



The CoAEMSP Annual Report: Satellites



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



2020 Annual Report

CoAEMSP Letter of Review (LoR) / CAAHEP Accredited (Initial and Continuing) programs must complete the CoAEMSP Annual Report form and submit THIS Excel annual report template which represents all cohorts that have graduated in 2020. No PDF or paper copy versions of this form are 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

<=== 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:


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

CAAHEP Policy V.A.A.: The sponsor must maintain, and make available to the public, current and consistent summary information about student/graduate one or more of the outcomes assessments required.

CoAEMSP Policy IV.D.: All programs (accredited and LoR) must publish their latest annual outcomes results for the National Registry or State Writer on the paramedic program's homepage of their website. At all times, the published results must be consistent with and verified by the program.



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Satellite Location(s)

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Failure to obtain CoAEMSP approval for the satellite location(s) may result in Probationary Accreditation and may lead to a recommendation to CAAHEP for Withdrawal of Accreditation (see CoAEMSP Policy XIII.C).

NOTE: Students at the satellite location(s) should be identified as a separate cohort(s) on the CoAEMSP Annual Report.

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Accreditation Status:

Did the program operate any satellite location(s) in the 2020 calendar year?

Did any students in the satellite location(s) graduate in the 2020 calendar year?

20XX Annual Report tab: Outcomes data for the main campus is reported by cohort.

20XX Satellite(s) tab: Outcomes data for satellites are reported by location NOT by cohort.

By selecting "Yes", I attest the satellite outcomes data on this tab is entered by location NOT by cohort.

Number of active satellite locations in the 2020 calendar year:

List All Active 2020 Satellite Locations

List each of the active satellite locations, select a separate column number for each location, and provide the location's outcomes data in the matching column in the summary tables below. Select "No Graduates" if the satellite location did not have graduates.

Name	State	Satellite located in the same state?	Total Number of cohorts in 2020	Select which outcomes data will be reported in the summary
St. Elsewhere	AZ	No		

<=== Select from drop down list



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



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

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



Credible education through accreditation

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



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



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

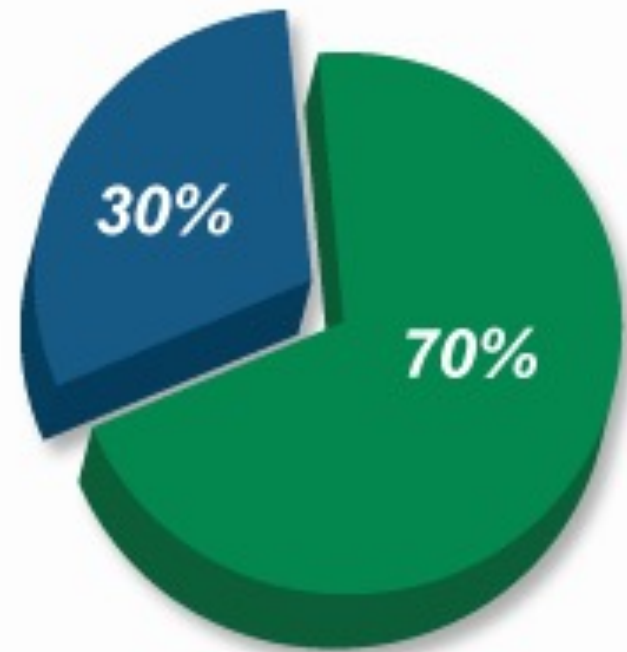


Lisa

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....

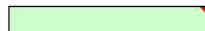
2020

Annual Report

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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.:

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CoAEMSP Policy IV.D.:

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Lisa

Credible education through accreditation

Satellite tab



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←--- REVERSING YOUR CURSOR OVER A CELL WITH A RED TRIANGLE IN UPPER RIGHT CORNER REVERSES TEXT. →→

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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 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**



Is there an exception for small programs?

big



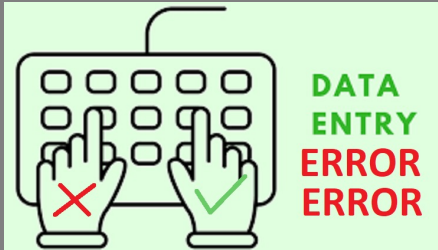
small



- ❑ **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

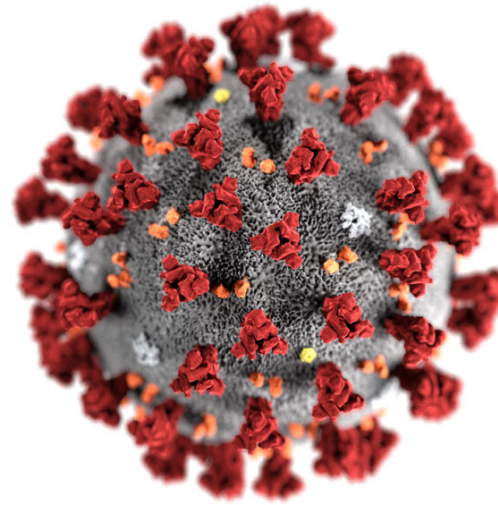
Pat

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?**



What about 2020, 2021, and maybe 2022????



Pat

Accreditation is an



activity!



Pat

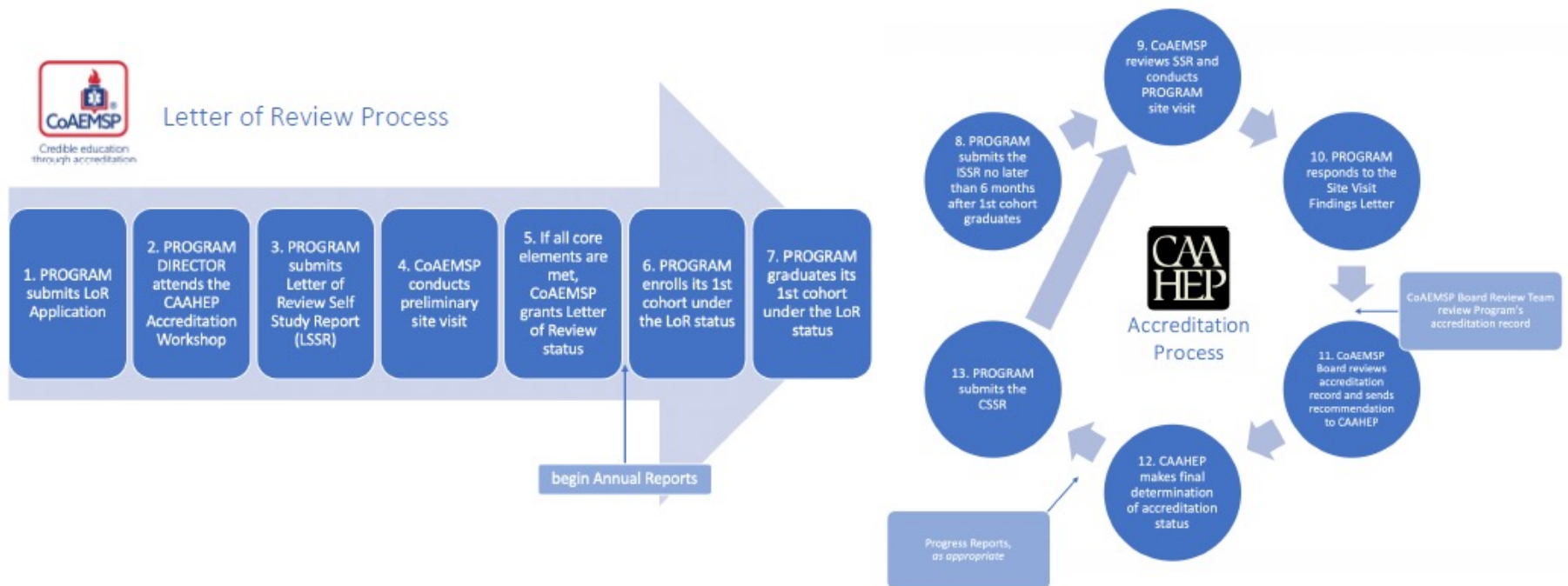
Credible education through accreditation

Accreditation is an everyday activity!



The BIG picture!

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



ANY
QUESTIONS?

