



You can update the agency email address, website, and phone numbers.

**General Information** Admin/Staffing Deployment Medical Supervision Communications Exemptions/Waiver Vehicles Attachments CE Tracker

**Agency Information**

Licensure History **Agency General** Address PCR Data Call Volume Crashes/Injuries/Deaths

**Additional Information**

Federal Tax ID#

Agency Email Address

Agency Website

Allow Direct Billing

**Regional Information**

Health District Region

Select Item

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**Contact Info**

Contact Info	Contact Types	Primary
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You can print a list of administrative officers.

General Information **Admin/Staffing** Deployment Medical Supervision Communications Exemptions/Waiver Vehicles Attachments CE Tracker

**Administration and Staffing**

**Admin Personnel** Owner Staffing Roster

**Administrative Officers**

Contact Type	Title	Provider Name	Email Address	Affiliation	Financial	Grant	Licensure	Training	MD	All	None
Landing Zone Officer	Secretary	Mouse, Mickey	jdkfjeklkekj@alkdjflkej	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Infection Control	Secretary	Mouse, Mickey	jdkfjeklkekj@alkdjflkej	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Training Officer	Training Officer	Duck, Donald		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Training Officer	Fire Marshal	Shumard, Erin M	shumarde@dhw.idaho.gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Primary Contact	Division Chief	Knight, Tara	knightt@dhw.idaho.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Other Admin Personnel	Assistant Chief	Doo, Scoobert	ScoobyDoo@anymail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can print a list of your Ambulance Based Clinicians.

General Information	<b>Admin/Staffing</b>	Deployment	Medical Supervision	Communications	Exemptions/Waiver	Vehicles	Attachments	CE Tracker
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**Administration and Staffing**

Admin Personnel	Owner	<b>Staffing</b>	Roster
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**Staffing Ambulance Agencies**

Sufficient staffing of certified personnel for 24hrs/day, 7 days/week response
  Minimum of 2 crew members with at least one being state certified and EMT-B (Minimum)

**Other Staffing Patterns**

**Staffing Patterns**

Staff per vehicle	Hours per shift	
<input type="text" value="0"/>	<input type="text" value="0"/>	
Vehicles per shift	Certified personnel per shift	
<input type="text" value="0"/>	<input type="text" value="0"/>	
	Certified	Non Certified
True Volunteers	<input type="text" value="0"/>	<input type="text" value="0"/>
Comp Volunteers	<input type="text" value="0"/>	<input type="text" value="0"/>
Career	<input type="text" value="0"/>	<input type="text" value="0"/>

**Print Grid**

**Ambulance Based Clinicians who are licensed EMS providers**

Provider	EMS Person ID#	Clinician Function	Clinician Type	License Number	Notes
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**Print Grid**

**Ambulance Based Clinicians NOT EMS licensed**

Clinician Function	First Name	Middle Name	Last Name	Clinician Type	Clinician License Number	Notes
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You can print your roster and remove affiliation (currently, agency administrators cannot ADD a person's affiliation to an agency roster).

Administration and Staffing									
Admin Personnel									
Owner									
Staffing									
Roster									
Print Grid									
	Provider	Provider License	Affiliation Type	Expiration Date	Level	Career Status	Date Affiliated	Affiliation Status	Terminate For Cause
Edit	Blake, Daphne	34214	Qualifying	9/30/2014 12:00:00 AM	EMT 2011	Unknown	1/1/2014	Affiliation	<input type="checkbox"/>
Edit	Dinkley, Velma	34215	Qualifying	9/30/2014 12:00:00 AM	AEMT 2011	Career - Full Time	1/1/2014	Affiliation	<input type="checkbox"/>
Edit	Duck, Daisy	34218	Qualifying	9/30/2015 12:00:00 AM	EMT/EMTB 94	Volunteer - Compensated	5/31/2013	Affiliation	<input type="checkbox"/>
Edit	Duck, Donald	34210	Agency Admin		No Sub Level Defined	Unknown	1/1/2013	Affiliation	<input type="checkbox"/>
Edit	Goof, Goofy	34211	Other	9/30/2016 12:00:00 AM	Paramedic 2011	Career - Full Time	1/1/2014	Affiliation	<input type="checkbox"/>
Edit	Jones, Fred	34216	Qualifying		No Sub Level Defined	Unknown	1/1/2012	Affiliation	<input type="checkbox"/>
Edit	Knight, Tara	34207	Agency Admin	10/10/2015 12:00:00 AM	EMT 2011	Unknown	12/25/2013	Associated	<input type="checkbox"/>
Edit	Mouse, Mickey	34202	Agency Admin		No Sub Level Defined	Unknown	1/1/2014	Associated	<input type="checkbox"/>
Edit	Mouse, Minnie	34217	Qualifying	9/30/2014 12:00:00 AM	EMT 2011	Unknown	1/1/2014	Affiliation	<input type="checkbox"/>
Edit	Rogers, Norbert	34212	Other		No Sub Level Defined	Unknown	12/1/2013	Affiliation	<input type="checkbox"/>
Edit	Shumard, Erin M	23915	Qualifying		No Sub Level Defined	Unknown	1/9/2014	Affiliation	<input type="checkbox"/>

When you click on “Edit” a new pop up will open. Once you select the date the person was unaffiliated, the notification and status fields will auto-populate. Check the appropriate Terminated for Cause checkbox, and click “Update.”

This person will no longer be affiliated with the agency and he or she will no longer show on the roster.

Administration and Staffing

Admin Personnel Owner Staffing Roster

Print Grid

	Provider	Provider License	Affiliation Type	Expiration Date	Level	Career Status	Date Affiliated	Affiliation Status	Terminate For Cause
<a href="#">Edit</a>	Blake, Daphne	34214	Qualifying	9/30/2014 12:00:00 AM	EMT 2011	Unknown	1/1/2014	Affiliation	<input type="checkbox"/>
<a href="#">Edit</a>	Dinkley, Velma	34215	Qualifying	9/30/2014 12:00:00 AM	AEMT 2011	Career - Full Time	1/1/2014	Affiliation	<input type="checkbox"/>
<a href="#">Edit</a>	Duck, Daisy	34218	Qualifying	9/30/2015 12:00:00 AM	EMT/EMTB 94	Volunteer - Compensated	5/31/2013	Affiliation	<input type="checkbox"/>
<a href="#">Edit</a>	Duck, Donald	34210	Agency Admin		No Sub Level Defined	Unknown	1/1/2013	Affiliation	<input type="checkbox"/>
<a href="#">Edit</a>	Jones, Fred	34216	Qualifying		No Sub Level Defined	Unknown	1/1/2012	Affiliation	<input type="checkbox"/>
<a href="#">Edit</a>	Knight, Tara	34207	Agency Admin	10/10/2015 12:00:00 AM	EMT 2011	Unknown	12/25/2013	Associated	<input type="checkbox"/>
<a href="#">Edit</a>	Mouse, Mickey	34202	Agency Admin		No Sub Level Defined	Unknown	1/1/2014	Associated	<input type="checkbox"/>
<a href="#">Edit</a>	Mouse, Minnie	34217	Qualifying	9/30/2014 12:00:00 AM	EMT 2011	Unknown	1/1/2014	Affiliation	<input type="checkbox"/>
<a href="#">Edit</a>	Rogers, Norbert	34212	Other		No Sub Level Defined	Unknown	12/1/2013	Affiliation	<input type="checkbox"/>
<a href="#">Edit</a>	Shumard, Erin M	23915	Qualifying		No Sub Level Defined	Unknown	1/9/2014	Affiliation	<input type="checkbox"/>

Agency administrator access will allow you to print and update Station information. When you double click on the grid line, a pop up box will open, allowing you to edit a station.

General Information Admin/Staffing **Deployment** Medical Supervision Communications Exemptions/Waiver Vehicles Attachments CE Tracker

**Deployment**

Services Organizational Districts **Geographic** Mutual Aid Special Teams Extrication

**Coverage by Area** Coverage by County

**Geographic Coverage Area**

Primary Response Area - sq mile in Idaho

Number of counties served in the primary response Area in Idaho

Number of incorporated cities served in the primary response Area in Idaho

**List Stations Names**

Station Name	Address	Phone Number
Pluto's Dog House	789 Mickey St	(208) 123-4567
Walt Disney Studio	456 Any Street	(123) 456-7891
Smurf City	123 Papa Smu	
Hanna Barbera	987 Hanna Ba	
Coolville	123 Any Street	

Agency Station:

Address:

City:

State:

Zip:

Phone Number:

Notes:

Status:

You can update Special Teams information.

General Information Admin/Staffing **Deployment** Medical Supervision Communications Exemptions/Waiver Vehicles Attachments CE Tracker

Deployment

Services Organizational Districts Geographic Mutual Aid **Special Teams** Extrication

Confined space Rescue
  Extrication  
 Haz Mat
  High Angle Rope Rescue  
 Low Angle Rope Rescue
  Search & Rescue  
 Water Rescue
  Wildland Fire  
 Structural Fire
  Rope Rescue

**Other Special Team Capabilities**

You can update Extrication information.

General Information Admin/Staffing **Deployment** Medical Supervision Communications Exemptions/Waiver Vehicles Attachments CE Tracker

Deployment

Services Organizational Districts Geographic Mutual Aid Special Teams **Extrication**

**Extrication Unit Information**

Closest Vehicle Extrication Unit Self  
 Closest Vehicle Extrication Unit Other

**If 'Other', Please Specify**

Unit Name	City / Location
Disneyland	Lake Buena Vista
Unit Name	City / Location
Disney World	Anaheim
Unit Name	City / Location
Unit Name	City / Location

You can print the Optional Modules grid if your Medical Director has authorized Optional Modules.

General Information | Admin/Staffing | Deployment | **Medical Supervision** | Communications | Exemptions/Waiver | Vehicles | Attachments | CE Tracker

**Medical Supervision**

Supervision Plan | Protocols | Medical Director | **Optional Modules**

**Print Grid**

Credentialing

Optional Module	Start Date	End Date	Medical Director	Notes
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**NEW!!** You can add CE for providers affiliated with your agency.

Tara's EMS Agency | Licensure Level: | Primary Type of Service: Air Medical

Processing Status: | EMS License: 4719 | Clinical Capability: |

General Information | Admin/Staffing | Deployment | Medical Supervision | Communications | Exemptions/Waiver | Vehicles | Attachments | **CE Tracker**

Select Provider: **Select Provider**

Select Provider Licensure: **Select Provider**

Blake, Daphne  
Dinkley, Velma  
Duck, Daisy  
Duck, Donald  
Jones, Fred  
Knight, Tara

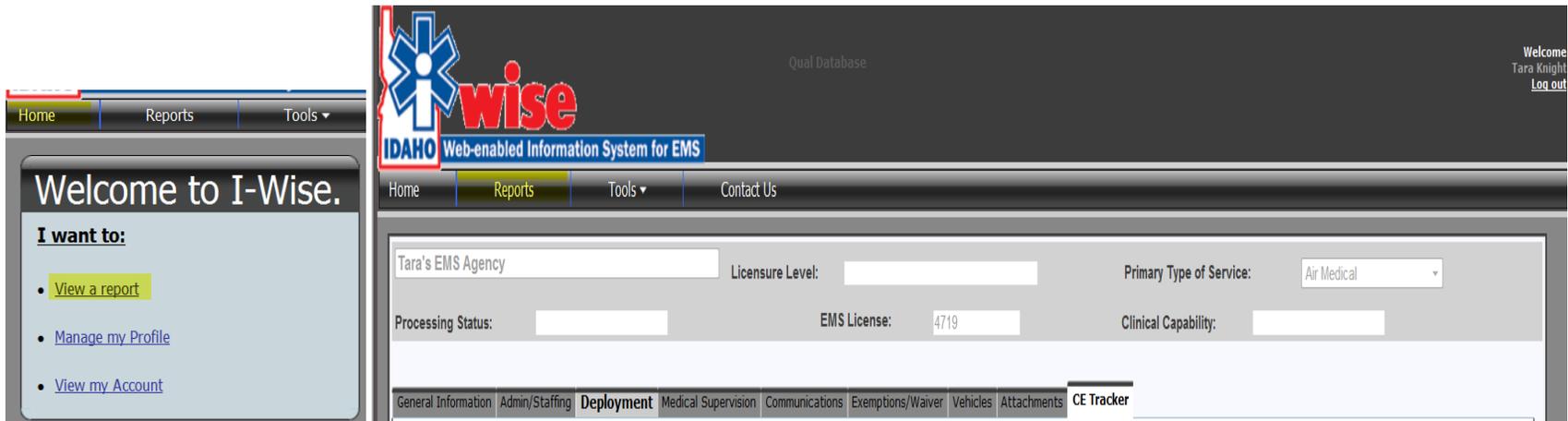
A colored highlight will appear when hours have been entered, but the requirements for the specific component have not been met. A green highlight will appear when CE hours have been entered and the requirements are met. A gold highlight will appear when CE hours have been entered, but the requirements for the specific component have not been met. The category and venue headings will turn from gold to green once the category requirements are met.

**More Hours** | **Green = Required Hours Fulfilled**

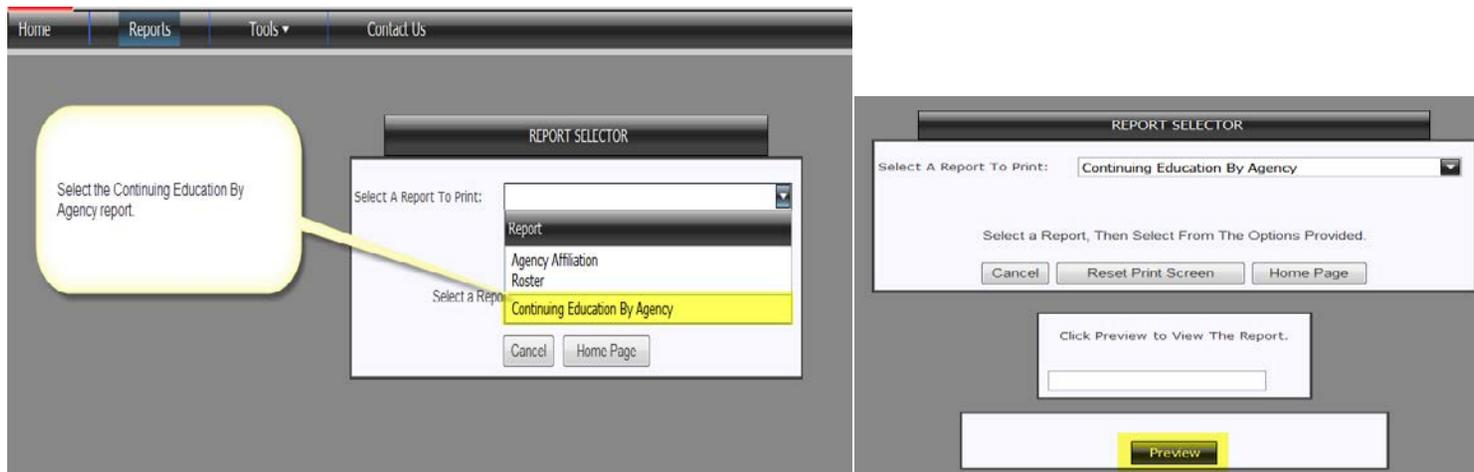
Total CE Hours:	Pediatric Hours:
Total Venues:	Landing Zone:
Extrication Awareness:	
Completion of at least 2 hours on 6 categories (not Ped or EMS systems): No	
<a href="#">LZO training and Extrication Awareness can be taken on TRAIN-Idaho</a>	

Categories	Total	Venues	Total
C1: Pediatrics Assessment and Management		V1: Structured classroom sessions	
C2: Anatomy and physiology		V2: Refresher program that revisits the original curriculum and have evaluation component	
C3: Medical terminology		V3: Nationally recognized courses	
C4: Pathophysiology		V4: Regional and national conferences	
C5: Life span development		V5: Teaching topical material	
C6: Public health		V6: Agency Medical Director approved self study or directed study	
C7: Pharmacology		V7: Case review and grand rounds	

**NEW!! You can access a CE report or Roster report at any time. From the Home screen click on “View a report” or click on the “Reports” tab.**



**Select the report and click “Preview”.**



A new tab will open with the report information. You can print this report as a PDF. (These reports can also be exported, however the CE report is best exported as a PDF, and the Roster report as PDF or Excel-Data Only.)

The screenshot shows a web-based CE report interface. At the top, there is a navigation bar with icons for print and export, a page indicator "/ 3", a dropdown menu set to "Main Report", and a zoom level of "100%". The title of the report is "CE Report Example".

Below the navigation bar, the provider information is displayed:
 

- Name :** Mouse, Minnie
- License :** EMR
- Print Date :** 5/9/2014

 A callout box points to this information with the text "Providers name and level".

Two legends are provided:
 

- Yellow = Need More Hours**
- Green = Required Hours Fulfilled**

The main data is presented in two tables. The first table shows categories and their total hours, and the second table shows venues and their total hours. A callout box points to the navigation arrows on the left with the text "Navigate through the report".

Categories:	Total:	Venues:	Total:
C1: Pediatrics Assessment and Management	4.0	V1: Structured classroom sessions	0
C2: Anatomy and physiology	0.00	V2: Refresher programs that revisit original curriculum and have an evaluation component	0
C3: Medical terminology	2.00	V3: Nationally recognized course	0
C4: Pathophysiology	0.00	V4: Regional and national conferences	0
C5: Life span development	0.00	V5: Teaching topical material	0
C6: Public health	0.00	V6: Agency Medical Director approved self study or directed study	0
C7: Pharmacology	0.0	V7: Case review and grand rounds	0

Clicking on the print icon will open a new pop up box. The page range default will be “All” or you can change it to a specific range. By clicking on the “OK” button, a PDF document will be generated. You can now print or save this document.

**Print Dialog Box:**

File Edit View Favorites Tools Help

Page Range:

All

Pages:

From: 1 To: 1

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To Print:

1. In the next dialog that appears, select the "Open this file" option and click the OK button.
2. Click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser.

OK Cancel

**Report Window:**

File Edit Go to Favorites Help

Name : Knight, Tara  
License : EMT  
Print Date : 5/9/2014

Yellow = Need More Hours      Green = Required Hours Fulfilled

Categories:		Total:	Venues:		Total:
C1:	Pediatrics Assessment and Management	1.0	V1:	Structured classroom sessions	0
C2:	Anatomy and physiology	1.00	V2:	Refresher programs that revisit original curriculum and have an evaluation component	0
C3:	Medical terminology	1.00	V3:	Nationally recognized course	0
C4:	Pathophysiology	11.00	V4:	Regional and national conferences	0
C5:	Life span development	1.00	V5:	Teaching topical material	0
C6:	Public health	0.00	V6:	Agency Medical Director approved self study or directed study	0
C7:	Pharmacology	0.0	V7:	Case review and grand rounds	1
C8:	Airway Management	0.00	V8:	Formal distance learning	0
C9:	Assessment	0.00	V9:	Journal article review with an instructor test/assessment	0
C10:	Medical Conditions	0.0	V10:	Author or coauthor an EMS related article in a nationally recognized publication	0
C11:	Shock and resuscitation	0.00			

Please contact the Bureau of EMS and Preparedness with any questions or suggestions.