Guidelines for the Emergency Medical Services Training Funds

2016

Virginia
OFFICE OF EMERGENCY MEDICAL SERVICES
Virginia Department of Health

Please read and review these guidelines carefully. The new funding contracts for fiscal year (FY) 2016 are posted on the Office of Emergency Medical Serivces (OEMS) web page. Please visit the OEMS web site at: http//www.vdh.virginia.gov/OEMS/Training/EMSTF.htm to download a copy of the new contracts for use during this fiscal year. These contracts are Microsoft Word documents which must be completed electronically, saved to your hard drive, and then printed off for signatures.

Please make sure that you read the following information carefully.

There is a checklist at the end of this memo for your use.

If you have any questions or concerns, please contact me at: Adam.Harrell@vdh.virginia.gov.

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1 Background and Overview

The Virginia Office of EMS Emergency Medical Services Training Funds program was developed and implemented by the Office in 2008 following the authorization of additional funding by the Virginia General Assembly. In 2007, the Virginia General Assembly created the HJR-743 Committee to look into a different way to incentivize current volunteer fire and EMS personnel as well as to look at ways to assist with recruitment and retention of new personnel into the volunteer ranks.

The HJR-743 Committee reviewed several different proposals and settled on requesting that the current "$4 for Life" program be increased by .25 cents with all proceeds of the additional monies being directed to the training and continuing education of EMS personnel.

Since the Office of EMS already had a hugely successful and proven educational funding model for ALS Programs, it was decided to merge all current EMS training funding streams together into a single program modeled on the proven success of the ALS program. This program is a contract based funding program which is outcomes and performance based. An outcomes-performance model is used in order to ensure that the limited taxpayer dollars used to fund this program are spent to increase the ranks of active, affiliated EMS personnel in the Commonwealth ensuring a high return on investment. The Office takes seriously its responsibility for managing all monies under its budgetary control and the EMS Training Fund program is no exception.

The Emergency Medical Services Training Funds are monies available for EMS Certification programs, auxiliary programs and continuing education programs whose lessons are based upon or resemble the learning objectives in the United States Department of Transportation's Intermediate-99 and Paramedic curricula and the Enhanced curricula as defined in 12VAC5-31.

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2 Internal Revenue Service Required Forms

Due to changes in requirements for the Internal Revenue Service and the Commonwealth of Virginia Department of Accounts, all participants in the EMSTF program must go out to the Internal Revenue Service web site, download, complete and return to the Office of EMS, a W-9 - Request for Taxpayer Identification Number and Certification form.

The Office must have a valid W-9 for all entities receiving payments including 3rd party payees.

DO NOT MAIL THE W-9 FORM TO THE IRS!

You can access the IRS W-9 at the following address:

http://www.irs.gov/pub/irs-pdf/fw9.pdf

Upon completion, please mail this form to the following address:

Virginia Office of EMS

Attn: Jacqueline Hunter – Vendor W-9 Form

1041 Technology Park Drive

Glen Allen, VA 23059

NO PAYMENTS WILL BE MADE TO YOU OR A 3rd PARTY WITHOUT A VALID W-9 ON FILE

3 Commonwealth of Virginia EDI (Direct Deposit) & eVA Requirements

All participants in the EMSTF program must go out to the Virginia Department of Accounts and apply to have your funds direct deposited into your checking account by the Commonwealth. EDI (direct deposit) applications are located on the Virginia Department of Accounts website and must be completed and submitted to VDOA. You can download this document from the Virginia Department of Accounts at: http://www.doa.virginia.gov/Admin_Services/EDI/EDI_Main.cfm_.

The purpose of this section, EMSTF contractors are considered a "Trading Partner" and a "Vendor". This section will provide you with information and facts about the Commonwealth of Virginia's Financial Electronic Data Interchange (FEDI) program. This program allows for the electronic exchange of payment and remittance information between the Commonwealth and our Trading Partners.

FEDI combines Electronic Funds Transfer (EFT) with Electronic Data Interchange (EDI) capabilities to electronically transmit payment and remittance data to your organization. EDI is a low cost alternative to the traditional paper check method of payment. EDI electronically transfers funds from the Commonwealth's bank account to your organization's designated bank account. These electronic payments are processed through the Automated Clearing House (ACH) network. The EDI process allows our trading partners to have access to the funds on the due date.

The Commonwealth of Virginia is responsible for the following processing costs:

- Origination of the payment,
- Transmitting the remittance data to the bank; and
- Posting the remittance data to REDI Virginia

Note: Your organization is responsible for any fees related to electronic payment processing charged by your bank.

For most EMS Training Funds contractors, you will need to review the following appendices—then print off, complete and send Appendix A to the Virginia Department of Accounts. *Note: The Office is not responsible for changes to VDOA forms.*

- Appendix A – EDI Agreement and Enrollment Form for Vendors
- Appendix B - Trading Partner EDI Notification of Change

For more information on the Virginia Department of Accounts EDI program, direct deposit and electronic notification of payment processing, please see the following links on VDOA's web site:

- EDI Guide for Vendors, Localities, Grantees, State Agencies and Non-State Agencies

- http://www.doa.virginia.gov/Admin_Services/EDI/TradingPartnerGuide.pdf

- REDI Virginia Procedure Guide
  - http://www.doa.virginia.gov/Admin_Services/EDI/REDI_Va_Procedure_Guide.pdf

Third Party Payees

For those EMS Training Funds Contractors who work/volunteer for a locality, a state agency or a non-profit non-state agency and who will be directing EMSTF monies to this entity, you will need to have your organization submit one of the following forms to the Virginia Department of Accounts.

- EDI Agreement and Enrollment Form for Localities and Grantees
  - http://www.doa.virginia.gov/Admin_Services/EDI/AgreementLocalityGrantee.pdf
- EDI Agreement and Enrollment Form for Non-State Agencies
  - http://www.doa.virginia.gov/Admin_Services/EDI/AgreeNonStateAgy.pdf
- EDI Agreement and Enrollment Form for State Agencies
  - http://www.doa.virginia.gov/Admin_Services/EDI/AgreementAgency.pdf

Registration in eVA

Beginning July 1, 2015; all vendors will be required to setup an account on the eVA system. eVA is maintained by the Virginia Department of General Services (DGS). The following links are provided to assist in setting up and maintaining your eVA account:

- Virginia Department of General Services website
  - https://eva.virginia.gov/index.htm
- eVA New User Registration Guide
  - https://eva.virginia.gov/cd/files/new-vendor-registration-guide.pdf
- eVA Registration link
  - https://eva.virginia.gov/pages/eva-registration-buyer-vendor.htm

4 Audits

The EMS Training Funds program and contracts are subject to internal and external audits. Refer to the Special Terms and Conditions section of your contract. If selected for an audit, you will be contacted by the audit agency/firm and a date and time will be scheduled for the audit to be conducted.

As a result of previous fiscal year audits, the following provisions have been added to the EMSTF contracts:

Under SCOPE OF SERVICES:

- COURSES OPEN TO THE PUBLIC: Any course funded through EMSTF has to be offered as open and unrestricted to the general public. This also has to be noted on the Course Approval Request.
- NUMBER OF EMSTF FUNDED COURSES: A Contractor shall have no more than 2 on-going EMSTF funded contracts at any given time. A Contractor shall not be eligible for additional funded courses at said level until:
    - 180 days has lapsed since the documented end of the course OR;
    - At least 1 student has tested with the National Registry of EMT's

NOTE: An Accredited Program shall be eligible to contract two (2) additional courses at a specific certification level for every certified instructor qualified to instruct at the contracted level.

- LIST OF SUBCONTRACTOR: The Contractor shall submit a list of any subcontractors employed to support or provide services under the EMSTF contacted course. The list must contain:
    - Name
    - Certification #, if applicable
    - Address
    - Telephone
    - E-mail
    - Role/Planned Involvement
    - Planned Contract Amount (either specific dollar amount or estimated percentage of the EMSTF contract)

Under **SPECIAL TERMS AND CONDITIONS**:

- <u>CONTRACTOR DISQUALIFICATION FOR EMSTF CONTRACTS</u>: Neither the contractor submitting a request for EMSTF contract nor any subcontractor shall have had any enforcement actions occur within the last five (5) years. An enforcement action is defined in 12VAC5-31, EMS Regulations. The contractor and any subcontractors shall not be on the Vendor Debarment List maintained by the Commonwealth's Department of General Services.

- SUBCONTRACTS: The contractor may subcontract portions of the work, provided, the subcontractors meet the requirements as specified in 12VAC5-31 of the state EMS regulations, the OEMS Training Program Administration Manual (TPAM) and the Emergency Medical Services Training Funds (EMSTF) Administrative Policies. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

If you have questions or wish to verify that you have been selected to be audited, please contact the Contract Administrator, Adam Harrell at the Office of EMS.

5 Procedures for Submission of Contracts and Course Approvals

In order to ensure fairness and equity across the Commonwealth, the following procedures have been established for the EMS Training Funds program for FY16. The Office WILL NOT deviate from this procedure.

- Complete the Course Approval Request and an EMSTF contract for each course for which you are seeking funding.
- Package all course approvals and accompanying contracts in a single envelope and address them to:

  Virginia Office of EMS
  1041 Technology Park Drive
  Glen Allen, VA 23059.
- Funding contracts will be processed based upon the date and time the contract is stamped into the Office.
- The act of submitting a contract and/or applying for funding *in no way guarantees that you will receive funding for said course.*
- Per OEMS policy, all course announcements requesting reimbursement must be submitted to the Office with a funding contract.

Approved Contracts

How can I tell if my contract has been approved, you inquisitively ask? It's simple. Login in to your EMS Instructor Portal, go to your My Courses tab and look at the reports column. If there is a green dollar sign $ beside the course, then your contract has been approved. Simply click on the icon to view a copy of your contract. See below for an example:

Course Information for Active Inactive ALL Courses

Course No	Program	Start Date	End Date	Reports
58610	DISASTER MANAGEMENT	05/18/2011	05/31/2011	
50450	MC50 - TEST 1	10/28/2008	12/31/2013	$

6 Basic Course Funding

A. Funding is made available to qualified organizations or certified EMS instructors to include but are not limited to:
   a. Community Colleges
   b. Qualified business entities/organizations
   c. Governmental Organizations
   d. Individuals certified by OEMS as an EMS Instructor, Education Coordinator (EC), Advanced Life Support Coordinator (ALSC), and/or Program Director, as applicable.

B. Initial Certification Course Funding requirements include:
   a. The program must satisfy all relevant requirements listed in the EMS Rules and Regulation 12 VAC 5-31, the Training Program Administration Manual, and the EMSTF Administrative Guidelines.
      i. The Contractor shall provide the Purchasing Agency with the services required as specified in 12VAC 5-31 of the EMS Rules and Regulations, the Training Program Administration Manual, and the EMSTF Administrative Guidelines.
      ii. The contracted course as specified in the Office of EMS Policy shall be conducted as specified in 12 VAC 5-31, the Training Program Administration Manual and the criteria specified for the course of instruction.
   b. The Contractor shall have no more than 2 on-going EMSTF funded contacts at a specific level at any given time. The Contractor shall not be eligible for additional funded courses at a given certification level until:
      i. 180 days has lapsed since the end of the course; OR
      ii. At least 1 student has tested with the National Registry of Emergency Medical Technicians

NOTE: An Accredited Program shall be eligible to contract two (2) additional courses at a specific certification level for every certified instructor qualified to instruct at the contracted level.

   c. The Contractor shall submit a list of any subcontractor employed to support or provide services under a contracted course. If subcontractors are utilized in a course after the contract is approved, the instructor of record for the course must notify the office within 45 days of the change. The information to be provided in the subcontractor report includes:
      i. Name
      ii. Certification number, if applicable
      iii. Address
      iv. Telephone number
      v. Email
      vi. Role/Planned involvement
      vii. Planned contract amount (% or $)
   d. The Contractor must:

i. Submit a completed Virginia Office of Emergency Medical Services Training Fund (EMSTF) Course Funding Contract for the appropriate type of course with the "Course Approval Request Form".
ii. Offer the course as unrestricted and open to the general public as noted on the Course Approval Request.
iii. Submit appropriately, enrolment forms as specified in 12 VAC 5-31 of the EMS Rules and Regulations, the Training Program Administration Manual, and the EMSTF Administrative Guidelines.
iv. Electronically submit the web based "Course Student Disposition Report" to the Office of EMS within 10 days after the Course End Date but not before the program is completed.
v. Assure students marked as passed on the "Course Student Disposition Report" have completed all course requirements and are eligible for certification examination.

C. Payment is processed upon:
   a. First half funding payments will be made following receipt of enrollment forms for the funded course. First half funding is determined by OEMS based upon the EMSTF course funding formula.
   b. Second half funding is based upon the number of students marked as "pass" or "incomplete" on the "Course Student Disposition Report" at the completion of the course and who certify through the OEMS.
      i. In order to receive second half payments for students they must:
         1. Be Virginia certified, and
         2. Actively affiliated with a Virginia licensed EMS agency that is capable of delivering care at the level of certification at the time the certification test is taken and passed.
            a. All requests for affiliation with a Virginia licensed EMS agency must be made electronically through the Virginia Office of EMS Portal. The Office of EMS no longer processes affiliation requests manually or from data entered on state testing forms.
      ii. Second half funding is determined by the Office of EMS based upon the EMSTF course funding formula.
   c. If the contractor is found to have submitted falsified records or to have distorted, forged or misrepresented information to students, EMS Providers or to the Office, the Office reserves the right to nullify this contract and all other contracts the Contractor has with the Office or impose other appropriate corrective actions. Subsequently, the Contractor will be barred from submitting request for funding of any type (to include but not be limited to the Rescue Squad Assistance Fund) for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after disbursement of funds will require return of any awards and the possibility of appropriate legal action.

7 Category 1 Continuing Education (CE)

A. Funding is made available to qualified organizations or certified EMS instructors to include but are not limited to:
    a. Community Colleges
    b. Qualified business entities/organizations
    c. Governmental Organizations
    d. Individuals certified by OEMS as an EMS Instructor, Education Coordinator (EC), Advanced Life Support Coordinator (ALSC), and/or Program Director, as applicable.
B. Both BLS and ALS continuing education (CE) courses are eligible for this funding.
C. This funding is to support Category 1 CE conducted in each Planning District.
    a. Funding shall be allocated by Planning District based upon the EMSTF program formula.
    b. Funding can only be used in the Planning District for which it is awarded.
        i. Funding is on a first come, first served basis
        ii. Payments for completed Category 1 CE courses will be made until the allocated funds in each Planning District are exhausted.
        iii. Invoices which are not paid due to insufficient funds in a Planning District will be held until the June 1 of the fiscal year. If, as of this date, there are unspent monies remaining in any one or more the 22 Planning Districts, these funds will be pooled together and outstanding invoices for Category 1 CE will be paid as funds are available.
D. Standard CE (CAT 1) Funding is for programs that:
    a. Satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMSTF Administrative Manual.
        i. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual, and the EMS Administrative EMSTF Guidelines.
        ii. The contracted course as specified in the Office of EMS Policy shall be conducted as specified in 12 VAC 5-31, the Training Program Administration Manual and the criteria specified for the course of instruction.
E. The Contractor must:
    a. Submit a completed EMS Training Fund Standard CE Funding Contract together with the Combined ALS/BLS Required Topics (48 Hours) "Course Approval Request Form".
    b. Indicate on the Course Approval Request Form that funding is requested.
    c. Submit appropriately, all CE cards or electronic CE records as specified in 12 VAC 5-31 of EMS regulations, the EMS Training Programs Administration Manual and the EMSTF Administrative Manual.
    d. Submit an invoice that includes the course number, a signed course roster (original signatures are required), and CE cards (in the same order as the roster), tri-folded for payment.

i. For those instructors/coordinators submitting CE electronically, a notation needs to be made on the course attendance roster indicating that the CE was submitted electronically.

e. The Contractor shall submit a list of any subcontractor employed to support or provide services under a contracted course. If subcontractors are utilized in a course after the contract is approved, the instructor of record for the course must notify the office within 45 days of the change. The information to be provided in the subcontractor report includes:
    i. Name
    ii. Certification number, if applicable
    iii. Address
    iv. Telephone number
    v. Email
    vi. Role/Planned involvement
    vii. Planned contract amount (% or $)

F. This funding program is to support Category 1 CE but does not include auxiliary programs or CE obtained by attending an "initial basic" course. **Examples of programs for which CE funds should NOT be used are**:
    a. ACLS;
    b. ITLS;
    c. PHTLS;
    d. PALS;
    e. ITLS – Pediatric;
    f. PEPP;
    g. PPC;
    h. ATLS;
    i. NALS; and
    j. APLS

G. Payment is processed upon:
    a. Receipt of an OEMS approved invoice, CE cards or electronic CE records and a current version of form TR-06 Course Roster.
    b. In order to receive payment for CE courses, students must:
        i. be Virginia certified
    c. Funding is determined by OEMS based upon the EMSTF CE course funding formula.

H. If the contractor is found to have submitted falsified records or to have distorted, forged or misrepresented information to students, EMS Providers or to the Office, the Office reserves the right to nullify this contract and all other contracts the Contractor has with the Office or impose other appropriate corrective actions. Subsequently, the Contractor will be barred from submitting request for funding of any type (to include but not be limited to the Rescue Squad Assistance Fund) for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after disbursement of funds will require return of any awards and the possibility of appropriate legal action.

8 Auxiliary Programs

A. Funding is made available to qualified organizations or certified EMS instructors to include but are not limited to:
    a. Community Colleges
    b. Qualified business entities/organizations
    c. Governmental Organizations
    a. Individuals certified by OEMS as an EMS Instructor, Education Coordinator (EC), Advanced Life Support Coordinator (ALSC), and/or Program Director, as applicable.

B. This funding is to support Auxiliary Programs conducted in the Commonwealth. Please see T-010 for a list of approved programs and whether the program is eligible for funding through the EMSTF.
    a. Funding will be initiated upon completion and submission of a course roster, CE cards for the auxiliary program (in the same order as the roster), and an invoice.
    b. Funding is for OEMS recognized medically oriented programs only, such as but not limited to:
        i. ACLS
        ii. ITLS
        iii. PHTLS
        iv. PALS
        v. ITLS – Pediatric
        vi. PEPP
        vii. PPC
        viii. AMLS
        ix. EPC
        x. ATLS
        xi. NALS
        xii. APLS

C. Auxiliary program funding is for programs where:
   a. The program satisfies all relevant requirements listed in the EMS Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMSTF Administrative Manual.
      i. The Contractor provides the Purchasing Agency with the services required as specified by 12 VAC 5-31 of EMS regulations and Office of EMS policies.
      ii. The contracted course is conducted as specified in 12 VAC 5-31, the Training Programs Administration Manual and the criteria specified for the course of instruction.

D. The Contractor shall:
   a. Submit a completed EMS Training Fund Auxiliary Course Funding Contract together with the "Course Approval Request Form".
   b. Indicate on the Course Approval Request Form that funding is requested.
   c. Submit appropriately, all CE cards or electronic CE records as specified in 12 VAC 5-31 of EMS regulations, the EMS Training Programs Administration Manual and the EMSTF Administrative Manual.
   d. Submit an invoice that includes the course number, a signed course roster (original signatures are required), and CE cards (in the same order as the roster), tri-folded for payment.
      i. For those instructors/coordinators submitting CE electronically, a notation needs to be made on the course attendance roster indicating that the CE was submitted electronically.
   e. The Contractor shall submit a list of any subcontractor employed to support or provide services under a contracted course. If subcontractors are utilized in a course after the contract is approved, the instructor of record for the course must notify the office within 45 days of the change. The information to be provided in the subcontractor report includes:
      i. Name
      ii. Certification number, if applicable
      iii. Address
      iv. Telephone number
      v. Email
      vi. Role/Planned involvement
      vii. Planned contract amount (% or $)

E. Funding shall be based upon submission of:
   a. The number of Virginia certified providers completing the program as evidenced by the submission of a current version of form TR-06 – Course Roster.
      i. "Completing the program" is defined as having successfully obtained the requisite card certifying program completion as issued by the national parent organization.

ii. Note: Instructors may receive CE credit for an auxiliary course they teach/instruct, however they may not receive EMS Training Funds by submitting their name on form TR-06 – Course Roster; and

b. Any course fee charged to Virginia certified EMS providers shall be reduced by the amount being funded by the Office for their completion of the course.

F. Payment is processed upon:

a. Receipt of an OEMS approved invoice, CE cards or electronic CE records and a current version of form TR-06 Course Roster.

b. In order to receive payment, students must:

i. be Virginia certified, and

ii. actively affiliated with a Virginia licensed EMS agency that is capable of delivering care at the level of certification.

c. Funding is determined by OEMS based upon the EMSTF CE course funding formula.

G. If the contractor is found to have submitted falsified records or to have distorted, forged or misrepresented information to students, EMS Providers or to the Office, the Office reserves the right to nullify this contract and all other contracts the Contractor has with the Office or impose other appropriate corrective actions. Subsequently, the Contractor will be barred from submitting request for funding of any type (to include but not be limited to the Rescue Squad Assistance Fund) for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after disbursement of funds will require return of any awards and the possibility of appropriate legal action.

9 Mass Casualty Incident Management (MCIM) Programs

A. Funding is made available to qualified organizations or certified EMS instructors to include but are not limited to:
    a. Community Colleges
    b. Qualified business entities/organizations
    c. Governmental Organizations
    a. Individuals certified by OEMS as an EMS Instructor, Education Coordinator (EC), Advanced Life Support Coordinator (ALSC), and/or Program Director, as applicable.
B. This funding is to support Mass Casualty Programs conducted in the Commonwealth.
    a. Funding will be initiated upon completion and submission of a course roster, CE cards for the MCIM program (in the same order as the roster), and an invoice.
C. Mass Casualty program funding is for programs where:
    a. The program satisfies all relevant requirements listed in the EMS Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMSTF Administrative Manual.
        i. The Contractor provides the Purchasing Agency with the services required as specified by 12 VAC 5-31 of EMS regulations and Office of EMS policies.
        ii. The contracted course is conducted as specified in 12 VAC 5-31, the Training Programs Administration Manual and the criteria specified for the course of instruction.
D. The Contractor shall:
    a. Submit a completed EMS Training Fund Mass Casualty Incident Management Programs Funding Contract together with the "Course Approval Request Form".
    b. Indicate on the Course Approval Request Form that funding is requested.
    c. Submit appropriately, all CE cards or electronic CE records as specified in 12 VAC 5-31 of EMS regulations, the EMS Training Programs Administration Manual and the EMSTF Administrative Manual.
    d. Submit an invoice that includes the course number, a signed course roster (original signatures are required), and CE cards (in the same order as the roster), tri-folded for payment.
        i. For those instructors/coordinators submitting CE electronically, a notation needs to be made on the course attendance roster indicating that the CE was submitted electronically.
E. This funding program is to support MCIM courses and shall not be included as part of an "initial basic" course.
F. Payment is processed upon:
    a. Receipt of an OEMS approved invoice, CE cards or electronic CE records and a current version of form TR-06 Course Roster.
    b. In order to receive payment, students must:

i. be Virginia certified

G. If the contractor is found to have submitted falsified records or to have distorted, forged or misrepresented information to students, EMS Providers or to the Office, the Office reserves the right to nullify this contract and all other contracts the Contractor has with the Office or impose other appropriate corrective actions. Subsequently, the Contractor will be barred from submitting request for funding of any type (to include but not be limited to the Rescue Squad Assistance Fund) for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after disbursement of funds will require return of any awards and the possibility of appropriate legal action.

10 Falsification of Documentation and Records

As a contractor in the EMS Training Funds program, you signed a contract which is a legally binding document. In that contract there is a provision in Section IV.H.3 which reads in part:

"This Contract may be terminated for cause by the Purchasing Agency. For purposes of this paragraph, "for cause" includes violating the terms of this Contract, the submission of falsified records to the Purchasing Agency, or the distortion, forgery or misrepresentation of information to the Purchasing Agency, EMS Providers or students. Termination for cause may result in the Purchasing Agency refusing to entertain contracts from Contractor for a period of five (5) years. If the submission of falsified records or the distortion, forgery or misrepresentation of information is discovered after disbursement of funds, Contractor must return all funds disbursed. Nothing in this section shall be construed to prohibit the Purchasing Agency from taking legal action against the Contractor."

The Office of EMS takes seriously its responsibility for managing all monies under its budgetary control...this includes the EMS Training Funds program. The goal of the EMSTF program is to supplement instructors for the time, effort and equipment needed in order to conduct EMS training programs across the Commonwealth. This outcomes based program has an excellent track record and has been extremely successful in assisting with the overall recruitment and retention of EMS providers across the state.

We want to thank each of you for your participation in this program. It is through your commitment and enthusiasm that the benefits of this program are measured and realized by our citizens.