

2021 CoAEMSP Annual Report
Frequently Asked Questions
January 2023

- 1. Q. What is the CoAEMSP Annual Report?**

A. The CoAEMSP Annual Report provides results for graduates on CAAHEP required outcomes thresholds: credentialing, retention, and placement. Programs analyze and develop an action plan for outcomes that are less than the CoAEMSP threshold of 70%. Programs also report Graduate and Employer survey results, including an analysis of the results and an action plan. Information reported is on satellites, resource assessment, and general information data. The purpose of the report is two-fold: program self-assessment and planning and reporting on threshold compliance to CoAEMSP.
- 2. Q. When is the CoAEMSP Annual Report due?**

A. May 15
- 3. Q. What calendar year does the data reflect?**

A. The data submitted reflects the graduates not in the preceding calendar year but the year before the year just completed. In other words, the report is one calendar year in arrears. For example, the report due May 15, 2023, contains graduate data for the 2021 calendar year.
- 4. Q. Where do I find the CoAEMSP Annual Report?**

A. The Annual Report is sent by CoAEMSP via email directly to the Program Director of record in January; it is not posted on the CoAEMSP website. There will be pdf version of the 2021 Annual Report posted on the CoAEMSP website Annual Report page that will serve as a resource to assist Program Directors in completing their report. The CoAEMSP Annual Report will always require the data for all cohorts graduating in the calendar year of the report (i.e. retention, credentialing, and positive placement).
- 5. Q. Why does the CoAEMSP Annual Report not reflect data for the *previous* calendar year instead of the year before?**

A. Programs requested additional time to gather, report, and analyze the data to accommodate individuals who graduated, completed the credentialing exam, and secured employment late in the calendar year.
- 6. Q. We did not have a cohort graduate, so do we have to complete the CoAEMSP Annual Report?**

A. Yes, all programs, including the CoAEMSP Letter of Review (LoR) and CAAHEP Accredited programs, complete the Annual Report and enter all applicable information. If there were no graduates in the reporting year, programs should publish a statement to that effect. Also the CoAEMSP Annual Report contains General Information questions that are for research purposes only and this data does not affect the program's accreditation status.

7. **Q. Our program is in a college: why can't we use our academic calendar as our reporting year?**
- A. Cohort enrollment start and graduation schedules vary considerably, and a significant number of programs are not in a college environment, so everyone is not on an academic calendar. Therefore, a single unified measure is required for reporting, and the calendar year was selected.
8. **Q. What are the required outcomes thresholds?**
- A. A program measures its outcomes in various ways to identify success and opportunities for improvement. The required reported outcomes thresholds are: credentialing, retention, and placement in the role of a Paramedic. The benchmark threshold is 70% for each. In addition, programs are required to distribute and analyze the following: Graduate and Employer surveys sent six to twelve months following graduation, and Resource Assessment surveys distributed to students, faculty, Medical Director, and the Advisory Committee annually.
9. **Q. How were the outcomes thresholds established?**
- A. The 70% threshold is a standard benchmark for the CAAHEP committees on accreditation and in the world of institutional accreditation. The CoAEMSP Quality Improvement Committee continues to review the benchmarks and trend the Annual Report results to determine if the benchmarks are appropriate or should be adjusted.
10. **Q. What do I have to report if my program does not meet a threshold?**
- A. As you complete the Annual Report with your graduate information, the report calculates the outcome threshold total and indicates if the threshold was not met for all graduates. The program will provide an analysis of the data and provide an action plan based on the analysis to improve the outcome. This information should be reviewed with faculty, Medical Director, sponsor administration, and the program Advisory Committee. A resource document (*Program Review and Analysis*) is provided on the CoAEMSP Resource Library webpage under Instruments & Forms.
11. **Q. What happens if my program does not meet the required threshold?**
- A. Programs self-report each year, and that data serves as a basis for self-evaluation and action planning. If a program fails to meet a single threshold for three consecutive years, the program is referred to the CoAEMSP Board of Directors, and the program may be recommended to CAAHEP for probation.
12. **Q. Why is retention an important outcome?**
- A. One of the main purposes of accreditation is the protection of the public. Therefore, potential students should be informed of the rigor of the program, the requirements for successful completion, including classroom and lab hours, clinical and field internship requirements, the time required to study, and other information that allows the individual to make an informed decision regarding the potential course of study and career path. Attrition refers to students leaving the course before completion and hence not being retained in the program. Accreditors and the public should have a reasonable expectation that once enrolled, the student has a realistic probability of completion.

13. **Q. Retention is difficult for us: why do we have to include/count students as attrition who choose to leave the program for personal reasons? Why do we not count just academic failures?**
- A. Accreditors assess attrition for all reasons and not just academic failures. Programs should implement measures to inform potential students of the requirements for program completion. Student financial aid funding also assumes a reasonable expectation that federal money provided to students leads to graduation, credentialing, and employment in the profession.
14. **Q. At what point does the student count as attrition?**
- A. Any student counted as enrolled but not completing all of the core Paramedic coursework and the requirements for graduation is counted as attrition.
15. **Q. Why was the outcome threshold for retention/attrition changed for the 2020 CoAEMSP Annual Report?**
- A. Sponsors choose various methods and time frames to calculate retention/attrition for internal purposes, and there is no common metric. The 10% threshold was determined to be a reasonable amount of time for the student to become acclimated to the program and determine if they wish to withdraw. All programs will report retention/attrition based on 10% of the entire program; however, they will continue to be accountable to their sponsor for institutional retention policies.
16. **Q. How is the retention/attrition threshold calculated?**
- A. Beginning with the 2020 CoAEMSP Annual Report, retention is computed based on the total number of students completed in the most recent reporting year; it is calculated by determining attrition (the number of students who dropped out divided by the total number of students enrolled). Once the attrition percentage has been determined, then the retention percentage is 100% minus the attrition percentage. All programs must calculate retention based upon the number of students enrolled after completing 10% of the program's advertised **total** clock hours (e.g., 10% of 1,200 total clock hours = 120 hours; students completing more than 120 hours will be considered enrolled and will be counted in the calculation of the retention outcome). This includes all **core** Paramedic coursework (not inclusive of prerequisites such as English, anatomy and physiology, etc.). Core Paramedic coursework encompasses all phases of the program, including didactic, lab, clinical, field experience, and capstone field internship.
17. **Q. Our college-based program includes multiple classes/courses in the Paramedic program: do we count retention/attrition for each class/course?**
- A. For the CoAEMSP metric, the 10% benchmark is applied to the **total** of the Paramedic program hours, regardless of the individual semester or quarter-hour courses.
18. **Q. We have small classes and just a few students who do not pass the National Registry or state exam or leave the program can drop us below the outcome threshold. Isn't there an exception for small programs?**
- A. There is no exception based on the size of the Paramedic program or cohort size. However, the program has an opportunity to complete the analysis and action plan section of the Annual Report and provide a rationale for not meeting the threshold.

- 19. Q. If my program does not meet the outcomes threshold, will we be put on probation?**
- A. If your program does not meet any single outcome for three (3) consecutive years, it may be referred to CAAHEP with a recommendation for Probationary Accreditation. Due to the pandemic, the CoAEMSP Board of Directors voted a “Bye Year” for the 2020 and 2021 Annual Report related to outcomes.
- 20. Q. I am a new Program Director, and I do not know if the Graduate or Employer Surveys were sent. How do I complete those tables?**
- A. If you have exhausted efforts to locate the data, enter 0 in the number of surveys sent row and explain in the analysis section.
- 21. Q. I am a new Program Director, and I can’t find any information about the Resource Assessment Matrix (RAM). How do I answer that question?**
- A. Per the CoAEMSP Policies and Procedures for Programs manual: The program must, at least annually, assess the appropriateness and effectiveness of the resources described in the *Standards*. The program must include results of resource assessment from at least students, faculty, medical director(s), and advisory committee using the CoAEMSP resource assessment tools. The results of resource assessment must be analyzed and are the basis for ongoing planning and appropriate change. An action plan must be developed when deficiencies are identified in the program resources. Implementation of the action plan must be documented, and results measured by ongoing resource assessment.
- The Resource Assessment Survey for Students, Resource Assessment Survey for Personnel, and the Resource Assessment Matrix are found at <https://coaemsp.org/resource-library>.
- 22. Q. I was reviewing the Annual Report that was already submitted, and I found some errors. Can I submit a new Annual Report?**
- A. A revised report can be submitted **before** the due date of May 15. A revised report will not be accepted after the due date.
- 23. Q. Is there a fee associated with the Annual Report?**
- A. There is no fee associated with the CoAEMSP Annual Report.
- 24. Q. Where do I post the outcome thresholds?**
- A. All programs (accredited and LoR) must publish their latest annual outcomes results for the National Registry or State Written Exam, Retention, and Placement on the Paramedic program’s website no more than two (2) clicks from the program’s homepage. A link to the required outcomes must be posted on the Paramedic program’s homepage. Sample language is available on the Annual Reports page of the CoAEMSP website.
- 25. Q. Can I post more than one year of outcomes?**
- A. Yes. You must post your program’s most recent outcomes based on the CoAEMSP Annual Report. The published outcomes must be consistent and verifiable by the latest Annual Report. You may elect to post reports from previous years. If there were no graduates in the reporting year, programs must publish a statement to that effect.