

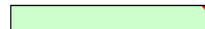
The CoAEMSP Annual Report

2020 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 2020. No PDF or paper copy versions of this report will be accepted.

~ Remember ~
The filing deadline is May 15, 2022

Should you have questions as you work through the Annual Report, please contact Lynn at (214) 703-8445 ext 115 or annualreports@coaemsp.org



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CoAEMSP
Program #:

600999

(the 600XXX number assigned by CoAEMSP)

Sponsoring
Institution:

The Ultimate Paramedic Program

City:

Utopia

State:

CO

Accreditation Status:

Continuing Accreditation

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

www.coaemsp.org

CAAHEP Policy V.A.4.:

The sponsor must maintain, and make available to the public, current and consistent summary information about student/graduate achievement that includes the results of one or more of the outcomes assessments required.

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The voices you are hearing...

Presenters

Moderator



Patricia Tritt, RN, MA
Technical Consultant



Rick Ellis, MS, NRP
Board Member



Lynn Caruthers, BS
Accreditation
Services Assistant



Lisa Collard, AS
Accreditation
Services Specialist



Jennifer
Anderson Warwick, MA
Accreditation Consultant



Why do we do an Annual Report?

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

Pat



What is included in the Annual Report?

***Retention/attrition**

***Credentialling exam**

***Positive Placement**

Graduate surveys

Employer surveys

Satellites

Resource Assessment

General Information



What are those pesky outcomes thresholds?



Retention: includes attrition for all reasons



Positive Placement



Credentialing

First 3 attempts

- ❑ **All thresholds are 70%**
- ❑ **Programs are required to survey all *placed* graduates and employers**
- ❑ **Programs analyze responses, create an action plan**
- ❑ **Important metric!!**

Pat



**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**

Pat



Process

What is the process for the AR?

Tool is Excel-based

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

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



Why use a calendar year? Can't we use our academic year?

Calendar year is a common reporting period

Report includes all graduates in the year

2020



alamy

Image ID: 2A1C39
www.alamy.com

Pat



Can I change the report after it is submitted?

- ❑ 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 graduates as a 'cohort' in the following reporting year



What? A new way to figure attrition?

Institutions may establish policies for add/drop

However

For CoAEMSP reporting students will be counted as attrition if they withdraw or are dropped after 10% of the *entire* Paramedic curriculum



We have multiple courses: how does that affect the 10% calculation?

- ❑ Calculate the number of contact hours for the Paramedic content over the entirety of the program**
- ❑ Include only Paramedic curricula**
- ❑ Do not include prerequisites or co requisites**
- ❑ Do not include general education courses**
- ❑ Average programs continues to average 1100-1200 hours**
- ❑ 10% = 110 – 120 hours Get Out of Jail Free hours**

Pat



Not all our graduates take the certifying exam: does that count against us?



- ❑ Enter 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*

I don't have any returns for Graduate and Employer surveys

- ❑ AR includes:
 - ❑ 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
 - ❑ Based on the number of graduates employed or continuing education or serving in the military or volunteering



What is the purpose of Graduate Surveys?



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

Hence: a minimum of six months of experience

Evaluates all three domains

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

What is the purpose of Employer Surveys?



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

How do I get the Annual Report?



- ❑ Annual Report for 2020 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 15th each year
- ❑ No extensions will be granted
- ❑ Submission year is 2022
- ❑ Reporting year is 2020
- ❑ The 'delay' allows Programs to account for late graduates in the reporting year

Lynn



**We did not have any
graduates in 2020**



**The program still submits
an Annual Report**

**Answer the questions at
the end**

Any other applicable info



What if I am late?

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

No extensions

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

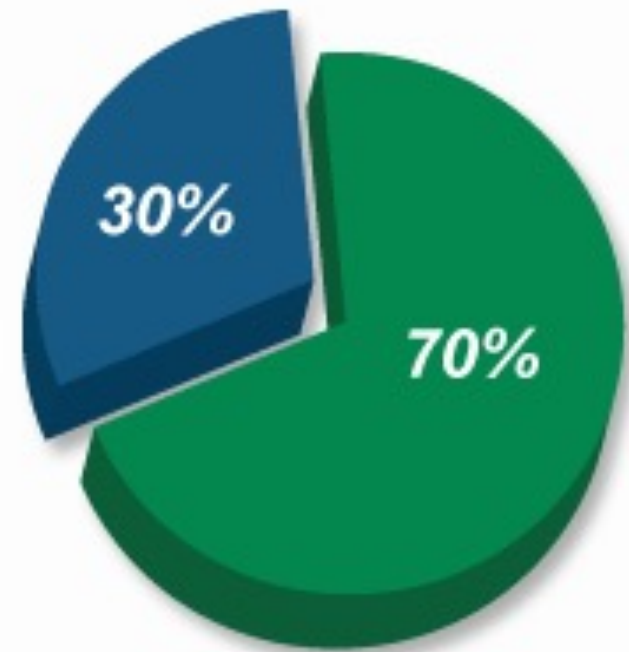
Annual Reports are included in the Site Visitor information provided with the self-study report and programs will be required to provide the evidence on-site to support the data reported in their Annual Reports



Lisa

How do I complete this 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
- ❑ Fields with errors are flagged with yellow



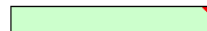
And now for a tour....

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Lisa

Credible education through accreditation

Completing the Annual 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

What do I do if the Report calculates less than 70%



**Questions appear to the right:
answer each one**



This is your analysis and action plan



**Not other report or document
needs to be submitted**

What does publishing outcomes mean?

- ❑ **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**



What happens if we don't meet the thresholds?

- ❑ **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: stay tuned!**



What! Probation??

- ❑ **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**



Can my program get in trouble?

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



Is there an exception for small programs?

big



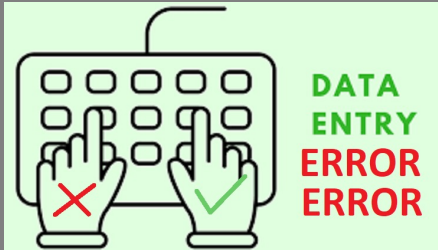
small



- ❑ **Short answer: not really**
- ❑ **When thresholds are not met, detail specific factors in the analysis and action plan fields**

What causes 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**



!!!

Error has occurred; The pass rate success percentage cannot be more than 100%

Learn from the past.....



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.
2019 report included:

- 85 full time faculty
- 4800 total instructional hours
- 1920 capstone hours

Pat

Fun Facts 2019 Annual Report

690 reports
submitted for
2019 reporting
year

50 programs
reported no
graduates in 2019

Total number of
students enrolled:
17,457

Total number of
graduates: 13,884

Retention rate of
80%

52% of programs
enrolled less than
20 students

63% of programs
graduated less
than 20 students

Only 13 programs
graduated more
than 100 students
(2%)



Remind me again

- ❑ **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?**

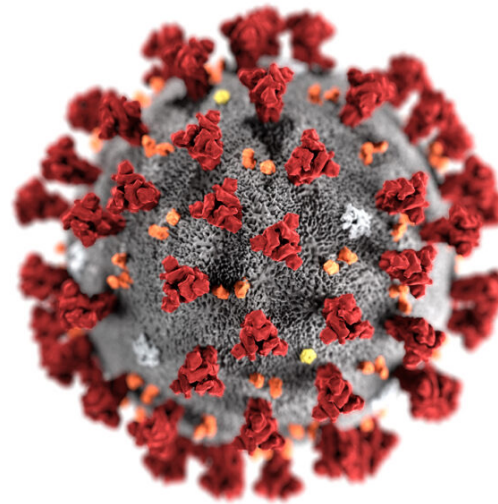


Remind me again

- ❑ **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, 2021, and maybe 2022????



Pat

Accreditation is an



activity!



Pat

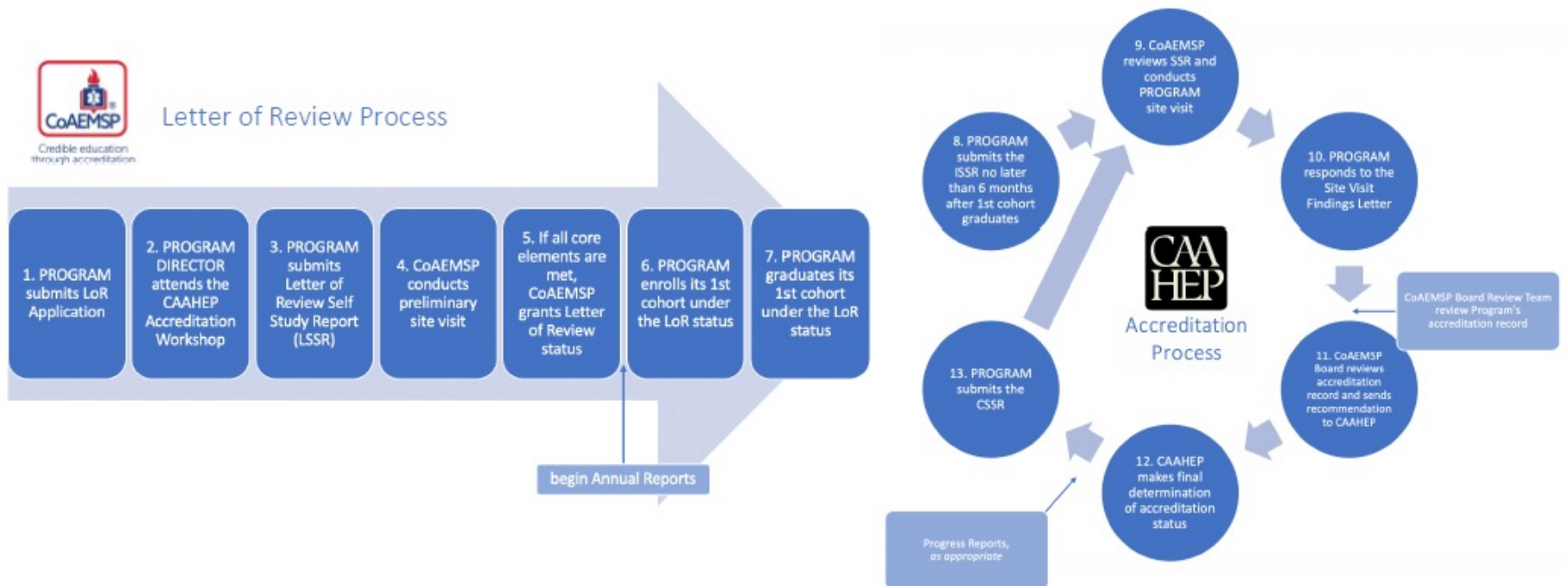
Credible education through accreditation

Accreditation is an everyday activity!



The BIG picture!

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



ANY
QUESTIONS?

