



Process to Petition for Alternate Staffing under COVID-19 EMS Emergency Rule (9/4/2020)

In order for an EMS Agency to be permitted to use the alternate staffing as described in Emergency Rule 511-9-2-0.3-.20 (2)(e)2, the EMS Agency must petition the Department. The steps for that process are detailed here.

Step 1: Complete the EMS Agency-Special Circumstances Petition in LMS

- I. Login to LMS (www.mygemsis.org/lms) – Note: only an Authorized Agent will be permitted to complete this petition.
- II. Click on **Applications** on the left and then **Service Applications** for your EMS Agency.
- III. Find the application entitled “**EMS Agency – Special Circumstances Petition**” and click **Apply**.
- IV. You will need to complete the application in its entirety, including **providing the following information**:
 - a. # of Full-Time medics currently employed by the EMS Agency.
 - b. # of Part-Time/PRN medics currently employed by the EMS Agency.
 - c. # of medics at the EMS Agency that have tested positive for COVID-19 at any point during the pandemic and specifically in the last 7 days.
 - d. # of medics at the EMS Agency that have died with SUSPECTED or CONFIRMED COVID-19 at any point during the pandemic and specifically in the last 7 days.
 - e. # of medics currently unable to work because they are on ISOLATION.
 - f. # of medics currently unable to work because they are on QUARANTINE.
 - g. # of medics currently HOSPITALIZED with COVID-19.
 - h. # of Full-Time medic jobs at the EMS Agency that are currently open, posted, and available for hiring.
 - i. # of Part-Time/PRN medic jobs at the EMS Agency that are currently open, posted, and available for hiring.
 - j. # of employees (who do not hold an EMS license) who meet the driver requirements specified in the Emergency Rule.
 - k. # of medics your EMS Agency has laid off (reduction in force) since March 1, 2020.
 - l. # of medics that have retired and # that have quit from your EMS Agency during the COVID-19 pandemic. If they quit, please summarize the reasons given.
 - m. What steps your EMS Agency has already taken to address any EMS workforce shortage during the COVID-19 Pandemic.
 - n. Which persons at your agency should be able to submit training requests for the required training for drivers.
- V. **Documents you will need for the application**:
 - a. **Medical Director Letter of Support**
 - i. Must be on agency letterhead.
 - ii. Must have a wet signature from the EMS Agency primary Medical Director.
 - iii. Must be clear that the Medical Director understands the staffing model and fully supports the need for the use of the emergency rule to have alternate staffing.
 - b. **BLS Ambulance Transport Protocol**
 - i. Must indicate the types of patients that will be transported under the Emergency Rule. This MUST comply with the Emergency Rule restrictions.
 - ii. Must be signed by the primary Medical Director.

Step 2: Submit the training course for approval (training course for drivers)

- I. **Wait for the email from LMS** that your training personnel are able to go and submit the training course for approval.
- II. When submitting the course for approval:
 - a. Course Type = **Special Circumstances**
 - b. Course Name = **COVID-19 Emergency Rule – Training for Drivers**
 - c. Region Held = choose the EMS Region where your agency is located
 - d. Approving Region = **Statewide (not Region Specific)**
 - e. **Course Topics** that **must** be included (each topic must be ≥ 0.25 hours):
 - i. *Initial Education: EMS Operations: Principles of safely operating a ground ambulance (name change to Emergency Response Vehicles) (Didactic In Person)*
 - ii. *Initial Education: EMS Operations: Principles of Safely Operating a Ground Ambulance- (Name change = Emergency Response Vehicles) (Lab)*
 - iii. *Initial Education: Preparatory: EMS System Communication (Didactic In Person)*
 - iv. *Initial Education: Preparatory: EMS System Communication (Lab)*
 - v. *Initial Education: Preparatory: EMS Systems (Didactic In Person)*
 - vi. *Initial Education: Preparatory: Medical/Legal and Ethics (Didactic In Person)*
 - vii. *Initial Education: Preparatory: Workforce Safety and Wellness (Didactic In Person)*
 - viii. *Initial Education: Preparatory: Workforce Safety and Wellness (Lab)*
- III. **Wait for course approval** from the State EMS Training Coordinator (email will come from LMS to the requesting Training Officer).

Step 3: Agencies must roster the drivers

- I. Each EMS Agency employee that you are desiring to have as a driver must be listed on the agency's roster in LMS (completed during III below).
 - a. The employee must sign up for an account in LMS providing ALL requested data – agencies are NOT permitted to create an account for their employees – account creation is a personal responsibility. If the employee has ever been licensed as a medic in the state of Georgia, they already have an account and must use that account – they will go to LMS and click on **Forgot Username**, and follow the instructions there.
 - b. To sign up for an account, the employee should:
 - i. Go to www.mygemsis.org/lms
 - ii. Scroll to the bottom and click on **Create Account**
 - iii. Complete all requested/required information, and then click Save.
 - iv. They will get an email with their username and a link to go and set their password.
 - v. They need to go and set their password and make sure they are able to login.
- II. **Wait for approval of the EMS Agency petition** – this email will come from LMS.
- III. The Authorized Agent or EMS Agency Admin will need to complete the “**EMS Agency – Add Drivers to Roster**” application in LMS – this is where you will list the drivers that are employed by your agency. They will NOT be permitted to staff an ambulance until all of the steps on this document are completed. You will not see this application until OEMS has approved your petition.

Step 4: Conduct/Record Training

- I. Each employee rostered at the EMS Agency wishing to operate as an ambulance driver under the COVID-19 Emergency Rule must have completed the training that was submitted under Step 2.
- II. This training must be recorded in LMS for each driver BEFORE going to Step 5 (each driver must be listed on the roster of the approved course).

Step 5: Drivers must get a driver number

- I. After each driver has been listed on the roster, completed the required training, and had the training recorded in LMS, each driver will need to complete the application on LMS entitled “**EMS Driver during COVID-19 Public Health Emergency**”.
- II. Please keep the following in mind:
 - a. This application must be personally completed by each individual driver – this application may NOT be completed by agency administrative staff.
 - b. This application, if approved, is NOT a license, but only to ensure that the driver has met the minimum requirements of the Emergency Rule
 - c. The documentation that the driver completed the required training must be in LMS PRIOR to this application being started.
- III. The driver must submit the following during the application process:
 - a. *Current CPR Card* (must comply with Cardiopulmonary Resuscitation and Advanced Cardiac Life Support Policy # OEMS-PRO-102018-002 – listed on this webpage: <https://dph.georgia.gov/ems-policies-rules-and-regulations>)
 - b. *Verification of Lawful U.S. Residency and Secure and Verifiable Document* (see requirements under “Forms for EMS Personnel” on this page <https://dph.georgia.gov/EMS/ems-forms-and-related-documents>)
 - c. Verification of a National Background Check – must submit one of the following:
 - i. Verification that they are rostered as a certified firefighter.
 - ii. Verification that they are a current Georgia Peace Officer (POST).
 - iii. A copy of their national background check that was run by the agency within the past 18 months. A letter from the agency will NOT suffice.
- IV. Once the driver is approved and issued a driver number, the EMS Agency may then use this driver under the COVID-19 Emergency Rule for EMS. The driver number will be visible on the EMS Agency roster in LMS – if the person does not have a number, they have not been approved.

Step 6: Recording of EMS Response Data (Post-Approval of Petition)

- I. Each ambulance response run under the COVID-19 Emergency Rule for EMS must comply with the following:
 - a. **eDisposition.12 – Incident/Patient Disposition**
 - i. This must be recorded as “BLS Transport Authorized by COVID-19 Emergency Rule” (code value = it4212.118)
 1. This is the **ONLY** time this value may be used.
 2. This is a custom value that has been published to the NEMSIS TAC website for Georgia (http://www.nemsis.org/media/nemsis_states/georgia/Resources/GA_StateDataSet.xml)
 3. The software vendor for the EMS Agency must enable this value for eDisposition.12 – if they are unable to, then the EMS Agency must use GEMSIS Elite for direct entry of ePCRs for these runs.

b. eResponse.05 – Type of Service Requested

- i. This must be recorded as “Medical Transport” (code value = 2205007) – no other value is acceptable for ambulance transports under this Emergency Rule.

c. eResponse.07 – Primary Role of the Unit

- i. This must be recorded as “Ground Transport” (code value = 2207003 – no other value is acceptable for ambulance transports under this Emergency Rule.

d. eResponse.15 - Level of Care of This Unit

- i. This must be recorded as “BLS-Basic /EMT” (code value = 2215003 – no other value is acceptable for ambulance transports under this Emergency Rule.

e. eCrew Group

i. eCrew.01 – Crew Member ID

1. For the Driver, this must be the full driver number as assigned to that driver (see Step 5 above)
2. For the medic (attendant), this must be the CORRECT Georgia medic license number. No Temporary Licensed medics are permitted under the Emergency Rule.

ii. eCrew.02 – Crew Member Level

1. For the Driver, this must be equal to “Other Non-Healthcare Professional” (code value = 9925025)
2. For the medic (attendant), only the following values are acceptable:
 - a. EMT (code value = 9925005)
 - b. EMT-Intermediate (code value = 9925017)
 - c. AEMT (code value = 9925001)
 - d. Cardiac Technician (code value = it9925.101)
 - e. Paramedic (code value = 9925007)

iii. eCrew.03 – Crew Member Response Role

1. For the Driver, this must be equal to “Driver/Pilot-Transport” (code value = 2403003)
2. For the medic (attendant), both of these values should be listed:
 - a. Primary Patient Caregiver-At Scene (code value = 2403011)
 - b. Primary Patient Caregiver-Transport (code value = 2403013)

Step 7: Weekly Reporting of Data

- I. Any EMS Agency who's petition to use the alternate staffing under the COVID-19 Emergency Rule for EMS has been approved must submit data to the NEMSIS EMS COVID Resource Reporting Tool on a weekly basis (must occur before 5pm Eastern each Monday). *Failure to submit this data on a weekly basis will be grounds for removal of the petition approval.*
- II. This tool is available at: <https://redcap.utahdcc.org/redcap/surveys/?s=8PEWN3CL97>
 - a. The tool can also be found on the NEMSIS home page (www.nemsis.org):



[EMS COVID RESOURCE REPORTING TOOL](#)