



## COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE

### How to Ensure Your Annual Report is Error-Free

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 [Tammy Alsup](#).

A good resource for completing the RCS can be found on the [CoARC website](#).

The RCS can be completed at [www.rcs.coarc.com](http://www.rcs.coarc.com); if you are unsure of your username or password, please contact [Tammy Alsup](#). You will start your RCS report by logging in and going to the left-hand side under Annual Report/RCS/click 2024 under Report Year.

### **MAKE SURE YOU ARE USING GOOGLE CHROME**

#### **Home Tab**

- This tab is more informative than any action required. The “view PDF” allows you access your report in PDF format. The “audit log” just shows what activity has been done on your account. You can either click “continue report” or click “Confirm information.”

#### **Confirm Information Tab**

##### **Profile Tab (sub-tab of Confirm Information Tab)**

- Update program information as necessary. Under Profile, verify that the program’s Institutional Control, Institutional Type, and Degree Offered are correct. If this information is incorrect, please click the make changes button. Your request will go into a pending edit for the office to approve. If no changes need to be made, click the “No Changes Made” button.

##### **Personnel Tab (sub-tab of Confirm Information Tab)**

- Update program personnel information as necessary. If a position is unfilled at the time of RCS submission, insert “vacant” into the title.
  - Existing information can be edited by clicking the “make changes” button.
  - New information that needs to be added needs to be done through the management tab on the left-hand side of the page/personnel/+personnel.
  - The Program Director’s information can be updated in the upper right-hand corner of the page.
- If no changes need to be made, click the “No Changes Made” button.
- At minimum, you need to make sure your DCE, Medical Director, and Dean are in the system.

##### **Clinical Affiliates Tab (sub-tab of Confirm Information Tab)**

- Update clinical affiliates information as necessary.
  - Existing information can be edited by clicking the “make changes” button.
  - New information that needs to be added needs to be done through the management tab on the left-hand side of the page/affiliates/+affiliate.



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- If an affiliate needs to be deleted, click the archive icon (next to the pencil) for a soft delete (the RCS software does not allow for a permanent delete).
- If no changes need to be made, click the “Next” button.

### **Clinical Off-Campus Laboratory Sites Tab (sub-tab of Confirm Information Tab)**

- Update off-campus laboratory sites information as necessary.
  - Existing information can be edited by clicking the “make changes” button.
  - New information that needs to be added needs to be done through the management tab on the left-hand side of the page/affiliates/+affiliate.
    - If an clinical off-campus laboratory site needs to be deleted, click the archive icon (next to the pencil) for a soft delete (the RCS software does not allow for a permanent delete).
- If no changes need to be made, click the “Next” button.

### **Cohorts & Students Tab**

- All information given in these tabs will auto-populate into the Surveys, Outcomes, and Outcomes Summary sections.

### **Cohort Tab (sub-tab of Cohorts & Students Tab)**

- New cohorts are added from January 1, 2021, through December 31, 2023. Previous cohort information should have been transferred in from the last report. Before a new student can be added, a cohort for that student must be made. Click the +cohort icon and complete the requested information.
  - If you are not enrolling students in a cohort for 2023, check the box that says “not enrolling students in 2023” then click save.
  - Click the excel icon for a list of current cohorts.

### **Students Tab (sub-tab of Cohorts & Students Tab)**

- Student Profiles for new students are added from January 1, 2021, through December 31, 2024. Click +student and enter the requested information. **Click the excel icon for a list of current students at any time (edits made to the excel will not be reflected in the RCS, it is for reference only).**

#### New Students that get added:

- The Student CoARC ID is their Student ID for your school.
- Make sure to click the i icons for questions regarding the type of student.
- Now that you have created a cohort, the cohort will now show as a dropdown when you go to add a new student.
- Make sure to click done or add another to save your information.

#### Existing Students:

- Previous student information should have been transferred in from the last report.
- Edits to existing students can be made by clicking the pencil icon under actions.
- Make sure to update all information for students from January 1, 2021-December 31, 2024 (i.e., if they passed any of their exams, their student status, employment status).
  - If you have a student has re-enrolled and is starting over, contact [Tammy Alsup](#)



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- o so their enrollment can be updated.
- o If you have a student that has re-enrolled and is starting from where they left off, simply switch their status to in-progress (you will enter their actual graduation date when they graduate).
- o If enter any information incorrectly (i.e., the name is spelled wrong), contact [Tammy Alsup](#) to update.
- o Make sure to click done or add another to save your information.

### **Surveys Tab**

#### **Graduate and Employer Survey Templates**

#### **Graduates Tab (sub-tab of Surveys Tab)**

Only employed graduates/employers of employed graduates get sent a survey, not **ALL** graduates

- The total # of employed graduates in 2023 will auto populate from the Cohorts&Students tab. If your number is 0, go back and update.
  - o If there were no employed graduates for the given reporting year or no survey data collected for a given reporting year (displayed as N/A in the Outcomes Summary tab), an explanation needs to be provided in the analysis and action plan on the Outcomes Tab under the Grad Satisfaction Tab.
- Complete the remaining requested information.

#### **Employers Tab (sub-tab of Surveys Tab)**

- The total # of graduate employers in 2023 will auto populate from the Cohorts&Students tab. If your number is 0, go back and update.
  - o If there were no employed graduates for the given reporting year or no survey data collected for a given reporting year (displayed as N/A in the Outcomes Summary tab), an explanation needs to be provided in the analysis and action plan on the Outcomes Tab under the Emp Satisfaction Tab.
- Complete the remaining requested information.

### **Outcomes Tab**

**Important Notice for the outcomes tab section: if you are going to be idle on your computer (ex. must step away), make sure to click the next button because you can always go back, it just will NOT save your information until you click next. I would also keep a word copy of your work just in case it does NOT save.**

#### **RRT Tab (sub-tab of Outcomes Tab)**

- You will need to pull a NBRC Annual School Summary report for this section. The number of passed RRT in this section **MUST** match the number of passed RRT listed on the NBRC Annual School Summary, or your report will be denied. If your numbers do not match, make sure to



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update all your graduate's pass information in the Cohorts&Students section.

### Sample of a report not matching

	2022	2021	2020
Graduates	57	50	49
Passed RRT	49	42	36
% Passed RRT	86%	84%	73%
Threshold	0 %	0 %	0 %

(RCS Report)

GRADUATION YEAR	CRT	RRT
2020	43	36
2021	49	43
2022	53	49
2023	40	35

(NBRC Report)

- Make sure to make a comment in the Comments box.
- Upload the NBRC Annual School Summary report to the finish tab.

### TMC High Cut Score Tab (sub-tab of Outcomes Tab)

- You will need to pull a NBRC Annual School Summary report for this section. The number of passed TMC High Cut Scores in this section **MUST** match the number of passed TMC High Cut Scores listed on the NBRC Annual School Summary, or your report will be denied. If your numbers do not match, make sure to update all your graduate's pass information in the Cohorts&Students section.

### Sample of a report not matching

	2022	2021	2020
Graduates	9	7	7
Passed High Cut Score	9	7	7
% Passed	100%	100%	100%
Threshold	60 %	60 %	60 %

(RCS Report)

Exam: TMC - High Cut			
Graduation Year	Graduates Tested	Total	Passing %
2020	7	7	100%
2021	7	7	100%
2022	1	1	100%
2023	3	3	100%

(NBRC Report)

- Make sure to make comments in the comments box as to what are you are doing to meet the threshold or why you are below threshold.

*Helpful tip: If your TMC High Cut outcomes are borderline or below established CoARC thresholds, you should wait until prior to the RCS due date (July 1<sup>st</sup>) to check the latest NBRC Annual School Summary rather than submit your RCS early. Make sure you update the NBRC Annual School Summary on the finish tab any time you make changes.*

### TMC Scores by Content Area Tab (sub-tab of Outcomes Tab)

- You will need to pull the **TMC Scores by Content Area** report from the NBRC, it should only be run from 1/1/2023-12/31/2023. This report is used for reference to make sure the analysis that was made in the Outcomes tab is correct.

### Example from Previous Year



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PROGRAM A - 200XXX

1/1/2020 through 12/31/2020 Make sure to have the correct date range (which is the most recent reporting year).

		Raw Score	1A	1B	1C	1D	1E	1TOT	2A	2B	2C	2TOT	3A	3B	3C	3D	3E	3F	3G	3H	3I	3TOT	
High Cut Score:	94	140	8	13	12	11	11	55	15	2	3	20	9	6	9	5	19	6	4	4	3	65	
Low Cut Score:	88																						
<b>All Candidate Summary</b>																							
Total:	87	Program Mean Score	86.7	4.7	8.0	7.1	7.0	7.5	34.3	9.4	1.6	1.9	12.9	5.5	3.3	5.0	3.0	11.4	3.9	2.7	2.5	2.2	39.5
Passing:	47	National Mean	94.9	5.4	8.9	6.1	7.5	7.9	37.8	10.0	1.5	2.1	13.6	6.2	3.7	5.9	3.6	12.4	4.1	2.8	2.9	2.2	43.8
Failing:	40	% of National Mean	91%	87%	91%	89%	94%	95%	91%	95%	107%	90%	95%	89%	87%	85%	85%	92%	94%	95%	87%	101%	90%
<b>New Candidate Summary — Analyze New Candidate Summary Only</b>																							
Total:	27	Program Mean Score	97.8	5.4	9.6	7.4	8.3	8.0	38.7	11.0	1.7	2.0	14.7	6.1	3.8	5.8	3.5	13.2	4.3	2.7	2.6	2.3	44.4
Passing:	19	National Mean	102.6	5.9	9.5	6.8	8.1	8.3	41.0	10.8	1.5	2.2	15.0	6.6	4.1	6.5	3.8	13.5	4.5	3.0	3.1	2.3	48.0
Failing:	8	% of National Mean	95%	92%	100%	84%	103%	96%	93%	102%	110%	93%	100%	93%	95%	89%	91%	97%	95%	92%	85%	101%	92%
<b>Repeat Candidate Summary</b>																							
Total:	50	Program Mean Score	81.7	4.4	7.4	7.0	6.4	7.2	32.3	8.7	1.6	1.8	12.0	5.2	3.0	4.7	2.8	10.6	3.7	2.6	2.5	2.2	37.3
Passing:	28	National Mean	86.2	4.8	8.1	7.2	6.7	7.4	34.2	8.9	1.4	1.9	12.2	5.7	3.3	5.2	3.3	11.2	3.7	2.6	2.7	2.1	39.8
Failing:	22	% of National Mean	95%	91%	91%	97%	95%	98%	94%	97%	108%	93%	96%	91%	89%	90%	86%	95%	100%	101%	93%	105%	94%

- Each sub-score that falls below 85% of the national mean on the **NEW** Candidate Summary requires its own analysis and action plan.
  - In the boxes provided, label each analysis and action plan according to the sub-score. (i.e., 1A Analysis: 1A Action Plan: ).
- Upload the TMC Scores by Content Area report to the finish tab.

## CSE Content and Section Type Subscores Tab (sub-tab of Outcomes Tab)

- You will need to pull the **CSE Content and Section Type Subscores** report from the NBRC, it should only be run from 1/1/2023-12/31/2023. This report is used for reference to make sure the analysis that was made in the Outcomes tab is correct.
- Include the **Information Gathering (IG) Percentage Score** and the **Decision Management (DM) Percentage Score** from the **NEW** candidate Summary in the analysis box.

	Total	1A	1B	1C	1D	1E	1TOT	2A	2B	2TOT	3A	3B	3C	3D	3E	3F	3G	3H	3I	3TOT	IG	DM	
<b>All Candidate Summary</b>																							
Total:	64	38	47	20	30	29	57	46	76	34	51	35	45	54	48	0	47	-23	49	46	58	43	
Passing:	23	36	45	28	32	32	58	54	76	37	52	45	47	49	51	21	36	-25	40	45	58	43	
Failing:	41	100	104	71	94	91	98	85	100	92	98	78	96	110	94	0	131	8	123	102	100	100	
<b>New Candidate Summary</b>																							
Total:	25	37	49	17	27	30	56	43	76	28	53	33	40	49	47	-10	52	-33	46	44	57	41	
Passing:	4	64	66	63	64	55	58	63	76	35	37	23	45	65	50	-7	37	0	58	44	58	44	
Failing:	21	96	58	74	27	42	55	97	68	100	80	143	143	89	75	94	43	141	-	79	100	98	93
<b>Repeat Candidate Summary</b>																							
Total:	39	38	45	22	32	28	57	48	76	38	50	36	47	57	49	6	44	-19	51	47	58	45	
Passing:	19	36	46	26	32	31	58	51	73	38	52	43	46	49	49	18	35	-29	38	46	58	42	
Failing:	20	104	106	98	85	100	90	98	92	104	100	96	84	102	116	100	33	126	34	134	102	100	107

- Each sub-score that falls below 85% of the national mean on the **NEW** Candidate Summary requires its own analysis and action plan.
  - In the boxes provided, label each analysis and action plan according to the sub-score.



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(i.e., Analysis Box 1C=27% Perform Procedures to Gather Clinical Information; Action plan box put what you are doing to improve).

- Upload the **CSE Content and Section Type Subscores** report to the finish tab.

### **Retention Tab (sub-tab of Outcomes Tab)**

- This is the only outcome based off enrollment. Make sure to enter in your 2023 enrollments in the Cohorts&Students tab. Failure to do so will result in an N/A; once your student's information is added, issue will be resolved.
- Make sure to add information in the analysis and action plan sections.

### **Job Placement Tab (sub-tab of Outcomes Tab)**

- This information will auto-populate from the Cohorts&Students section; any updates will need to be made in that tab.
- Make sure to add information in the comments section.

### **Emp Satisfaction Tab (sub-tab of Outcomes Tab)**

- This information will auto-populate from the Cohorts&Students and Survey sections; any updates will need to be made in those tab.
- Make sure to add information in the analysis and action plan sections.

### **Grad Satisfaction Tab (sub-tab of Outcomes Tab)**

- This information will auto-populate from the Cohorts&Students and Survey sections; any updates will need to be made in those tab.
- Make sure to add information in the analysis and action plan sections.

### **Outcomes Summary Tab**

- This tab is more informative than any action required. It gives you a quick view of what your three-year average is. You can either click "next" or click the "Finish" tab on top.

### **Finish Tab**

- Make sure to click the "here" hyperlink for the RAM to complete that report. The RAM can also be completed by going to the left-hand side under annual report/RAM (\*additional details regarding the RAM can be found below).
- Upload all requested Reports.
  - The **Annual School Summary** should have years 2021-2023. Make sure that your RRT and TMC High Cut Outcomes match what this report has listed. We need this report to verify credentialing success.
  - The **TMC Scores by Content Area** should only be run from 1/1/2023-12/31/2023. This report is used for reference to make sure the analysis that was made in the Outcomes tab is correct.
  - The **TMC Graduate Performance Report** is based on who passed the exams and shows the high cut score data. The annual school summary will have the number of students



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that passed. This report will have the names of the students who passed, make sure these reports match. This will be a 3-year report i.e., for the 2024 RCS, run the report from January 1, 2021 through December 31, 2023 unless some of your graduates passed in 2024, then run the report up until July 1, 2024.

- The **CSE Content and Section Type Subscores** should only be run from 1/1/2023-12/31/2023. This report is used for reference to make sure the analysis that was made in the Outcomes tab is correct.

- Add any additional comments if applicable(not required).
- Sign/Date/Submit.
- The “view PDF” allows you access your report in PDF format.

### **Check Status of RCS Report**

- On the left-hand side click annual report/RCS-you are then able to see the status of your report. If you have submitted your report, make sure your status says submitted. Once your report is reviewed, the office will let you know if edits need to be made. If your report is approved, your report status will change to approved.

### **\*RAM**

#### [Student-Program Resource and Personnel-Program Resource Surveys](#)

#### [Sample RAM](#)

- This information is to be collected annually.
- Enter the requested information in the top section.
- Under the “Measurement System” column, at a minimum, the Student Program Resource Survey (SPRS) and the Personnel-Program Resource Survey (PPRS) are used as measurement systems for each of the resource categories, with the exception of Financial Resources which lists Annual Budget Review and PPRS. *Note: Graduate and Employer surveys are used for graduate and employer satisfaction and not for the RAM (resource assessment).*
- Under the “Dates of Measurement” column, the month/year (e.g., September 2023) the surveys were administered is included. Survey data for this reporting period is from either 2023 or 2024 survey results.
- Under the “Results and Analysis” column, the number of responses meeting the cut score and the number that fell below the cut score (defined as at least 80% of the survey responses rated 3 or higher) are stated.
- Under the “Action Plan and Follow-up” column, an appropriate plan/follow-up is provided for



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results not meeting the cut score for each resource category.

- If you are going to be idle or your RAM is complete, make sure to click the “submit” button so your information is not lost (think of it as a save button). The actual form will not come to the office until the RCS is submitted.