



Southeastern Colorado Regional Emergency Trauma Advisory Council

Grantee: SECRETAC
Fiscal Year: July 1, 2011 – June 30, 2012
Funding Type: () System Improvement 603(3)c Funding
 (X) Additional RETAC Base 603(3)b Funding

Scope of Work

Project Summary

The FY11-12 Budget shall include a ten per cent increase (\$7,500) in operating funds.

Strategic Reference

The ten per cent increase in operational funding will provide the necessary increases in operational services.

Deliverables

SECRETAC will provide a annual budget and provide quarterly financial statements of all operational expenses.

Completion and Outcome Measures

SECRETAC will provide all required reports and documentation required by the grantor.

Itemized Budget

<u>Category</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Qty</u>	<u>Total</u>
Salary	NA			
Fringe Benefits	NA			
Contracted Staff / Services	NA			
Administration / Overhead	NA			

scopeofworkbaseincreaseoperations\$7,500FY11-12, EMTS reports

Expense				
Operating Expenses	<i>Providing a ten per cent operational increase on a annual basis</i>			\$7,500
Supplies	NA			
Rent	NA			
Utilities	NA			
Travel	<i>Includes coord. and council travel line items in operations</i>			
Training	NA			
Capital & Non-Operating	NA			
Total				\$7,500

Budget Narrative

The ten percent increase (\$7,500) is included in the FY11-12 Budget and is based upon the past fiscal operations expenses.

Attestation

I Rick Hartley certify that the information provided in this scope of work is correct to the best of my knowledge and funding awarded through this project will be managed in accordance with the terms of the purchase order or contract issued in conjunction with this scope of work.


 Authorized Agent
 Title

6/29/2011
 Date



Southeastern Colorado Regional Emergency Trauma Advisory Council

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Fiscal Year: July 1, 2011 – June 30, 2012
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Scope of Work

Project Summary

SECRETAC will develop a regional RMD/CQI program. Implement the RMD/CQI across the region and provide resources to all ambulance transport agencies who choose to be included in the program. Evaluate the RMD/CQI program with specific identified goals and objectives and provide the council, agencies and state with quarterly reports and recommendations

Strategic Reference

SECRETAC FY2011-13 Biennial Plan: Goal #4 Regional Medical Direction (RMD) & Continuous Quality Improvement (CQI):

Deliverables

1. Provide the EMTS Office with quarterly reports and all required documentation.
2. RMD/CQI will hold at a minimum quarterly meetings and provide meeting minutes of all meetings.
3. RMD/CQI will develop specific goals and objectives and provide them to the state, agencies and council.
4. RMD/CQI will develop a evaluation tool and provide a annual evaluation.

Completion and Outcome Measures

1. RMD/CQI will provide all required reports and documentation per requirements of the grantor.
2. RMD/CQI will develop and implement annual protocol review.
3. RMD/CQI will develop and implement specific goals and objectives of the CQI program for annual, short term (two year-biennial) and long-term goals.

Itemized Budget

<u>Category</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Qty</u>	<u>Total</u>
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Salary	NA			
Fringe Benefits	NA			
Contracted Staff / Services	<i>Dr. Kevin Weber, M.D. Regional Medical Director</i>			\$31,000
Administration / Overhead Expense	NA			
Operating Expenses	NA			
Supplies	NA			
Rent	NA			
Utilities	NA			
Travel	<i>RMD and CQI travel</i>			\$4,000
Training	NA			
Capital & Non-Operating	NA			
Total				\$35,000

Budget Narrative

1. RMD/CQI contractor to provide all required documents and reports
2. RMD/CQI contractor will provide a itemized travel accounting on a quarterly basis.
3. RMD/CQI contractor will provide report and analysis of regional priorities and programs to address RMD/CQI goals and objectives.
4. In-Kind: SECRETAC agencies will provide representatives and committee members for the CQI committee, local medical directors and the council at all meetings.

Attestation

I Rick Hartley certify that the information provided in this scope of work is correct to the best of my knowledge and funding awarded through this project will be managed in accordance with the terms of the purchase order or contract issued in conjunction with this scope of work.



Authorized Agent
Title

6/29/2011
Date