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## E-Gift Operational Medical Director (OMD) User Guide

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All licensed EMS agencies applying for a Rescue Squad Assistance Fund (RSAF) grant are required to have an eSignature from their agency OMD. Under Virginia EMS Regulations, 12VAC5-31-590, states in part, *“An EMS agency shall have a minimum of one operational medical director (OMD) who is a licensed physician holding endorsement as an EMS physician from the Office of EMS. “*

All OMD’s have accounts already established with the Office of EMS. OMD’s are required to use their existing account to log into E-Gift. The agencies in your region that will be applying for RSAF grants will no longer need physical signatures, but instead will need your eSignature.

1. You must have an account on the EMS Portal. If you have not yet set up your account, please use the EMS Physician (OMD) Portal User Guide v1 link <https://www.vdh.virginia.gov/OEMS/MedicalDirectors/OMDPortalUserGuidev1.pdf> to assist you in setting up your account and familiarize you with all the components of this system.
2. Once an agency submits an application you, as the agency OMD, will receive an email similar to the one below, make sure your email address is correct in the EMS Portal to receive this email:

The Virginia Office of Emergency Medical Services (OEMS) has received a grant application for *AGENCY NAME*. This grant application cannot be processed until your electronic signature has been received.

Please [Click here](#) here to log in with your Username **"999999999"** to complete this portion of the application process. Please [Click here](#) here if you want to reset your password.

If you need assistance signing the grant, view the OMD User Guide at [User Guide](#). For technical assistance contact [OEMS-AppSupport@vdh.virginia.gov](mailto:OEMS-AppSupport@vdh.virginia.gov). If you have not established your EMS Portal account please use the EMS Physician (OMD) Portal User Guide v1 to get started [User Guide](#).

PLEASE DO NOT REPLY TO THIS MESSAGE: *This is a system-generated email. Replies will not be read or forwarded for handling.*(Message ID# )

3. Upon receipt of this email click the link included in the text of the email and log into the E-Gift application using the credentials provided in the email. If you did not receive an email, you can log on to E-GIFT by going to the following link: <https://vdhems.vdh.virginia.gov/emsapps/f?p=147:1>

### EMS-Grant Information Funding Tool (E-Gift)

Welcome to the EMS-Grant Information Funding Tool (E-Gift), the new Rescue Squad Assistance Fund (RSAF) online grant application system. The E-Gift will replace the Consolidated Grant Application Program (CGAP), the software program used in the past. E-Gift automates the grant process by using a web-based system to pre-populate your agency data making the grant process easier to navigate. We know you will find this user-friendly tool useful in your grant application writing and submission process.

The E-Gift system requires three types of users: an Authorized Agent, a Financial Officer and an Agency Operational Medical Director. The Authorized Agent, or grant submitter, is the person who has the ability to create and make any necessary modifications to the grant. The Financial Officer will have the capability to review and e-sign the grant. Follow the guidelines below to create these user types. The Agency Operational Medical Director (OMD) will have the capability to review and e-sign the grant. All OMD's have accounts already established with the Office of EMS. OMD's are required to use their existing account to log into E-Gift.


**Licensed EMS Agencies:** A licensed EMS Agency is an agency that is authorized by the Office of EMS to provide emergency medical services in the state as an EMS agency. If you are submitting a grant for a Licensed EMS Agency you need to contact your Licensed **Agency Super User** to have your current EMS Portal account set up with E-Gift. The Agency Super User is the person who can access your EMS Agency Portal to update agency information, create user accounts, and handle affiliation requests from providers. If you don't know who your agency super user is, [click here](#) to search your agency to view your agency super user information.

Once your Agency Super User has granted you access login with the EMS Portal User Name and Password to the right of this screen.

**Non-Licensed EMS Agencies:** A non-licensed EMS Agency is an agency that is not authorized by the Office of EMS to provide Emergency medical services in the state (ex. EMS Regional Council, Community College, Sheriff's Office, 911 Centers, Volunteer Fire Department, etc) If you are submitting a grant for a Non-Licensed EMS Agency for the first time (using E-Gift) click on the blue button to the right of this screen that says **CLICK HERE TO SIGN UP**. Once you have your account established, login with your assigned User Name and Password to the right of this screen.

Non-EMS Agencies that are **requesting a Vehicle**, please create a list of your current OEMS permitted vehicles, see example in the [User Guide for Non-Licensed EMS Agencies](#). This list will need to be uploaded to your grant application under REQUESTED ITEMS, SUPPORTING DOCUMENTATION, select OTHER as the Type and enter Vehicle List in the Description. Include the following information for each vehicle :

- Unit Number
- Vehicle Identification Number (VIN)
- Chassis Box/Year
- Make
- Model
- Vehicle Type
- Class Permit
- Four Wheel Drive (Y/N)
- Engine Hours (if applicable)



### Login

Existing users(see information below), please LOGIN using your User Name or Virginia Certification Number.

User Name \*

Password \*

[Login](#)

Forgot Password? Click [here](#) to reset password

**Attention Non-Licensed Agencies!**

All non-licensed agencies must create an online account to submit a grant. Please click below to sign up and submit a grant.

[Click here to Sign up](#)

**Information for existing users**

Existing Users will be considered the following:

1. A Licensed EMS Agency that has been given access to the E-Gift system by their Agency Super User.
2. A Non-Licensed EMS Agency that has gone through the CREATE AN ONLINE ACCOUNT process (shown below).

If the above does not apply to you, then you **MUST** create an account by clicking the **CLICK HERE TO SIGN UP** button above. You will get an email with your login credentials then you are considered an existing user, you can come back to this screen, or in the email there will be a link to access the login information above and you will be able to login to the system above your given User Name and Password.

Once you have successfully logged into the system your home screen will display as follows:

### EMS-Grant Information Funding Tool (E-Gift)

Kevin Broyles

Home

You have been identified as the Agency Operational Medical Director (OMD) for the grant(s) listed below. Please review the information in the grant application in full and provide your e-signature. If you chose to deny the grant your comments will be submitted to the Authorized Agent for review and/or correction.

#### Grant Applications waiting for your e-signature

Year	Grant cycle	Grant Type	Agency Name	Review Status	Reviewer Type	Comments
2016	December	Standard	BLUE RIDGE VOLUNTEER FIRE DEPARTMENT & RESCUE SQUAD	Pending	Operational Medical Director	<a href="#">Review Grant</a>

4. Select the REVIEW GRANT icon and a summary of the grant application will appear.

BLUE RIDGE VOLUNTEER FIRE DEPARTMENT & RESCUE SQUAD

Organization Information

Vehicle Information

Financial Information

Requested Items

Additional Information

Summary

Alert

Your agency's application will not be accepted by the Virginia Office of Emergency Medical Services (OEMS) until all electronic signature confirmations have been received by the grant deadline. The electronic signature confirmations must be received by your agency's Authorized Agent, Financial Officer and Agency Operational Medical Director (OMD).

Organization Information

EMS Agency

☐ No ☒ Yes

Organization Name

BLUE RIDGE VOLUNTEER FIRE DEPARTMENT & RESCUE SQUAD

Address Line1

PO BOX 310

Address Line2

5. Review the grant application and:
- Enter REVIEWER COMMENTS if needed
  - Select the check box for the OMD
  - Type your name in the SIGNATURE box

You may then APPROVE, DENY and/or PRINT APPLICATION. Please PRINT APPLICATION prior to approving/denying grant application, this grant application cannot be edited by the financial officer. Once you APPROVE the application, the complete application will then be submitted to OEMS.

NOTE: If you deny the grant application, the authorized agent will be contacted, they will need to correct the application and the application will then need to go through the entire approval process again before accepted by OEMS.

Comments by Financial officer,OMD,OEMS

Reviewer Comments

Comments History

No comments found.

☐ AGENCY OPERATIONAL MEDICAL DIRECTOR: By submitting your electronic signature, the Authorized Agent and Financial Officer have been designated by the agency/organization to complete and submit a grant request on its behalf. The agency/organization agrees to comply with the Rules and Regulations Governing Financial Assistance for Emergency Medical Services for Rescue Squad Assistance Fund requests. In addition, the Authorized Agent and Financial Officer attest to the agency's or organization's ability to provide the matching funds (if required) to complete the purchase of the requested item(s), should they be awarded state funds. The Authorized Agent and Financial Officer are aware that vehicles and equipment purchased with state monies must be purchased without any financial liens and without the item being used as collateral to secure a loan of any kind. The Authorized Agent and Financial Officer attest to the fact that the Agency(s) that are affected by the possible outcome of this grant request, have been notified and agree to its submission. The Authorized Agent and Financial Officer attest that to the best of his/her knowledge, the information contained herein with regard to the agency's financial condition is true, accurate and correctly reflects the financial condition of the agency/organization. The OMD electronic signature is required all for grants. This electronic signature must be received by the grant deadline date with the electronic signatures from the Authorized Agent, Fiscal Officer and Agency Operational Medical Director (OMD).

Signature \*

Approve

Deny

Print Application