



How to Ensure Your Annual Report is Error-Free

It's that time of year again where you are preparing to submit your annual report to CoARC. Many of you received notices last year that your annual report was incomplete following submission and needed to be resubmitted. The following is a helpful checklist for you to avoid receiving a resubmission request and a possible administrative probation notice. Should you have specific questions regarding this checklist, please do not hesitate to contact [Tom Smalling](#) or [Jana Anderson](#).

Profile Tab

- Update program information as necessary. Under Program Details, verify that the program's Institutional Control, Institutional Type, and Degree Offered are correct. If this information is incorrect, please contact [Jana Anderson](#) to request a correction.

Personnel Tab

- Update program personnel information as necessary. If a position is unfilled at the time of RCS submission, insert "vacant" into the title.

Students & Cohorts Tab

- Student Profiles for new students and cohorts are added from January 1, 2014 through December 31st, 2016. The Student Annual Updates section of the Student Profile for students from previous cohorts is reviewed and updated accordingly (i.e., employment status and certifications). If you did not enroll students in 2016 indicate that in the Attrition Action Plan.

Affiliates Tab (sub-tab of RCS)

- A list of all current clinical affiliates (include city, state, and zip code) is provided and clinical affiliates no longer in use (i.e., no active clinical affiliate agreement) are deleted.

Enrollment & Graduation Tab (sub-tab of RCS)

- All enrollment cohorts are listed from January 1, 2014 through December 31st, 2016. Updates to white columns are made through the Students & Cohorts tab. Updates for shaded columns are made by clicking on the Edit button at the bottom of each shaded column on this tab (this is to be done when there are updates to in-progress students from these cohorts that have graduated from January 1, 2014 through December 31st, 2016).

Outcomes Tab (sub-tab of RCS)

- The outcomes for the NBRC CRT and RRT Credentialing Success for 2014 through 2016 are consistent with the data provided in the NBRC Annual School Summary Report submitted to CoARC. If there are discrepancies with the NBRC Annual School Summary, the NBRC is contacted in writing at nbrc-info@nbrc.org. Once the corrected NBRC Annual School Summary report is received, a copy is submitted to Michelle@coarc.com. Discrepancies that cannot be corrected between the NBRC Annual School Summary and the reported Outcomes on the RCS are explained in the analysis and action plan (e.g., discrepancies



COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE

due to the awarding of the special certificate of CRT/RRT eligibility). *Helpful tip: If your credentialing success outcomes are borderline or below established CoARC thresholds, you should wait until prior to the RCS due date (July 1st) to check the latest NBRC Annual School Summary rather than submit your RCS early. Make sure you resubmit an updated NBRC Annual School Summary any time you make changes to Credentialing Success.*

- The outcomes for 2014 through 2016 are reviewed and updated based on CoARC's current definitions as described on CoARC's website <http://www.coarc.com/15.html>.
- An updated analysis and action plan is provided for each outcome that is below established CoARC thresholds.

Worksheet Tab (sub-tab of RCS)

- The Total # of Graduate and Employer Surveys sent for 2014 through 2016 are consistent with the number employed for each reporting year. All survey data is entered for all data fields from 2014 through 2016. Only include surveys sent to employed graduates not **ALL** graduates.
- If there are no survey data collected for a given reporting year (displayed as N/A in the Outcomes Summary tab), an explanation is provided in the analysis and action plan on the Outcomes Tab.

Outcomes Summary Tab (sub-tab of RCS)

- The outcomes do not exceed 100% for all categories from 2014 through 2016 (i.e., the number of surveys returned cannot exceed the number employed and the number employed cannot exceed the number of graduates for any given reporting year.)

RAM Tab

- The RAM Tab is not compatible with 2015 Standards – you will need to submit a separate RAM (as was the case last year).

A separate RAM document will be sent from the CoARC Executive Office to you to complete for this year's annual report.