ Annual Report for 2019 is now available
- ❑ Sent via email only to the Program Director
- ❑ Annual Report is not posted on the CoAEMSP website
- ❑ Annual Report is due no later than May 15<sup>th</sup> each year
- ❑ No extensions will be granted
- ❑ Submission year is 2021
- ❑ Reporting year is 2019
- ❑ The 'delay' allows Programs to account for late graduates in the reporting year

# Process



**\$500 fee assessed for any program not submitting their annual report by the due date**



**No extensions (2020 was an anomaly)**



**Note: After the deadline submission date, no changes or updates are accepted. Measure twice, cut once!**

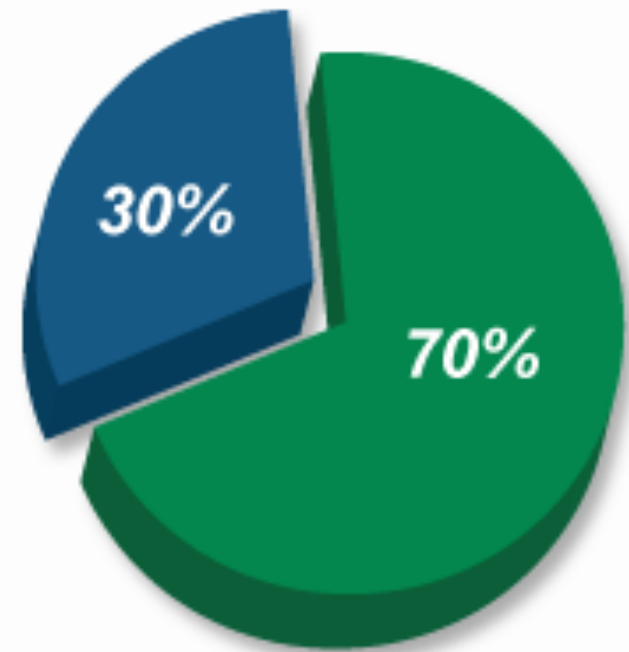


**Annual Reports are included in the Site Visitor information provided with the self-study report and programs will be required to provide the evidence on-site to support the data reported in their Annual Reports**



# Completing the Report

- ❑ AR tool automatically calculates and color codes percentages
- ❑ Thresholds that fail to meet 70% appear in red
  - ❑ Fields appear for analysis and action plan
  - ❑ Standardized questions appear
- ❑ Additional progress reports will not be required





Credible education through accreditation

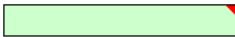
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# Completing the Report



**On-time graduation  
defined**

**Reasonable amount of time that students  
should be able to complete all program  
components: didactic, lab, clinical, field**

**Students must be  
identified in cohorts**

**What is a cohort?  
Group of students who  
begin the class at the  
same time**

**Required maximum  
amount of time to  
complete a program is  
a common academic  
requirement**

# Publishing Outcomes

- ❑ Results must be published on the Program website home page
- ❑ Post outcomes from the most recent Annual Report
- ❑ May post prior years if desired
- ❑ Published results must be consistent with and verifiable by the latest AR
- ❑ The published website must be listed in the AR



# Actions

- ❑ Potential actions do not occur until a program has continued to fall below a threshold for *three consecutive years*
- ❑ If a threshold is not met for the *third consecutive year*, the Program may be forwarded to the Board for a recommendation of probation
- ❑ First actionable year: the reporting year of 2020 which will be submitted in 2022



# Actions

- ❑ **Once on Probationary Accreditation, the Program will have up to 2 years to demonstrate compliance**
- ❑ **If not in compliance, accreditation may be Involuntarily Withdrawn or program may Voluntarily Withdraw**



# Note: Failure to do the following

## CoAEMSP Letter of Review Programs

- ❑ Failure to submit the AR  
→ LoR Suspended
- ❑ \$500 late processing fee assessed
- ❑ Failure to address suspension  
→ LoR revoked

Prevents program from re-entering the accreditation process for 3 years

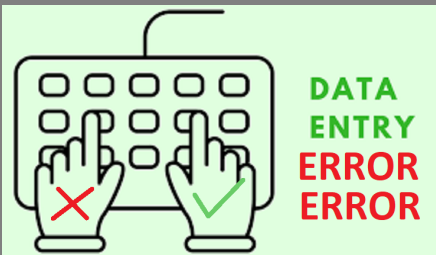
## CAAHEP Accredited Programs

- ❑ Failure to submit the AR  
→ Administrative Probation
- ❑ \$500 late processing fee assessed
- ❑ Failure to address Administrative Probation  
→ may lead to Withdrawal of Accreditation



# Potential Data Entry Errors

- ❑ On-time graduation dates that differ from the calendar year being reported
- ❑ Reporting numbers resulting in the outcome percentage that are above 100%
- ❑ Blank or unanswered cells
- ❑ Beware **yellow messages!!**





# Lessons from 2020

- ❑ **Programs must have access to student data and records if the campus is closed**
- ❑ **Don't procrastinate**
- ❑ **Remember you are reporting on graduates from at least 12 months ago**
- ❑ **Review answers to research questions carefully: 2018 report included bad data:**
  - ❑ **905 full time faculty**
  - ❑ **44,087 months for program length**
  - ❑ **1920 capstone hours**



# Fun Facts 2018 Annual Report

677 reports  
submitted for  
2018 reporting  
year

51 programs  
reported no  
graduates in 2018

Total number of  
students enrolled:  
17,422

Total number of  
graduates: 13,582

Retention rate of  
78%

50% of programs  
enrolled less than  
20 students

63% of programs  
graduated less  
than 20 students

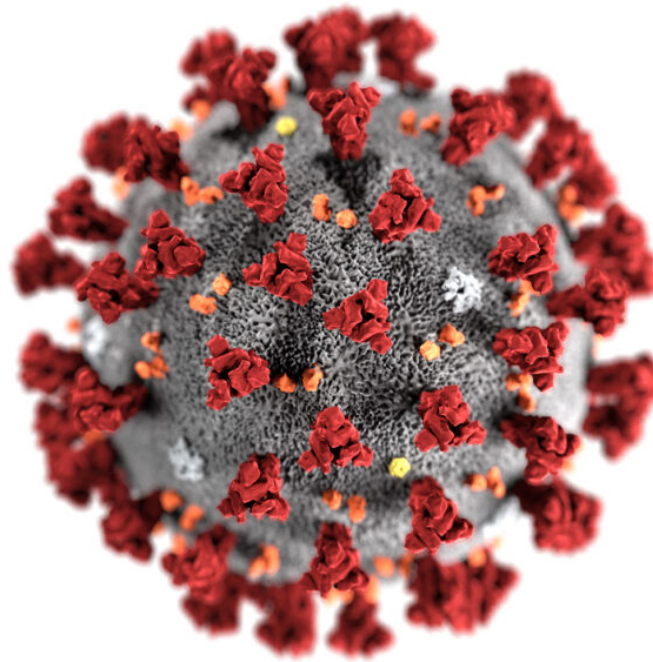
Only 15 programs  
graduated more  
than 100 students  
(2%)





- ❑ **What if my program has more cohorts than columns?**
- ❑ **Do I really have to count students who voluntarily drop the program for personal or financial reasons as attrition?**
- ❑ **What was the point at which a student is counted as attrition again?**
- ❑ **Is the 3-year requirement for each separate threshold or any combination?**
- ❑ **Do LoR programs need to complete an Annual Report?**
- ❑ **How were the thresholds established?**

# What about 2020????



# Accreditation is an everyday activity!

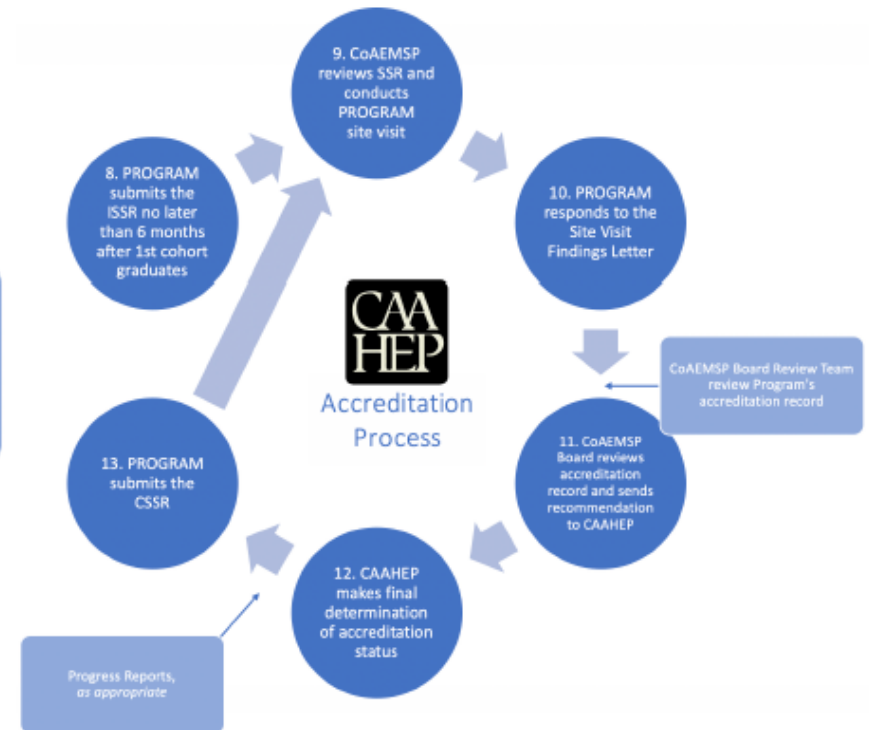
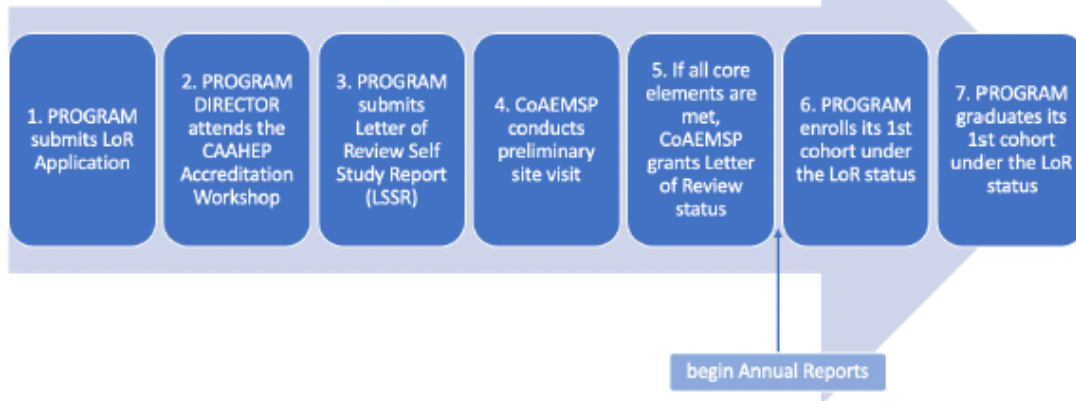


# CoAEMSP Letter of Review Process and CAAHEP Accreditation Process for Paramedic Educational Programs



Credible education through accreditation

## Letter of Review Process





ANY  
QUESTIONS?

