

1993-94 SESSION
COMMITTEE HEARING
RECORDS

Committee Name:

Joint Committee on
Finance (JC-Fi)

Sample:

Record of Comm. Proceedings ... RCP

- 05hrAC-EdR_RCP_pt01a
- 05hrAC-EdR_RCP_pt01b
- 05hrAC-EdR_RCP_pt02

➤ Appointments ... Appt

➤ **

➤ Clearinghouse Rules ... CRule

➤ **

➤ Committee Hearings ... CH

➤ **

➤ Committee Reports ... CR

➤ **

➤ Executive Sessions ... ES

➤ **

➤ Hearing Records ... HR

➤ **

➤ Miscellaneous ... Misc

➤ 93hrJC-Fi_Misc_pt67

➤ Record of Comm. Proceedings ... RCP

➤ **

CORRESPONDENCE/MEMORANDUM

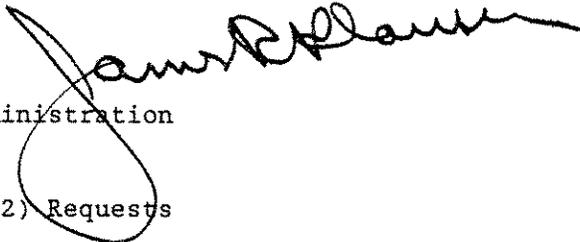
STATE OF WISCONSIN
Department of Administration

Date: Dec. 23, 1992

To: Honorable Gary R. George, Co-Chair
Honorable Barbara J. Linton, Co-Chair

From: James R. Klauser
Secretary
Department of Administration

Subject: s. 16.515/16.505(2) Requests



Enclosed are requests which have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>1991-92</u>		<u>1992-93</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
S.B.V.T.A.E. 20.292(1)(kb)	Emergency Med. Serv. Training			\$ 17,300	1.0

As provided in s. 16.515, this request will be approved on Jan. 20, 1993 unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about this request.

Please contact Roger Grossman at 266-1072, or the analyst who approved the request in the Division of State Executive Budget and Planning, if you have any additional questions.

Attachments:

CORRESPONDENCE MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: December 4, 1992

To: James R. Klauser, Secretary
Department of Administration

From: Orlando Canto
Education Team



Subject: S. 16.505/16.515 Request for the State Board of Vocational, Technical and Adult Education.

Request:

Under the statutory provisions of s. 16.505 (2) and s. 16.515 the State Board of Vocational, Technical and Adult Education (SBVTAE) is requesting the creation of 1.0 PRS project position and increased PRS expenditure authority of \$17,300 in appropriation 292 (1)(kb). The increased position and expenditure authority will be used to conduct an evaluation of Emergency Medical Services (EMS) training in Wisconsin.

Analysis:

Local VTAE districts are among the principal providers of courses for Emergency Medical Technician (EMT) certification. The State Board estimates it provides in excess of 90% of all EMS training. Other training providers include large fire departments and some hospitals.

An assessment of Emergency Medical Services conducted by the National Highway Traffic Safety Administration in 1990 concluded that despite a national curriculum standard for EMS training, there did not exist a method to evaluate the overall quality of training efforts nationally. In response to this concern the State Board conducted a survey, between January and September 1992, that produced considerable data on the overall quality of EMS instruction as perceived by the EMS community.

The Wisconsin Department of Transportation (DOT) has granted the SBVTAE a contract to conduct a follow-up evaluation study of Wisconsin's EMS Training programs. The purpose of the study is to produce a system-wide EMS evaluation based on perceptions of EMS personnel, instructors and hospital staff. This new evaluation project will make extensive use of the data generated by the prior State Board evaluation project. The new evaluation project will analyze data from the prior study and develop recommendations to enhance the ability of the state's EMS system to better serve the citizens of Wisconsin.

Using survey data from the January - September 1992 survey this new project will:

- a. Identify and categorize perceptions of training needs by the different segments of the EMS system (VTAE instructors, EMS providers and hospitals)
- b. Identify the immediate and future needs of the organizations providing emergency medical services (i.e. EMS Training Centers and receiving hospitals in Wisconsin).
- c. Recommend practices to improve communication between state approved EMS Training Centers, ambulance provider organizations, the DH&SS Division of Health - EMS Section , hospitals, and physicians.
- d. Assist to allocate available resources in a manner which can best serve the training needs of all members of the emergency medical services community in the state.

Recommendation:

Approve the request for 1.0 PRS project position and increased PRS expenditure authority of \$17,300 in appropriation 292 (1)(kb). DOT has formally offered SBVTAE the contract and the Board has accepted. The position requested will be responsible for the data analysis as well as the design and development of the report on the status of EMS Training in Wisconsin.

(g:\educ\1650ems)



Wisconsin Department of Transportation

Tommy G. Thompson
Governor

Charles H. Thompson
Secretary

OFFICE OF TRANSPORTATION SAFETY
P. O. Box 7910
Madison, WI 53707-7910

October 8, 1992

Mr. Stephen Teale
Wisconsin Board of VTAE
310 Price Place, Box 7874
Madison, WI 53707

RE: WBVTAE EMS System Analysis & Recommendations
Highway Safety Contract: #0923-06-02

Dear Mr. Teale:

I'm pleased to inform you that your Highway Safety Contract, #0923-06-02, entitled "WBVTAE EMS System Analysis & Recommendations," is approved based upon its potential for improving traffic safety.

The first full report produced from the '92 data will be information on the First Responder program including history, anticipated roles of First Responders and benefit/cost analysis.

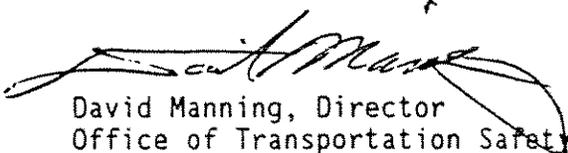
Funds: Highway Safety funds are approved in the amount of \$24,718.65. This is the maximum funding eligible for reimbursement. Reimbursement will be based upon actual expenditures that do not exceed each approved budget line item.

Dates: The approved contract period begins October 1, 1992, and ends September 30, 1993. Any costs incurred before the beginning date or after the ending date are not eligible for reimbursement.

Amendments: If you find that you need to change any of the terms of the approved contract, please contact your Program Manager, Don Hagen. He will assist you in preparing any required documentation.

Enclosed is a copy of the contract to keep for your records. My staff and I appreciate your continued efforts to improve traffic safety in Wisconsin and look forward to working with you.

Sincerely,



David Manning, Director
Office of Transportation Safety

DM/MEA

Enc.

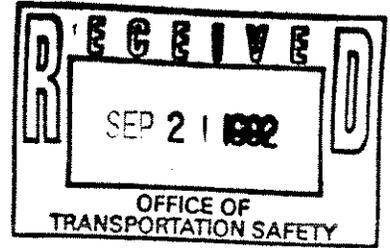
cc: Don Hagen
Dwight York ✓

0923-06-02

WISCONSIN DEPARTMENT OF TRANSPORTATION
OFFICE OF TRANSPORTATION SAFETY

HIGHWAY SAFETY CONTRACT

TITLE PAGE



Submit one original and three copies of contract

APPLICANT

Agency	Wisconsin Board of Vocational, Technical & Adult Education		
Street Address	310 Price Place, Box 7874	City	Madison WI 53707
Government Agency	<input checked="" type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> School District <input type="checkbox"/> CESA Agency		

CONTRACT

TITLE	EMS System Articulation Development	CONTRACT PERIOD	Begin <u>10/1/92</u> End <u>9/30/93</u>
Contract Coordinator (person responsible for contract implementation and reporting)	Stephen J. Teale	Telephone Area/Number	(608) 266-0995
Office Address, City, State, Zip	310 Price Place, Box 7874 Madison, WI 53707		

RECORDS (All records supporting contract costs will be maintained by):

Agency	Wisconsin Board of Vocational, Tech & Adult Education	
Contact Name	Ron Braem	Telephone Area/Number (608) 266-2412
Office Address, City, State, Zip	310 Price Place, Box 7874 Madison, WI 53707	

OFFICE OF TRANSPORTATION SAFETY USE ONLY

DATE RECEIVED	TRANSACTION NUMBER	CONTRACT NUMBER
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PROBLEM SECTION

(Use additional pages as needed)

- A. Identify your traffic safety problem or deficiency. (Provide three years traffic data and/or other justification). Consider the following factors: Size and location of community, business and industry, population, major highways or roads, events that affect traffic, training needs, safety belt use, results of community assessments, etc.. Provide this information in narrative form.

As identified in the Assessment of Emergency Medical Services conducted by the National Highway Traffic Safety Administration in November of 1990, despite requiring all EMT Basic and Refresher course offerings to adhere to the national standard curriculum, the ability to quantitatively and qualitatively evaluate the overall EMT training effort has previously not existed. The WBVTAE EMS Training Evaluation project conducted through January to September of 1992 provided a method by which the quality of training could be evaluated on a regional/district basis. The response to the evaluation effort exceeded all expectations and all objectives of the initial project were met. The original expectations of the project were dedicated to providing a state-wide perspective of the overall quality of EMS instruction as perceived by Training Centers, receiving hospitals and provider organizations. However, the intent was to determine the availability and quantity of EMS instruction as it impacted each of the individual systems. Due to the exceptional response to the original project, we presently have at our disposal a quantity of well structured data which is capable of producing a system-wide EMS evaluation based on the combined perceptions of all respondents. Because this sort of data has been previously unavailable, it has been virtually impossible to create comparisons which could be used to assess the effectiveness of the educational effort. We now have sufficient data to not only assess training, but to provide a system wide analysis of the manner in which the various members of the EMS Community interact.

A major fault within the EMS System of the state of Wisconsin has continually been the inability of a fragmented system to communicate, articulate and interact as a system. The base cause of this circumstance has been nearly a complete failure on the part of each component of the pre-hospital care community to understand the needs, desires and expectations of the other members of the community. The data contained within the most recent EMS Training Evaluation, due to the exceptional response of participants, has provided the opportunity to create a comparison of such issues whereby a non-partisan, third party report of the issues can bring about a far greater understanding of each segment's position and result in a far greater appreciation for each segment's role in the total EMS community. Such an understanding will greatly improve the communication, articulation and interaction within the various components of the EMS system leading to enhanced ability of the system as a whole to serve the pre-hospital needs of the citizens of Wisconsin.

OBJECTIVE SECTION

(Use additional pages as needed)

- B. State what your objective is to remedy the problem(s) identified in this contract. Each objective should be a one sentence statement that (1) has an action verb, (2) has a target date for accomplishment, (3) is specific and quantitative (measurable and verifiable), and (4) is realistic and attainable.

Example: Increase safety belt usage from 50% to 60% in X county by September 30, 19 __.

1. Improve Emergency Medical Services training and instruction to the provider organizations of Wisconsin by categorizing and defining varied perceptions of need from within the instructional, provider and hospital communities.
2. Improve the interaction and articulation between the different segments of the Emergency Medical Services community by identifying areas of perceived strength and weakness in comparison to the expectations of each.
3. Improve the quantity and availability of EMS by identifying the immediate and future needs of provider organizations, EMS Training Centers, and receiving hospitals within Wisconsin.
4. Maximize the effectiveness of existing training resources by improving communication and articulation between state approved EMT Training Centers, ambulance provider organizations, the Division of Health - EMS Section, and the hospital and physician communities of the state.
5. Focus the available resources in a manner which can best serve the combined training needs of all member of the emergency medical services pre-hospital community of the state.

METHOD SECTION

(Use additional pages as needed)

- C. Explain what activities will be implemented to meet each contract objective. Indicate when each activity will be completed. Method target dates should be consistent with objective statements.

Example:	1. Conduct a pre-program observational survey on usage.	October 10, 19 __.
	2. Train all officers on the importance of correct safety belt usage and the need for positive enforcement.	November 1, 19 __.
	3. Conduct a minimum of 16 safety belt usage educational programs for business and community groups.	August 10, 19 __.
	4. Conduct post-program observational survey on usage.	October 15, 19 __.

1. Identify and collate responses from all segments of the survey population to identify commonalities of topic.
2. Compare survey responses to determine how expectations and perceptions from various segments of the survey population differ in respect to expressed beliefs and tenets of other respondents.
3. Develop an ad hoc council composed of representatives of the component segments of the EMS Community of the state to review and interpret the combined data resulting from the analysis of existing data. This Council will consist of representatives of:
 - A) The EMS Section of the Wisconsin Division of Health
 - B) The DHSS EMS Advisory Committee
 - C) The EMS Discipline of the Wisconsin Board of Vocational, Technical and Adult Education
 - D) The WBVTAE EMS Advisory Committee
 - E) The Office for Transportation Safety
 - F) The Wisconsin Chapter of the American College of Emergency Physicians
 - G) The Wisconsin EMT Association
 - H) The Wisconsin Paramedic Society
 - I) The Emergency Nurses Association
 - J) The Wisconsin Hospital Association
 - K) The Wisconsin Basic Trauma Life Support Committee
 - L) The Emergency Medical Services for Children Committee
 - M) The Wisconsin Division of the American Trauma Society
 - N) A representative of Native American Health Services
4. Prepare, in cooperation with the ad hoc council, a comprehensive report drawn from the available data dealing with the overall ability of the various components of the pre-hospital medical care community to communicate and effectively interact.
5. Prepare as part of the comprehensive report and in cooperation with the ad hoc council, recommendations directed toward the various component portions of the pre-hospital care community intended to improve areas of weakness, expand areas of strength, and to foster greater efforts toward communication, articulation and cooperation.
6. Print and distribute copies of the report to all:
 - A) Wisconsin based ambulance providers
 - B) Receiving hospitals
 - C) Wisconsin based EMT Training Centers
 - D) Members of the ad hoc council
 - E) Other Agencies, Organizations, and individuals as deemed appropriate by the ad hoc council

7. Make printing masters available to other organizations expressing an interest in distribution of the report as deemed appropriate by the ad hoc council.

METHODS: (Quantified)

1. Within two months of the starting date of the project: Aggregate and restructure as necessary data from existing evaluation project resources within the EMS Discipline of the Wisconsin Board of Vocational, Technical and Adult Education into a format capable of providing a combined analysis of all survey data responses;
2. Within one month of the starting date of the project: Identify and solicit participation of the various representatives to the ad hoc council;
3. Within three months of the starting date of the project: Conduct an initial formative meeting of the council to clearly identify its charge, define roles, and assign responsibilities of members;
4. Within five months of the starting date of the project: Conduct additional meetings of the ad hoc council as are necessary to review and analyze data and to develop a structured comprehensive report as indicated in the objectives section of this project;
5. Within six months of the starting date of the project: Print, and distribute the report and printing masters of the report as identified in the objectives section of this project.
6. At the conclusion of the project period: Develop, in cooperation with a state-wide committee, an action plan intended to provide an appropriate response to correcting deficits, sharing of data resulting in excellence, and providing educational opportunities which meet or exceed the expectations of the EMS providers of the state;
7. At the conclusion of the project period: Develop and file, as an addendum to the U.S. DOT NHTSA report, a summary report of all data, data comparison findings, and recommendations resulting from the evaluation project.

BUDGET SECTION

(Use additional pages as needed)

- D. Detail all cost categories in a budget line format, indicating federal, state, local or other funding sources. Only identified federal share costs are eligible for reimbursement.

PERSONAL SERVICES:

Salary - Educational Specialist III on project status for 1,040 hours @ \$12.659 per hour	\$13,165.39
Fringe benefits @ 31%	\$4,081.26

EQUIPMENT, MATERIAL AND SUPPLIES:

Printing & duplicating*	\$1,550.00
Mailing, facsimile & telephone costs*	\$1,422.00
General office supplies	\$250.00

OTHER DIRECT COSTS:

Travel, meals & lodging for ad hoc council members	
30 nights lodging @ \$47.00	\$1,410.00
50 days meal reimbursement @ \$25.60	1,280.00
6,000 miles @ \$.26	1,560.00

Total Budget estimate	\$24,718.65
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EVALUATION AND REPORTING SECTION

(Use additional pages as needed)

E. Determine how you will measure results of this contract. Indicate: (1) who will be responsible for evaluating the contract activities, (2) when you will submit progress reports, (3) what techniques you will use to measure contract results compared to the stated objectives.

1. The evaluation coordinator will file weekly itinerary reports indicating progress achieved in meeting the objective and methods portion of this project.

2. Timely reports will be provided the Office for Transportation Safety at regular intervals, at their discretion, during the course of the project period.

4. A summary of recommendations and the action plan developed to implement those recommendations will be provided the office for Transportation Safety following the conclusion of the project.

CONDITIONS SECTION

(Use additional pages as needed)

GENERAL:

1. **Records Retention:** All programmatic records shall be retained for a minimum of three years after contract termination. Fiscal records shall be maintained for a minimum of seven years.

2. **Single-Agency Audit:** All state and local governments that receive a total of \$100,000 or more in federal funds during a fiscal year shall have an organization-wide audit (P.L. 98-502). Please bring this requirement to the attention of your independent auditors.

3. **Minority Business Enterprises:** All minority business enterprises shall have the maximum opportunity to participate in agreements financed with federal funds. Applicant shall not discriminate on the basis of race, color, national origin, sex or handicap.

4. **Noncompliance:** Sanctions may be imposed by the Office of Transportation Safety for noncompliance with contract conditions. Sanctions may include, but are not limited to, withholding of payments or cancellation of the contract.

5. **Liability:** Neither the Wisconsin Department of Transportation nor the United States Department of Transportation can be held liable due to negligent acts of the applicant agency, its employee(s) or its agent(s).

6. Modifications:

A. Modifications to this contract, other than budget which become necessary shall be submitted in writing to the Office of Transportation Safety eight weeks prior to the anticipated change. Written approval from the Office of Transportation Safety shall be received by the applicant before proceeding with any proposed changes.

B. Budget modifications that do not exceed five percent of the approved amount in any federal share budget line may be made by the contract coordinator. Each increase must be offset by an equal reduction in other federal share budget lines. Budget changes shall not result in an increase to the maximum amount of funding approved for reimbursement in this contract. The Office of Transportation Safety shall be notified in writing when such changes are made.

SPECIAL:

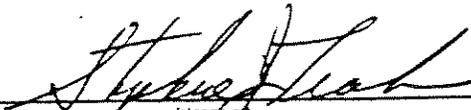
1. **Reimbursement:** Reimbursement shall be based upon actual expenditures that do not exceed each approved budget-line item within the contract. Costs incurred before or after the approved contract period are not eligible for reimbursement.

SIGNATURE PAGE

INDEX		COST CATEGORY	
	Page No.	Personal Services (salary)	\$ 13,165.39
Title Page	I	Fringe Benefits	\$ 4,081.26
Problem Section	1 to _____	Contractual Services	\$ _____
Objective Section	2 to _____	Equipment, Material and Supplies	\$ 3,22.00
Method Section	3 to 5	Other Direct Costs	\$ 4,250.00
Budget Section	6 to _____	TOTAL	\$ 24,718.65
Evaluation Section	7 to _____	FUNDING SOURCE	
Conditions Section	8 to _____	Federal Share	\$ 24,718.65
Signature Page	9	State Match	\$ in-kind
TOTAL PAGES	9	Local Match	\$ _____
		Other Match	\$ _____
		TOTAL	\$ 24,718.65

REVIEW - I have reviewed this contract.

Contract Coordinator

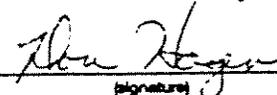
X  9/18/92
(signature) (date signed)
 Stephen J. Teale
(print name)

County/City Highway Safety Coordinator

X _____
(signature) (date signed)

(print name)

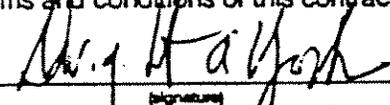
Office of Transportation Safety Program Manager

X  10-7-92
(signature) (date signed)
 DON HAGEN
(print name)

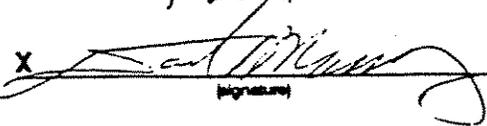
APPROVAL - I certify that I understand and agree to the terms and conditions of this contract.

Authorizing Official
(Dept. Dir., County Admin./Exec./ Board Chair, Mayor, Village President)

266-1770
(telephone area/number)

X  9/18/92
(signature) (date signed)
 Dwight A. York State Director
(print name) (print title)

WisDOT Transportation Safety Director

X  10-7-92
(signature) (date signed)

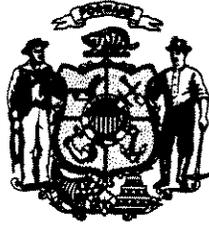
(print name)

State of Wisconsin

SENATE CHAIR

GARY R. GEORGE

Room 119 South
State Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: 266-2500



ASSEMBLY CHAIR

BARBARA J. LINTON

Room 127 South
State Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: 266-7690

JOINT COMMITTEE ON FINANCE

January 19, 1993

TO: Mr. James R. Klauser, Secretary
Department of Administration

FROM: Senator Gary R. George
Representative Barbara J. Linton
Co-Chair, Joint Committee on Finance

We have reviewed the request from the Department of Administration dated December 23, 1992, under ss. 16.505(2) and 16.515.

Please be advised that we have found no objections to it and accordingly, it is approved effective January 20, 1993.

GRG:BJL:lmr

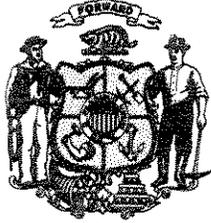
cc: Roger Grossman

State of Wisconsin

SENATE CHAIR

GARY R. GEORGE

Room 119 South
State Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: 266-2500



ASSEMBLY CHAIR

BARBARA J. LINTON

Room 127 South
State Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: 266-7690

JOINT COMMITTEE ON FINANCE

December 23, 1992

TO: JOINT COMMITTEE ON FINANCE MEMBERS

FROM: Senator Gary R. George
Representative Barbara J. Linton
Co-Chair, Joint Committee on Finance

Attached is a copy of a request from the Department of Administration dated December 23, 1992, under s. 16.515/16.505(2) of the statutes.

Please review this item and notify our office not later than Tuesday, January 19, 1993, if you have any concerns about the request or would like the Committee to meet formally to consider it.

Also, please contact us if you need additional information.

GRG:BJL:lmr

Attachments