



How to generate a KAP Agency Assessment Report

The American CME (A/cme) Knowledge Assessment Platform (KAP) provides agency administrators an easy way to identify who has and who has not completed each of the required OCMCA EQIP Protocol Assessments. Specifically, this report provides the following information for each assessment:

- A list of all EMS providers at your agency that have completed an OCMCA EQIP Protocol Assessment, the date it was completed and their score.
- A list of all EMS providers at your agency that have not completed an OCMCA EQIP Protocol Assessment.

Follow the instructions listed below to generate an Agency Assessment Report:

1. Go to www.AmericanCME.com and log in
After logging in you will be taken to your account Dashboard.
2. Click on “**Reports**” on the left side of the screen.
3. Click on “**Agency Assessment Report**”, which is listed under Agency Reports
4. Select the assessment from the dropdown menu that you would like to generate an Agency Assessment Report.
5. Click the checkbox next to your agency name from the Agency List.
6. Click the “**Run Report**” button.
An excel spreadsheet will automatically download
7. Open the excel spreadsheet to review the information.
The spreadsheet will provide you with the following information
 - A list of all EMS providers at your agency that have completed an OCMCA EQIP Protocol Assessment, the date it was completed and their score.
 - A list of all EMS providers at your agency that have not completed an OCMCA EQIP Protocol Assessment.

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