

Rural Ambulance Service Budget Model Workshop

- Learning Objective:** Each participant will learn how to prepare an operational budget tailored to his/her own ambulance service.
- When:** March 17, 2008 from 9:00 a.m. to 3:00 p.m.
- Where:** Arizona Department of Health Services, Room 540 A
150 North 18th Avenue
Phoenix Arizona
- Who:** Representatives of **Ambulance Services** that are involved in setting or working with the ambulance budgets and have a strong working knowledge of Microsoft Excel™. Participants need not be experts in Excel, but should have some basic skills in areas like developing simple formulas. **All participants should bring their existing budgets and laptop computers with Excel loaded on the machine.**
- Trainer:** Critical Illness and Trauma Foundation, an organization dedicated to the prevention of injury and illness.
- CEU:** 6 hours of CEU and a certificate of completion will be awarded to all who successfully complete the training
- Cost:** ADHS Bureau of EMS and Trauma System will reimburse participants for food, travel and lodging consistent with State rates. Eight licensed copies of the QuickBooks software are available at no charge from the Bureau of EMS and Trauma System – two per EMS region.
- Class Size:** Class size is limited to 24 participants. Applicants whose service is in a community served by an Arizona Critical Access Hospital will have preference.

Rural Ambulance Service Budget Model Workshop **Train-the Trainer Session**

- When:** March 18, 2008 from 9:00 a.m. to 1:00 p.m.
- Where:** Arizona Department of Health Services, Room 540 A
150 North 18th Avenue
Phoenix Arizona
- Who:** Participants must be able to commit to conducting training with other rural **Ambulance Services** in the State of Arizona
- CEU:** No additional CEU are available for this workshop
- Cost:** ADHS Bureau of EMS and Trauma System will reimburse participants for food, travel and lodging consistent with State rates.
- Class Size:** Class size is limited to four participants that completed day one training listed above.

Rural Ambulance Service Budget Model Workshop

The Arizona Rural Health Office, Rural Hospital Flexibility Grant Program, The University of Arizona Mel and Enid Zuckerman College of Public Health, and the Arizona Department of Health Services, Bureau of EMS and Trauma Systems, will be hosting a one day "Rural Ambulance Service Budget Model Workshop" to be held on Monday, March 17, 2008. The workshop will be conducted by the Critical Illness and Trauma Foundation (CIT) from Bozeman, MT.

“Rural Ambulance Service Budget Model Training” is designed to help rural ambulance service directors establish an annual budget and calculate the value of services they provide to their community.

Local EMS agencies can participate in the one day program. Staff from the national Rural EMS and Trauma Technical Assistance Center (REMSTTAC), a program of the Critical Illness and Trauma Foundation, will teach trainers how to work with local ambulance services to use a budget model available free of charge from REMSTTAC (www.remsttac.org).

The workshops will teach participants how to use the Microsoft Excel™ Budget Model template developed by the Rural EMS and Trauma Technical Assistance Center (REMSTTAC) to develop an EMS budget and provide a brief overview of how those data may be exported into Intuit's QuickBooks Pro 2008™ accounting software, if desired.

Objectives:

1. Demonstrate the Rural Ambulance Service Budget Model
2. Populate the budget model with service specific data
3. Demonstrate non-cash (in-kind) contributions to the community
4. Determine rate structure necessary to achieve a balanced budget
5. Import the budget data into Quick Books



The Budget Model tool was developed to assist rural ambulance services, both volunteer and paid, to enhance their annual budgets. It also helps calculate the value of services donated to the ambulance service by other entities and the value of donated services provided by the ambulance staff to the community.

Course Requirements: The only “prerequisite” for participants is a strong working knowledge of Microsoft Excel™. Participants need not be experts in Excel, but should have some basic skills in areas like developing simple formulas. **All participants should bring their existing budgets and laptop computers with Excel loaded on the machine.**

Adequate time will be allowed for you to build your budget in the Excel template while attending the course. Microsoft Office 97 will work, but Office XP or newer is preferred. All participants will leave with a copy of the template to take with them. Breaks will be taken at the appropriate times and lunch will be taken midday. Due to the "hands on nature" of the course, there is a limit of 24 participants per course. Anyone may attend the course, but priority will be given to EMS Directors or their designees. If space allows, a service may send more than one participant if they desire. *Six hours of continuing education will be provided for the course.*

Rural EMS Managers Awareness Workshop

- Learning Objective:** Each participant will learn management tools under understand the manager's role in administering a successful ambulance service. Focus is on 14 modules that discuss the components of EMS systems and the manager's role in each of the 14 areas
- When:** April 21, 2008 from 9:00 a.m. to 5:00 p.m.
- Where:** Arizona Department of Health Services, Room 540 A
150 North 18th Avenue
Phoenix Arizona
- Who:** The target audience for this training is newly elected or appointed EMS managers (First responder and/or ambulance) with limited previous experience in running an EMS agency. The training will utilize a web-based core of information followed by scenario based problem solving and discussion.
- CEU:** The program will be awarded 8 hours of CEU and a certificate of completion will be awarded to all who successfully complete the training
- Cost:** ADHS Bureau of EMS and Trauma System will reimburse participants for food, travel and lodging consistent with State rates.
- Class Size:** Class size is limited to 8 participants. Applicants whose service is in a community served by an Arizona Critical Access Hospital will have preference.

Rural EMS Managers Awareness Program Workshop

The Arizona Rural Health Office, Rural Hospital Flexibility Grant Program, The University of Arizona Mel and Enid Zuckerman College of Public Health, and the Arizona Department of Health Services, Bureau of EMS and Trauma Systems, will be hosting a one day "Rural EMS Managers Awareness Program Workshop" to be held on Monday, April 21, 2008. The workshop will be conducted by the Critical Illness and Trauma Foundation (CIT) from Bozeman, MT. The Rural EMS Managers Awareness Program is based on the generally accepted concept that an EMS system should have fourteen components. These components provide the framework for the management training program.

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| <ul style="list-style-type: none">• Module 1: Integration of Health Services. Goal: To achieve improved communications and systems performance that improves the quality of care received in the community.• Module 2: EMS Research. Goal: To contribute to formal and informal research that helps identify better methods of EMS delivery and prehospital patient care...• Module 3: Legislation & Regulation. Goal: To meet the letter and intent of all statutes and regulations pertaining to the delivery of prehospital care in a given state or jurisdiction.• Module 4: System Finance. Goal: To identify the true cost of EMS delivery in a community, to secure the resources necessary to meet that true cost, and to be good stewards of public revenues...• Module 5: Human Resource. Goal: To continually enhance the quality of patient care delivered through programs of recruitment and retention of personnel...• Module 6: Medical Oversight. Goal: To ensure that all clinical aspects of the EMS agency are conducted in accordance with the highest standards and traditions of health care...• Module 7: Education Systems. Goal: To provide training, or access to training, that ensures each professional working for the EMS agency has the opportunity to achieve performance mastery and competence... | <ul style="list-style-type: none">• Module 8: Public Information Education and Relations. Goal: To ensure that the EMS agency enjoys strong political and financial support...• Module 9: Prevention. Goal: To make information and resources available through the EMS agencies; to support the community's health through participation in injury prevention and wellness promotion activities.• Module 10: Public Access. Goal: The goal of the public access component of the EMS system is to ensure the timely notification and dispatch of appropriate resources to the scene...• Module 11: Communication Systems. Goal: To ensure that an effective and efficient communications system is in place...• Module 12: Clinical Care and Transportation Systems. Goal: To provide quality prehospital care commensurate with levels of training and scope of practice...• Module 13: Information Systems. Goal: To establish efficient and effective information systems that can drive system performance improvement across clinical, administrative, and financial operations.• Module 14: Evaluation. Goal: The EMS agency has a formal evaluation process that includes performance improvement measures in clinical care, operations and customer satisfaction. |
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The target audience for this training is newly elected or appointed EMS managers with limited previous experience in running an EMS agency. The training will utilize a web-based core of information followed by scenario based problem solving and discussion. *The program will be awarded 8 hours of CEU and a certificate of completion will be awarded to all who successfully complete the training.*

Application Form

Application forms may be mailed in hard copy, faxed or sent via E-mail as described at the bottom of this document

APPLICANT INFORMATION

PRINT Full Name:

Street or PO Address:

City:

State:

Zip Code:

Contact Telephone Number:

E-mail Address:

AGENCY INFORMATION

PRINT Agency Name:

Street or PO Address:

City:

State:

Zip Code:

Agency CON Number if applicable:

AFFILIATED CRITICAL ACCESS HOSPITAL INFORMATION

PRINT CAH Name:

Street or PO Address:

City:

State:

Zip Code:

WORKSHOP SELECTION

Rural Ambulance Service Budget Model Workshop

Rural Ambulance Service Budget Model Train the Trainer Workshop

Rural EMS Managers Awareness Program Workshop

Mail, Fax or E-mail applications to:

Angie Cauthon

Bureau of EMS and Trauma Systems

150 North 18th Avenue

Suite 540

Phoenix Arizona 85007-3248

Fax: (602) 540-3568

cauthoav@adhs.gov