

# REGIONAL EMS COUNCIL DESIGNATION MANUAL



1041 Technology Park Drive

Glen Allen, VA 23059

(800) 523-6019

Version 1.0—January 1, 2008  
Revised—December 12, 2008  
Version 2.0—April 1, 2012  
Version 3.0—August 21, 2018  
Version 4.0—July 7, 2025

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## Background and Purpose

§32.1-111.3 of the Code of Virginia assigns the VDH OEMS with responsibility for developing a Statewide EMS Plan, as well as required component plans, that provide for a comprehensive, coordinated, emergency medical services system in the Commonwealth. The Code outlines specific responsibilities of regional emergency medical services councils in these planning processes. The EMS system in Virginia is designed to respond to any and all situations where emergency medical care is necessary. Components of statewide EMS delivery are accomplished through the designation of regional emergency medical services councils.

§32.1-111.4:2 mandates the designation of regional emergency medical services councils that are charged with the development and implementation of an efficient and effective regional emergency medical services delivery system. The Code requires the promulgation of regulations to designate regional EMS councils that include requirements to ensure accountability for public funds, criteria for matching funds, and performance standards. Virginia Administrative Code Section 12VAC5-31-2730 further outlines performance standards for regional EMS councils.

These regulations include requirements to ensure accountability for public funds, criteria for matching funds, and performance standards. This designation manual defines the process for an entity or individual seeking initial or continued designation as a regional emergency medical services council serving within seven defined regional service areas (Figure 1).



Figure 1: Regional EMS Service Areas

Designated regional EMS councils are a vital part of the statewide EMS system and will be authorized to coordinate components of the statewide EMS system as an extension of the Office of Emergency Medical Services (OEMS). A designated regional EMS council will interact with, support, and integrate feedback from pertinent community and stakeholder groups to plan, initiate, expand or improve the regional EMS delivery system within a defined regional council service area. Under the contract oversight of OEMS Regional Coordinators, applicants approved for designation as a regional EMS council will operate and identify as a regional extension of the OEMS to plan and coordinate the regional EMS delivery system (e.g. OEMS Region X).

An organization or person seeking to serve as a designated regional EMS council must complete an application process defined by OEMS. In addition, any organization or person providing designated regional EMS council services within Virginia must comply with the Virginia EMS Rules and Regulations (12VAC5-31), the applicable regulations of other state agencies, the Code of Virginia and the United States Code. Designated regional EMS councils must comply with roles, responsibilities, designation standards, and policy guidance of OEMS. The *Regional EMS Council Designation Manual* describes and provides guidance on how to comply with these regulations.

## Section I

### Regional EMS Council Designation Process

The process of designation is intended to create an application and evaluation process to select an organization or individual interested in serving as a designated regional emergency medical services council and to establish a contract through competitive negotiation for the development and implementation of an efficient and effective statewide emergency medical services delivery system.

Designated regional EMS council are authorized to coordinate components of the statewide EMS system acting as an extension of OEMS. Designated regional EMS councils will collaborate with Regional Coordinators to ensure progress toward program goals and will provide monthly progress reports in a format determined by OEMS to offer formal program updates.

#### Application for Designation

The following section outlines the process required to apply for designation as a regional emergency medical services council. These guidelines are current as of the current revision date noted above. Guidelines may be reviewed or revised at any time by OEMS and reflected in the most recent published designation manual.

#### *Minimum Eligibility Requirements*

Any organization or person may apply for designation as a regional emergency medical services council by filing a written application packet specified by the Office of EMS provided they:

- Meet the required designation standards
- Demonstrate capability to establish communitywide and regional programs
- Maintain or will maintain a physical office within the defined service area
- Maintain or will maintain appropriate staffing to deliver regional EMS services

#### *Preferred Eligibility Requirements*

Preference will be given to applicants that demonstrate the following:

- Qualifications to plan, initiate, expand or improve the regional EMS delivery system
- Documented interaction with EMS agencies, personnel, and other stakeholders within the service area
- Past performance in delivering related EMS services

The regional EMS council designation process involves the completion and submission of an application packet through a defined Request for Applications (RFA) process. The RFA will outline required application elements, submission processes, and deadlines for submission. In addition, the RFA will define the Scope of Work/Services, Program Evaluation Requirements, Reporting Requirements, and Matching Fund Requirements.

The applicant will submit an application to deliver regional emergency medical services within one or more defined regional EMS services areas. An entity or person seeking to serve as the designated regional EMS council for more than one defined service area must submit a separate application for each service area for which designation is applied. Applications should be prepared simply and economically, providing a straightforward, concise description of the applicant's capabilities for satisfying regional EMS council designation standards. An applicant must submit completed applications by the posted due date in the manner outlined in the RFA.

The application packet must include, but is not limited to, the following components:

1. A proposed budget to deliver regional emergency medical services within one or more defined regional EMS service areas that outlines expenses and sources of funding required to meet 12VAC5-31-2710. A separate proposal is required for each service area for which designation is applied.
2. Applicants are required to submit the following items as a complete application:
  - A. APPLICATION COVER SHEET: Application cover sheet must include the following information:
    - Project title
    - Project start date/end date
    - Total amount requested
    - Total amount cost shared (match)
    - Legal name of applicant organization
    - Address
    - City, State Zip
    - Office phone
    - Organization web address and e-mail
    - Federal Tax Identification Number
    - IRS 501(c)3 designation status and designation year (if applicable)
    - Date of original/last designation renewal (if applicable)
    - Authorized officer/agent name/title
    - Authorized officer/agent email address
    - Authorized officer/agent telephone
    - Signature of Authorized Officer/Agent

B. **APPLICATION NARRATIVE**: Each section of the narrative should be clearly labeled as written below (such as **Description of Applicant Agency**) and in the order presented.

- i. **Description of Applicant Agency**: Provide a narrative description of your core business, background, and experience. Describe established infrastructure/resources to support regional EMS services delivery within the defined service area, including the establishment of a regional office presence. Identify the OEMS region to be served and provide a comprehensive directory of the localities, hospitals and EMS agencies to be served. Discuss the capability to establish communitywide and regional programs. Provide copies of up-to-date policies and guidelines covering all aspects of the applicant's operations, including a current continuity of operations plan (must show revision date of all changes). Applicants may provide supporting documentation as an appendix that demonstrates their prior performance as a designated regional EMS council, previous record of performance in the provision of related EMS services (or any other related licensure, registration, certification or endorsement within or outside Virginia). Applicants that have performed as a designated regional EMS council in the past may provide supporting documentation as an appendix that demonstrates their prior performance as a designated regional EMS council. If the applicant consists of merged organizations that existed before July 1, 2025, the identity of each merged organization must be disclosed, and each organization must provide documentation for the prior year.
- ii. **Description of Organization Governance and Structure**: Provide an overview of your organizational governance and operating structure that complies with 12VAC5-31-2660. Governance structure should ensure equitable representation from EMS stakeholders within the service area, with the process for appointing and maintaining stakeholder engagement clearly outlined in organizational documents. Describe the operational and functional relationships of the units within your organization, as they relate to your proposal and VDH OEMS's stated needs and requirements. If the applicant is a company or corporation as defined in § 12.1-1 of the Code of Virginia, it must clearly disclose the identity of its owners, officers and directors. Provide a copy of current approved bylaws (with adoption date) or draft by-laws as an appendix. Prior meeting minutes (for the prior year) may be included to document compliance (if applicable).

- iii. **Description of Proposed Services:** Provide a thorough discussion of how the applicant will ensure the provision of regional EMS services outlined in the Scope of Services above. This should explain how the applicant will establish and/or maintain communitywide and regional EMS services, as well as specific programs specific to the needs of the region (as identified and developed through stakeholder input). Be as specific and detailed as possible. May include as an attachment.
- iv. **Description of Staff and Responsibilities:** Identify the staff and/or officers responsible for service provision/project coordination. Provide the number, positions (position descriptions may be provided as an appendix), and qualifications of paid staff and/or volunteers who will be involved in the project. Describe how staff will be recruited, if not already in place. Indicate whether your organization expects to provide the services with internal resources or plans to secure additional resources by partnering or subcontracting. If applicable, identify the additional resources required to provide regional EMS services and an implementation plan (with timetable) for obtaining such resources. If the service is subcontracted, provide the name, qualifications and experience of proposed subcontractor. Subcontractors must be approved in advance by OEMS. Attach an organizational chart which clearly identifies where this project will fit and that identifies all existing and proposed positions listed in this section as well as current personnel policies.
- v. **Strategic Relationships/Stakeholder Engagement:** Describe existing strategic relationships with EMS and related stakeholders within the service area for which designation is being applied. If no current strategic relationships exist within the service area, include an implementation plan (with timetable) for developing necessary relationships. Documentation demonstrating how the applicant organization interacts with EMS agencies and personnel should be submitted as an appendix.

C. A completed Regional EMS Council Self-Assessment Checklist.

D. A budget narrative must justify all proposed expenditures by explaining the cost, how the costs were determined, and calculations to support the expense. All requested costs must be linked to the provision of regional EMS services. Applicants should describe how they will assure accountability for public funds (as outlined in 12VAC5-31-2740). Applicants should attach documentation of financial sustainability and

accountability, multi-source funding, and matching fund requirements (such as annual Profit & Loss statement, approved budget, balance sheet, available capital, most recent tax filing, and most recent audit).

- E. Appendices to document compliance with designation requirements including, but not limited to, the following:
- Organizational Documents (Policies and Guidelines, corporate status documentation)
  - Comprehensive directory of the localities, hospitals and EMS agencies
  - Prior performance documentation
  - Membership roster/list
  - Bylaws/Articles of Incorporation
  - Documentation demonstrating EMS interaction
  - Position descriptions
  - Organizational chart
  - Documentation of financial sustainability/accountability (financial documents)
  - Other relevant documentation

### **Submission**

In order to be considered for selection, an applicant must submit completed applications no later than the posted due date. Applications must be submitted in the manner identified in the RFA or application directions.

### **Designation Application Review and Evaluation**

An initial review for adherence to the guidelines of the application will be completed and applications failing to provide the required information will be removed from consideration.

Each complete application from eligible organizations or persons will be read by a review panel who will rate the applications using the evaluation criteria indicated in the RFA as well as the designation standards defined in the Designation Manual, regulations, and Code. Application requirements and compliance with designation standards will be evaluated on a met-or-not-met basis. Members of the evaluation team will assess and score each applicant's proposal, and applicants will be ranked based on total scores. Reviewers may employ any or all of the following means of evaluation to assign a numeric score to the application submission:

- Review of submitted materials
- Reviewing industry research
- Contacting applicants' stakeholders

- Interviewing key personnel
- Requesting applicants elaborate on or clarify specific portions of their application, as applicable.
- Conducting physical or virtual site reviews/inspections

OEMS may limit any of the above to the most qualified applications. No applicant is guaranteed an opportunity to explain, supplement or amend its initial proposal. Each applicant is encouraged to ensure that its initial proposal contains and represents its best offering and not assume there will be an opportunity to negotiate, amend or clarify any aspect of the initial submitted proposal. The application and preliminary review process is to be completed prior to a site review visit.

If an applicant is selected for a site review, OEMS will notify the agent of the applicant organization to arrange a site visit by the review team. Sites inspections may include any or all of the following:

1. All fixed places of operation, including all offices and training facilities
2. All applicable records maintained by the applicant agency
3. All vehicles and required equipment used by the applicant agency.

If a deficiency requires a re-visit by a site review team, a fee commensurate with direct costs will be paid by the applying organization. After the site visit, the review team members will submit their findings and recommendations to OEMS. OEMS will prepare a summary report and recommendations. The Office of EMS will forward a recommendation for designation to the Board of Health.

Acting upon the favorable recommendation of the designation review team and the Office, the State Board of Health may designate the applicant organization or person as a regional EMS council. The designation period is for a maximum of three (3) years. Applicants will receive a notice of designation or rejection from the Board of Health. The applicant has the right to appeal any decision or order of the Board of Health regarding approval or denial of regional EMS designation in accordance with the Virginia Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

The Virginia Department of Health reserves the right to:

- Reject any or all applications received in response to this RFA.
- Withdraw the RFA at any time, at the Department's sole discretion.
- Make an award under the RFA in whole or in part.
- Disqualify any applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.
- Seek clarifications and revisions of applications.
- Use application information obtained through site visits, management interviews and the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFA.

- Prior to application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.
- Prior to application opening, direct applicants to submit proposal modifications addressing subsequent RFA amendments.
- Change any of the scheduled dates.
- Waive any requirements that are not material.
- Award more than one contract resulting from this RFA.
- Conduct contract negotiations with the next responsible applicant, should the Department be unsuccessful in negotiating with the selected applicant.

Applicants will be evaluated using the criteria in the table below:

<b>Scoring Criteria &amp; Sub-criteria</b>	<i>Possible Points</i>	<i>Your score</i>
<b>1. Completeness/Correctness of application packet</b>	<b>24</b>	
Applications should be thorough, clearly organized, and easy to review. All sections must follow the structure outlined in the "Application Content and Required Forms" section. Applicants are encouraged to use a professional, legible font and ensure that all pages of the narrative are numbered. Applications must be submitted as a complete and properly formatted PDF or Word document through the eVA system	1	
Application cover page includes all required elements (project title, project start date/end date, total amount requested, total amount cost shared (match), Legal name of applicant organization, Address, City, State Zip, Office phone number, organization web address and e-mail, federal tax identification number, IRS 501(c)3 designation status and designation year (if applicable), date of original/last designation renewal (if applicable), authorized officer/agent name/title, authorized officer/agent email address, authorized officer/agent telephone, signature of authorized officer/agent	2	
Application narrative thoroughly addresses all required elements (description of applicant agency, description of organization governance and structure, description of proposed services, description of staff and responsibilities, strategic relationships/stakeholder engagement)	4	
Budget narrative explains/justifies all proposed expenditures/costs linked to the provision of regional EMS services and how they will assure accountability of public funds	5	
Documentation demonstrating compliance with the provisions of the RFA and designation standards including:		
Organizational Policies and Guidelines	1	
Comprehensive directory of the localities, hospitals and EMS agencies	1	
Membership roster/list	1	

Bylaws	1	
Documentation demonstrating EMS interaction	2	
Position descriptions	1	
Organizational chart	1	
Documentation of financial sustainability/accountability / available capital (financial documents)	2	
Other relevant documentation	1	
Designation self-assessment checklist completed and attached to application	1	
<b>2. Applicant Readiness &amp; Capacity</b>	<b>24</b>	
Applicant documents operational capacity and infrastructure to provide regional EMS services (office presence, resources)	4	
Applicant demonstrates capability to establish/maintain communitywide and regional programs quickly, with minimal time required for preparation	4	
Documentation of current continuity of operations plan	2	
Documentation of current legal corporate status, 501(c)(3) status (if nonprofit), and operational policies/guidelines	2	
Describes a clear governance structure with board/advisory members and regional representation that adheres to designation standards	2	
Applicant identifies well-qualified personnel with the expertise to provide the proposed services (one point if personnel will be hired/identified at a later point)	4	
Applicant describes existing strategic relationships with EMS stakeholder groups in the service area (one point if relationships to be developed)	2	
Documentation of prior interaction with EMS stakeholders in the service area	2	
Established office presence within service area (one point if to be established)	2	
<b>3. Partnerships &amp; Collaboration</b>	<b>12</b>	
Applicant describes existing strategic relationships with EMS stakeholder groups in the service area (one point if relationships to be developed)		
Hospitals and local public health entities	2	
Local emergency managers and healthcare coalitions	2	
Healthcare coalitions and regional VDH preparedness	2	
Other response/public safety engagement	2	
Higher education, workforce development, public schools	2	
Community/civic organization and members of the public	2	
<b>4. Service Provision</b>	<b>50</b>	
Applicant demonstrates a clear understanding of the goals and objectives of the RFA	4	

Applicant demonstrates a plan/capacity to deliver regional emergency medical services outlined in the scope of services including:		
Regional Infrastructure	4	
Regional Liaison and Support	10	
Medical Direction	4	
RSAF/Advisory Board Support	4	
Regional EMS planning	10	
Regional Performance Improvement	10	
Training	4	
<b>5. Financial Management &amp; Sustainability</b>	<b>16</b>	
Multi-source funding plan (state, grants, donations, etc.)	3	
Proposed budget outlining reasonable costs	3	
Financial controls and audit mechanisms described	3	
Documentation of ability to provide matching funds and sustainability plan	3	
Documentation of financial sustainability/available capital	4	
<b>TOTAL</b>	<b>126</b>	

Subsequent site visits, scheduled or unannounced, may be conducted at the discretion of OEMS during the period of designation. Designated regional EMS councils will work closely with Regional Coordinators to ensure progress toward program goals and will provide monthly progress reports in a form determined by OEMS to provide formal program updates. Necessary supporting documentation will be uploaded in the OEMS portal and/or on council websites as directed by OEMS. In addition, regional councils will undergo an annual audit by a Certified Public Accountant and submit and publish an annual report.

If a designated regional EMS council at any time fails to meet the required regional EMS council regulations and/or is not functioning at the level required for designation, the agent of the organization will receive a written Correction Order from OEMS. The Correction Order will include an outline of the essential criteria not met and the time frame to correct the deficiencies.

- a. The regional EMS council will submit a written plan to the Office for correction of the identified deficiencies within thirty (30) days of the date of the correction order.
- b. The regional EMS council has ninety (90) days from the date of approval of the written plan to correct all deficiencies and may undergo a site visit.
- c. A fee commensurate with direct costs will be charged to the regional EMS council when a verification re-visit is required.
- d. If the regional EMS council is found to meet all required criteria, and to be functioning at the level required for designation, the Office will notify the agent of the regional EMS council that the regional EMS council is now compliant.
- e. If the deficiencies are not corrected within the three-month period, the Office may request that the Board of Health withdraw its designation of the regional EMS council.
- f. The Board of Health may withdraw its designation of the regional EMS council.

To ensure continuity of regional EMS service delivery within the region impacted by a withdrawn designation, OEMS may initiate a special designation process, grant temporary designation to a neighboring designated regional EMS council, or ensure delivery of regional EMS services by other appropriate and legal means. Designated Regional EMS councils must reapply for consideration of designation every three years during the posted designation cycle.

The Office of EMS may enter into performance-based contracts that define service expectations and Key Performance Indicators (KPIs). Under the contract oversight of OEMS Regional Coordinators, applicants approved for designation as a regional EMS council will operate and identify as a regional extension of the OEMS to plan and coordinate the regional EMS delivery system (e.g. OEMS Region X).

## Section II

### Contract and Scope of Services

#### Contract

Upon designation by the Board of Health, a signed contract may be executed between OEMS and the designated regional EMS council to allow the entity to serve as an extension of OEMS and to define the services to be provided as a regional EMS council.

1. Contract negotiations will include, but not be limited to, the following:
  - a. Defining service expectations
  - b. Identifying Key Performance Indicators (KPIs)
  - c. Determining funding to be provided by the office for provision of regional EMS services in the defined area
2. If a contract satisfactory and advantageous to OEMS can be negotiated at a fee considered fair and reasonable, a contract may be executed with the designated regional EMS council.
3. If no contract that is satisfactory and advantageous to OEMS can be negotiated at a fee considered fair and reasonable, OEMS may cease contract negotiations and/or initiate contract negotiations with another entity for the provision of regional EMS services within a defined service area.
4. Designation of a regional EMS council shall not obligate OEMS to enter into a contract with a designated organization or person.
5. The contract term will be commensurate with the term of regional EMS council designation.
6. Modifications during the term of the contract may be permissible and will be negotiated between VDH OEMS and the regional EMS council. VDH OEMS will determine in its sole discretion whether a contract modification is needed.

#### Scope of Services

Designated regional emergency medical services councils will perform a scope of work operating and identifying as an extension of OEMS that is defined through a negotiated contract, including Key Performance Indicators (KPIs). The scope of work includes, but is not limited to, the following:

A. Regional Infrastructure (§32.1-111.4:2, 12VAC5-31-2720, 12VAC5-31-2350, 12VAC5-31-2730, 12VAC5-31-2740)

- Establish and/or maintain a place of operations within the service area to facilitate stakeholder support, engagement, and liaison
- Maintain a routine operating schedule to facilitate the delivery of regional EMS services
- Hire and/or maintain adequate staffing to deliver regional EMS services
- Maintain other resources to ensure regional EMS delivery (such as fleet, IT infrastructure, hardware)
- Develop and/or maintain key partnerships/collaborations to enhance system development
  - Local health districts, local emergency planning committees
  - Local emergency associations or similar
  - Other regional/state partners
- Ensure accountability for public funds (12VAC5-31-2740) and compliance with matching fund requirements

B. Governance and Stakeholder Representation and Engagement (12VAC5-31-2330, 12VAC5-31-2650, 12VAC5-31-2660, §32.1-111.4:2)

- Ensure organization board/governance structure is broadly represented by EMS stakeholders from within the defined service area through by-laws or articles of incorporation that define agencies/entities represented and method of selection and appointment
- Establish policy guidance for monitoring, encouraging, and assuring stakeholder participation in governance
- Engage representatives from participating local governments, fire protection agencies, law-enforcement agencies, emergency medical services agencies, hospitals, licensed practicing physicians, emergency care nurses, mental health professionals, emergency medical technicians and other appropriate allied health professionals in regional EMS delivery

C. Regional Liaison and Support (§22.1-279.8, §32.1-111.3, §32.1-111.4:2, 12VAC5-31-2330)

- Interact with EMS agencies and personnel to identify and address needs and/or service gaps and provide technical assistance
- Engage with Regional Coordinators and/or other OEMS staff on other relevant EMS delivery matters including but not limited to
  - External grant application support or assistance
  - Agency recruitment/retention support
  - Provider health and safety and/or peer support

- Decedent blood exposure program support
- Assistance with special projects such as OEMS developed or supported surveys
- Continuity of Operations Planning
- Participate in the development and/or review of public-school crisis, emergency management, and medical emergency response plans as mandated by §22.1-279.8
- Support other programs/initiatives of OEMS, as communicated by Regional Coordinators
- Develop region-specific programs and initiatives as deemed necessary by regional stakeholders and approved by the governing body
- Coordinate and collaborate to complete an annual regional EMS needs assessment

#### D. Medical Direction (12VAC5-31-2730)

- Facilitate regional medical direction and oversight of regional emergency medical services, including regional EMS delivery, that aligns with state medical direction
- Maintain a regional medical director to lead regional medical direction activities, liaison with other operational medical directors, and supervise regional clinical and/or training initiatives
- Provide liaison with emergency physicians, healthcare facilities, and other stakeholders to resolve patient-care issues
- Establish a regional framework to support operational medical direction
- Ensure nominations of candidates to serve as a representative on the state medical direction committee
- Ensure model regional protocols (as applicable) are accessible to EMS providers and agencies

#### E. RSAF/EMS Advisory Board Support (§32.1-111.4:1, 12VAC5-31-2700, 12VAC5-31-2810)

- Provide and promote Rescue Squad Assistance Fund grant writing assistance to EMS agencies and organizations during regular and special initiative cycles
- Establish/maintain a regional RSAF grant review committee that will establish written guidelines and procedures, score and prioritize regional grants, and provide meaningful comments on regional grant applications
- Ensure nominations of candidates to fill required state committees/board (including but not limited to FARC and the state EMS Advisory Board)

F. Regional EMS Planning (12VAC5-31-2670, 12VAC5-31-2680, §32.1-111.3, §32.1-111.4:2)

- Support required statewide emergency medical services plan development
- Ensure annual review and at least triennial update of Statewide Emergency Medical Services Plan, Trauma Triage, and Stroke plans
  - Coordinate necessary regional committees to foster inclusive development and approval of plans, as well as specialty care center representation (for clinical plans)
  - Establish ongoing monitoring and evaluation programs to inform revision processes
  - Utilize public comment processes to guide revision
  - Disseminate and educate EMS providers on plan updates when revised
  - Submit plans for review/approval by OEMS
- Facilitate plan development of other regional EMS plans deemed necessary by regional medical directors and/or other EMS stakeholders

G. Performance Improvement (12VAC5-31-2730, § 32.1-111.3, 12VAC5-31-2680)

- Support the improvement of the regional and statewide prehospital and trauma care system
- Develop a regional performance improvement plan(s) in collaboration with operational medical directors, healthcare facilities, and providers to identify and correct deficiencies in care
  - Coordinate necessary regional committees to foster inclusive development and approval of plans and PI topics, as well as specialty care center representation (for clinical plans)
  - Establish ongoing monitoring and evaluation metrics for medical, trauma, and system issues
  - Work with OEMS data analytics and trauma staff to identify deficiencies and develop corrective solutions
  - Ensure that EMS providers/agencies are involved in regional PI initiatives
- Promote the improvement of data submission and quality
- Engage with EMS stakeholders through meeting facilitation, workgroup/committee development, or other supportive measures to address emergent systemic impacts such as ambulance offload issues, transport times, and other developing issues

H. Training (§32.1-111.3)

- Support and promote the delivery of continuing education training within the service area
  - Promote continuing education events within the region through social media/website
  - Provide continuing education, drills, or simulation events as deemed needed by regional stakeholders
  - Support other regional CE events/sessions through lending of equipment, teaching, or other participation
  - Maintain an interactive web listing/calendar of CE events
  - Coordinate or partner to facilitate an annual regional multi-day CE event
- Support and promote the delivery of certification training within the service area
  - Promote ongoing certification training programs
  - Participate, if applicable, on training program boards/advisory committees
- Facilitate engagement/professional development opportunities for instructors

### **Intellectual Property Ownership**

Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFA and throughout the contract period shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal. If, after being given reasonable time, the applicant refuses to withdraw an entire classification designation, the proposal will be rejected.

## Section III

### Designated Regional EMS Council Standards

This section outlines desired standards for performance as a regional emergency medical services council.

#### Designation Standard

##### Designation Process

- 1 Complete and signed application for designation submitted
- 2 Submitted Regional EMS Council Self-Assessment Checklist.
- 3 Provided detailed Scope of Services of regional EMS services to be delivered
- 4 Submitted budget outlines costs of delivering regional EMS services
- 5 Agency demonstrates capability to establish regional EMS programs
- 6 Interaction with agencies/stakeholders in the service region documented
- 7 Agency verified prior performance as a regional EMS council or similar program performance

##### Regional Council Structure and Board

- 8 The regional EMS council maintains a governing structure that provides appropriate oversight.
- 9 Organizational officers/owners are identified and maintained to ensure organizational success.
- 10 Governing structure includes adequate representation from stakeholders located in the geographic service area.
- 11 By-laws/policies are in force for the governing board which specify at minimum:
  - Governing Board membership and representation that comply with specifications of § 32.1-111.4:2.
  - Method of board member appointment or election.
  - Tenure of members.
  - Officers, and their roles, responsibilities and terms of office.
  - Quorum requirements.
  - Meeting attendance requirements and enforcement policies.
  - Indemnification of officers and directors.
  - Dissolution of assets.
- 12 There is a minimum of five (5) members with full voting privileges comprising the governing board.
- 13 A current roster of the governing board, staff, and standing committees is maintained and publicly posted.
- 14 Staff members of the applicant organization do not serve in a voting capacity on the governing board.

- 15 Organization provides board member orientation program and professional development/management training.
- 16 The governing board maintains a regular and appropriate meeting schedule.
- 17 Standing committees meet quarterly or as needed to meet defined objectives but not less than twice yearly.
- 18 Organization maintains meetings and records of all governing board and standing committee meetings.
- 19 Staff are qualified and experienced in regional EMS or similar program delivery.
- 20 Organization maintains current operational policies.
- 21 Organization provides security and control of regional office files (hard copy and/or electronic).  
Agency maintains a records management program that complies with the Library of Virginia– approved Records Retention & Disposition Schedules and (Generally Accepted Accounting Principles) for programs funded
- 22
- 23 Complies with requirements of the Virginia Freedom of Information Act.  
Provides program reports to the board, and other interested parties, on a quarterly basis and produces an annual report that includes, but is not limited to, a concise narrative description of activities, and achievements (including objective defined in the contract with OEMS).
- 24
- 25 Maintains a continuity of operations/business resumption plan.
- 26 Demonstrates operational capacity to carry out regional EMS functions.
- 27 Maintains current strategic relationships with EMS stakeholder groups.
- 28 Organization maintains legal and current corporate status/registration with the State Corporation Commission.
- 29 Maintains a physical presence and appropriate infrastructure to provide regional EMS services within the defined council service area (or has a plan to establish infrastructure).
- 30 Organization maintains 501(c)3 status (if nonprofit) and Solicitation of Contributions registration.

**Financial Administration**

- 31 Demonstrates financial sustainability to provide services throughout the contract period.
- 32 Utilizes multi-source funding plan (state, grants, donations, etc.).
- 33 Organization meets matching fund requirements for state contract monies (25% match).
- 34 Undergoes an annual audit conducted by a Certified Public Accountant for all funds obtained through contract with OEMS, including provision of a management letter.
- 35 Provides a current income and expenditures statement at all governing board meetings.
- 36 Maintains financial policies that adhere to generally accepted accounting principles to ensure oversight and control of organizational finances.
- 37 Governing board approves the annual budget.
- 38 Complies with appropriate federal and state tax reporting requirements.
- 39 Maintains written policy indicating, by position, signatories of executed financial and contractual instruments.

- 40 Maintains written policies related to procurement and travel.
- 41 Audit is conducted by a Certified Professional Accountant upon change of the Executive Director or chief administrator of the organizations.
- 42 Fund raising complies with applicable state/federal laws.

**Personnel Administration**

- 43 Organization maintains written personnel policies which include (at minimum):
  - Position classification and salary schedule.
  - Affirmative action and nondiscrimination policies.
  - Current position descriptions of staff and volunteers.
  - Annual personnel performance evaluation.
  - Initial administrative and programmatic orientation for the region and state.
  - Employee development.
  - Conflict of interest statement.
  - Outside employment.
  - Employment benefits.
  - Enforcement procedures.
  - Grievance procedures.
  - Termination procedures.
  - Code of ethics/standards of conduct
  - Substance abuse policy
  - Record management and security
- 44 Personnel records are maintained and managed which include, but are not limited to, the following:
  - Employment application and letter of offer/agreement.
  - Leave records.
  - Employee performance records/correspondence.
  - Required employment forms (W-4, I-9, etc.).
  - Promotion or salary adjustment.
  - Exit interview documentation.

## Section IV

### Designated Regional EMS Council Self-Assessment Checklist

#### DESIGNATION SELF-ASSESSMENT CHECKLIST

**Name of Organization:**

**Federal Identification Number:**

**Name of Person Completing Checklist:**

**Title:**

**Organization Mailing Address:**

**Organization City:**

**Organization Zip:**

**Organization State:**

Complete	Designation Criteria Description	Sample Supporting Documents (including but not limited to, prior fiscal year)
<input type="checkbox"/>	Complete and signed application for designation	<i>Designation application (defined in RFA)</i>
<input type="checkbox"/>	Submitted Self-Assessment Checklist.	<i>This checklist</i>
<input type="checkbox"/>	Budget for first year of service outlining costs of delivering regional EMS services and matching fund sources/amounts	<i>Application narrative, Budget Form (provided in RFA document)</i>
<input type="checkbox"/>	Agency demonstrates capability to establish regional EMS programs	<i>Application narrative, prior quarterly or program reports, news articles, letters of support or implementation plans (strategic relationship/stakeholder engagement)</i>
<input type="checkbox"/>	Description of applicant, including identification of OEMS region to be served	<i>Application narrative, organizational policy documents (including personnel), news articles, letters of support or implementation plan(s)</i>
<input type="checkbox"/>	Office presence within defined service area (physical office, staffing, fleet, and other required resources)	<i>Documentation of established office (lease or written implementation plan), staff identification (staff biographies/job descriptions), fleet record</i>
<input type="checkbox"/>	A comprehensive directory of the localities, hospitals and EMS agencies the applicant will be serving	<i>Roster attachment</i>
<input type="checkbox"/>	Evaluation of prior performance as a regional EMS council (if applicable)	<i>Application narrative, prior quarterly or program reports, prior designation letters/, prior council deliverable reports (prior year if applicable)</i>
<input type="checkbox"/>	Record of performance in provision of related EMS services, activities or accomplishments	<i>Application narrative, news articles, program reports</i>

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Governance structure, including representation from local/regional stakeholders                                                                                                                                                                                                                                                                                                                                                                                                                                                | <i>Application narrative, membership roster (listing represented agencies), by-laws (defining membership/representation) and articles of incorporation, letters of interest from stakeholders (for new applicants), prior meeting minutes (if applicable) for the prior year</i> |
| <input type="checkbox"/> Interaction/engagement with agencies/stakeholders in the service region                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <i>Application narrative, communication documentation, news articles, meeting minutes, letters of support, stakeholder engagement plan (if first-time applicant)</i>                                                                                                             |
| <input type="checkbox"/> Organizational officers/owner, staffing, and qualifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <i>Application narrative, staff biographies or resumes, job descriptions of staff assigned to regional EMS delivery, organizational chart and personnel policies</i>                                                                                                             |
| <input type="checkbox"/> Sub-contracting plan (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <i>Application narrative, subcontracting plan</i>                                                                                                                                                                                                                                |
| <input type="checkbox"/> Continuity of Operations/business resumption                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <i>Plan Copy</i>                                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> EMS system planning experience (specifically those required by Code)                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <i>Prior plan copies or implementation plan</i>                                                                                                                                                                                                                                  |
| <input type="checkbox"/> Verification of corporate status/registration/nonprofit status (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <i>SCC registration/annual report, nonprofit designation (if applicable)</i>                                                                                                                                                                                                     |
| <input type="checkbox"/> Financial sustainability, multi-source funding, and matching fund requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <i>Application narrative, financial reports, budget document</i>                                                                                                                                                                                                                 |
| <input type="checkbox"/> Annual audit and quarterly financial reporting, including state tax submissions for the prior year, if applicable. <ul style="list-style-type: none"> <li>• <b>Required State Tax Forms:</b> A W-9 is required to establish a new entity.</li> <li>• If the applicant consists of merged organizations that existed before July 1, 2025, each organization must provide documentation for the prior year.</li> <li>• Include a copy of the audit, along with the audit management letter, and copies of the report.</li> </ul> | <i>Audit copy (with audit management letter), report copies</i>                                                                                                                                                                                                                  |
| <input type="checkbox"/> Scope of Services of regional EMS services to be delivered (as defined in designation manual and application packet)                                                                                                                                                                                                                                                                                                                                                                                                           | <i>Application narrative and/or supporting documentation</i>                                                                                                                                                                                                                     |