

## AC-PE 2016 ANNUAL REPORT CHECKLIST

**NOTE: BE SURE TO CLICK THE SAVE AND/OR UPDATE BUTTON WHEN ENTERING INFORMATION ON EACH TAB**

### **PERSONNEL TAB**

President/CEO, Dean/Administrator, and Program Director:

1. Verify all information is correct
  - **Changes to President/CEO, Dean/Administrator, and Program Director information can't be made directly in the annual report** as these 3 positions are tied to CAAHEP's database. **Email changes/updates to [updates@caahep.org](mailto:updates@caahep.org)** (changes will appear in the Annual Report once changes are made by CAAHEP in their database)

Medical Director, Clinical/Education Coordinator, Didactic/Lab Faculty, and Clinical Faculty:

1. Verify all information is correct (changes/updates to information can be made directly in the Annual Report)
2. Clinical Faculty
  - the clinical site coordinator for each clinical affiliate listed in the Satellites & Affiliates Tab should be listed in the Clinical Faculty section
  - include certification number next to credentials
  - include name of affiliate in "Address" field
  - delete clinical site coordinators at sites that are no longer being used (and most likely won't be used in the future)
3. Upload CV for any new clinical site coordinator or new didactic faculty in the Related Documents Tab

### **SATELLITES & AFFILIATES TAB**

1. Verify all information entered is correct
2. Delete affiliates the program is no longer using (and most likely won't use in the future)
3. ADD any new affiliates that that have been added/AC-PE approved over the past year

### **PROGRAM INFORMATION TAB**

1. Report year in drop-down menu should be 2016
2. Enter requested information
3. Detailed Analysis and Action Plan are only required if the budget is not sufficient and the budget question is marked NO

### **DISTANCE EDUCATION TAB**

1. Report year in drop-down menu should be 2016
2. Indicate whether any part of the program is delivered via distance education
3. If Yes, complete additional questions

### **RESOURCES TAB**

4. Report year in drop-down menu should be 2016
5. Mark whether resources are sufficient to ensure achievement of program goals
6. Detailed Analysis and Action Plan are only required if any resource is not sufficient and marked NO

### **STANDARDS TAB**

1. Report year in drop-down menu should be 2016
2. Mark whether the program meets each Standard (to the best of your knowledge)
3. Detailed Analysis and Action Plan are only required if any Standard or Advisory Committee question is marked NO

### **SUMMATIVE MEASURES TAB**

1. Report year in drop-down menu should be 2016
2. Mark whether the program documents competency in each listed area
3. Detailed Analysis and Action Plan are only required if any competency is marked NO

### **ENROLLMENT & RETENTION TAB**

1. Cohorts are organized by enrollment year - remember when entering new cohorts, use the far right column and choose the ENROLLMENT year in the drop-down menu
2. Cohorts **entering** in 2016 and earlier can be added to the report.
3. Assure there are no negative numbers in the chart (this indicates an error in entered data)
4. Graduate information should always be reported in the graduate's appropriate enrollment cohort (for example, if a graduate first enrolled in the program in 2007 – then left the program temporarily– and returned to graduate in 2011, you would update the **2007 enrollment year column**, and enter “1” in the “Graduated in 2011” row.)

### **OUTCOMES TAB**

1. Navigate to the various outcomes measures by clicking on each outcome item (ie, CAPE, PBSE, Attrition/Retention, etc)
2. CAPE and PBSE LINKS
  - Enter requested information in each chart
  - Provide a Detailed Analysis and Action Plan if the 1-year 2015 outcome is below the AC-PE threshold
  - Complete a Standardized Progress Report (available at [www.ac-pe.org](http://www.ac-pe.org)) if the 3-year outcome is below the AC-PE threshold. Upload the progress report in the Related Documents Tab.
3. ATTRITION/RETENTION LINK
  - Information in this chart automatically carries over from Enrollment & Retention Tab
  - Provide a Detailed Analysis and Action Plan if the 1-year 2015 outcome is below the AC-PE threshold
  - Complete a Standardized Progress Report (available at [www.ac-pe.org](http://www.ac-pe.org)) if the 5-year outcome is below the AC-PE threshold. Upload the progress report in the Related Documents Tab.
4. POSITIVE PLACEMENT LINK
  - Enter requested information in each chart
  - Provide a Detailed Analysis and Action Plan if the 1-year 2015 outcome is below the AC-PE threshold
  - Complete a Standardized Progress Report (available at [www.ac-pe.org](http://www.ac-pe.org)) if the 5-year outcome is below the AC-PE threshold. Upload the progress report in the Related Documents Tab.
5. EMPLOYER SURVEY AND GRADUATE SURVEY LINKS
  - Information in these charts automatically carries over from the *Survey Worksheet* tab **once return and satisfaction data is entered** – and identifies the number of negative survey items that must be addressed by the program
  - Analyses and Action Plans should be entered for all negative item(s)
  - When entering an Analysis and Action Plan for a negative survey item, click on the appropriate survey/learning domain link and label each item that is being addressed (ie, EC-3 references Employer Survey (E), Cognitive Domain (C), question/item #3 (3))

### **SURVEY WORKSHEET TAB**

*\*Positive Placement information in the Outcomes Tab must be entered before information can be entered into the Survey Worksheet Tab*

1. Choose the appropriate graduation year in the drop-down menu
2. Enter graduate and employer survey return information
3. Click the appropriate survey and learning domain link to enter responses for each
4. Enter the distribution of responses in the table for each item in each learning domain of each survey
5. Any item with less than 80% 3 or greater responses will be marked as negative and will show a red flag
6. Programs must write a Detailed Analysis and Action Plan for each identified negative item in the *Outcomes Tab* by clicking on the appropriate survey/domain link. Remember to label each negative item when providing the Analysis/Action Plan (ie, EC-3)

### **DEMOGRAPHICS**

1. Enter demographics information for each graduating class. The “# of Grads” automatically carries over from the Outcomes Tab

### **COMMENTS**

1. Report year in drop-down menu should be 2016
2. Enter desired comments and click Update
3. Please enter the total FTE faculty (sum of all full- and part-time faculty, paid and/or unpaid) and respond to the question, “Are FTE’s sufficient to assure program goals and outcomes?” If response is “No”, include analysis and action plan.

### **RELATED DOCUMENTS**

1. Upload CV’s, Standardized Progress Reports, and any other back-up documentation the program may have by clicking on “Add New Document”, selecting the appropriate category, browsing to the file on your computer, and clicking Save

### **SUBMITTING THE REPORT**

1. You can generate and review the report at any time by clicking “Create, Review, and/or Submit the Annual Report” and then generating and downloading the report. A PDF file will be produced for download and will include all information input into the report.
2. Once you have input all data, reviewed the completed, generated PDF report, and are satisfied with the PDF report, click “Submit a copy of the Annual Report via email to CoA” and your Annual Report is submitted!