FY 2020 Flex EMS Supplement Project

End-of-Year Report

# Instructions

*The FY 2020 EMS Flex Supplement project will require an end-of-year report. Reports are due 90 days after the budget period end date.*

*Due November 30, 2021 Summary report of project activities and related measures for the past budget period (September 1, 2020 – August 31, 2021). Report should also include a brief summary of supplement spending for year two. Any additional questions can be directed to the EMS Supplement Lead (tchappel@hrsa.gov).*

These instructions outline the suggested format and content for the FY 2020 Flex EMS Supplement End-of-Year Report. Use the following sections, prepare the report in .docx or .pdf format, and upload the file to the Electronic Handbooks (EHB) reporting task. The report should be about five pages or so, including pictures and tables (work plan does NOT count toward the page limit).

The End-of-Year report is the only reporting requirement for the FY 2020 Flex EMS Supplement. PIMS will not have any questions regarding these projects. The information from these reports will be used to inform future program direction, identify best practices and promising interventions that can be shared with Flex program stakeholders.

Using these instructions, you are expected to describe the activities completed by participating rural EMS agencies and other partners.

# **Each of the sections listed below are required for your end-of-year report.**

# **End of Year Report Sections:**

## Purpose and Current Status

* Name the focus area (sustainable model or quality measure development) you are working on, and briefly describe the need your project is addressing.
* Include a description of where you are with your project.
  + Are you on track with your timeline or what you are doing to get back on track?
  + How many EMS agencies are currently participating in project activities (compared to the initial expectations)?
  + How much time and effort did EMS agencies need to put in to participate in FY20?

## Expenditures

* How much did you spend in FY20? Provide a table summarizing the spending for year two (include applicable carryover funds).
* Did you have unspent supplement funds remaining at the end of the budget period (use best estimate)?

## Work Plan

## Attach an up-to-date copy of the project work plan.

## Measures

* Provide a chart listing each outcome measure, as well as your baseline data, and the target/goal for each measure.
* Please keep in mind that each project must have at least 1-3 outcome measures.
* Your up-to-date FMT tracking tool can be submitted to fulfill the above requirements.

## Barriers and Lessons Learned

* What barriers have you faced related to the implementation of this project (in year 2)?
  + Of these barriers, which two (up to two) posed the most significant challenges?
* What are your lessons learned from this project that would be useful to other states that want to implement something similar in the future?

Recommendations (optional)

* What are your preliminary recommendations/observations regarding implementation?
  + For example, do you have any lessons learned related to development, planning, implementation, engaging partners, or engaging rural EMS agencies that could be useful for other Flex programs?
* Do you recommend this project for other Flex programs? Discuss why or why not.

# State Flex Profile

* We plan to share your Purpose and Partners sections of this report on your [State Flex Profile](https://www.ruralcenter.org/tasc/flexprofile).
  + TASC will work with each program to ensure consistency on your State Flex Profile. Having TASC use this information to update your State Flex Profile reduces your burden of updating later in the year. If you opt out, you will be requested by TASC to provide an update later this year. The State Flex Profiles are some of the most frequently accessed pages on the TASC website. Key partners and the public want to know the great work you are doing to benefit the rural communities in your state through the Flex Program!
* **If you choose to opt-out of sharing, please include a statement at the end of your report.**