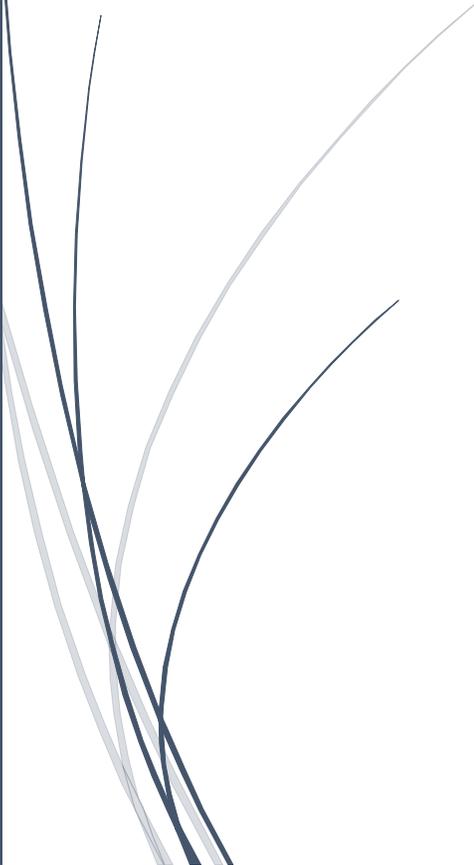2/1/2016

Military to Civilian EMS Workforce Project

DATA DEFINITIONS DEVELOPMENT

Data Definitions Working Group
NATIONAL ASSOCIATION OF STATE EMS OFFICIALS

Contents

National Highway Traffic Safety Administration

Cooperative Agreement Project for

Military to Civilian EMS Transition:

EMS Workforce Data Definitions

1. Introduction

The National Association of State EMS Officials (NASEMSO), in partnership with and support from the National Highway Traffic Safety Administration (NHTSA), Office of Emergency Medical Services (OEMS), has undertaken a major project to improve the transition from military to civilian employment environments for those with military EMS roles, and to more efficiently employ those EMS professionals with military spouses whose lives are transient in nature. As a part of this overall Project, NASEMSO is charged with augmenting an already existing compendium of EMS workforce data definitions to better enable the military to civilian EMS transition.

Between 2008 and 2011, NHTSA OEMS, focused attention on the adequacy of the emergency medical services workforce to meet the needs of EMS systems around the country. One resulting publication of this time, the *Emergency Medical Services Workforce Agenda for the Future*, called for "well educated, adequately prepared and appropriately credentialed EMS workers" in sufficient numbers to serve all EMS systems. Another, the *EMS Workforce for the 21st Century: A National Assessment*, concluded that data available at the time were insufficient for workforce planning. A third, the *National Emergency Medical Services Data Definitions*, sought to address this system inadequacy.

In 2012, 10,000 active duty, Guard, and reserve members of the military in healthcare support occupations separated from military service. An emergency medical technician certification is one of the ten most common credentials with which separating military return to civilian life. Clearly, there is great potential for integration of these skilled healthcare providers into EMS systems across the country to address the needs identified by the *Workforce Agenda*.

The Project's Data Definitions Work Group (DDWG) was formed to identify and define the data definitions pertinent to military to civilian transition of EMS workforce members to supplement the data definitions already found in the *National Emergency Medical Services Workforce Data Definitions* publication (Table A, below).

For this technical data work with policy implications, a mix of EMS and military policy leaders and EMS data experts were invited to join the DDWG. The DDWG participants are listed in Appendix 1.

The DDWG met in Alexandria, Virginia on March 10 and 11, 2015. In advance of the meeting, members were asked to review the EMS workforce and data definitions materials described above. The agenda for the DDWG meeting may be found in Appendix 2.

In short, the DDWG was asked to brainstorm what information its members felt would be important in enhancing the military/civilian EMS transition and spouse enablement challenges. They then defined the data elements that would need to exist to provide that information.

In section 2, below, is the product of the brainstorming exercise. Section 3 contains the resulting data elements and their definitions. Again, these data elements are intended to supplement the EMS workforce definitions found in the Summary Table of National EMS Workforce Definitions, and are expressed in the format of those elements as described in the Date Definitions Format Table. Both tables are below.

Table A	Summary Table of National EMS Workforce Definitions	
Category	**Essential**	**Desirable but not essential**
Employment at Agency	Personnel's service status [1.1.E] EMS practice level [1.2.E] Primary EMS Job Responsibilities [1.3.E] Current staff member [1.4.E] Other Job Responsibilities [1.5.E]	Service status date [1.6.D] Hours on-duty in past 4 weeks [1.7.D] Hours on-call in past 4 weeks [1.8.D] Total length of EMS service at agency [1.9.D] Date length of service documented [1.10.D]
Individual Characteristics	State EMS licensure level [2.1.E] State licensure date (initial) [2.2.E] State EMS licensure end date [2.3.E] National Registry certification level [2.4.E] National Registry certification date [2.5.E] Date of birth [2.6.E] Sex [2.7.E] Ethnicity [2.8.E] Race [2.9.E] Primary Affiliation [2.10.E]	Secondary Affiliation [2.11.D] U.S. Citizenship [2.12.D] Highest earned degree [2.13.D] Major Field of Study [2.14.D] Motor Vehicle Licenses [2.15.D] Foreign language reading ability [2.16.D] Foreign language writing ability [2.17.D] Foreign language speaking ability [2.18.D] Helicopter or Private Pilot's license [2.19.D] Vaccinations: Tetanus, Diptheria, Pertussis [2.20.D] Vaccinations: Hepatitis A [2.21.D] Vaccinations: Hepatitis B [2.22.D] Vaccinations: Measles, Mumps, Rubella (MMR) [2.23.D] Vaccinations: Influenza [2.24.D] State of Residence [2.25.D] State licensure ID number [2.26.D] Date of agency affiliation [2.27.D] Education Program Accreditation/Approval [2.28.D] Continuing Education Course Completions [2.29.D]
EMS Education Program Characteristics	Education Program Accreditation/Approval, by level [3.1.E] Education Program Completers, by level [3.2.E]	Total Experience [3.3.D] Continuing Education Course Authorization [3.4.D] Enrollment, by level [3.5.D] Education Program Certified Graduates, by level [3.6.D] Continuing Education: Refresher Course Completers, by level [3.7.D] Continuing Education: Other Course Completers, by level [3.8.D]
Agency Characteristics	EMS Organizational Type [4.1.E] EMS Organization Tax Status [4.2.E] Primary Type of Service [4.3.E] Other Types of Service [4.4.E] Level of EMS Service [4.5.E] Organization Status [4.6.E] Typical Staffing Configuration for 911 Ambulance Response [4.7.E] Typical Staffing Configuration for 911 Non-Ambulance Response [4.8.E] Typical Staffing Configuration for Scheduled Patient Transport [4.9.E] Service Area Zip Codes [4.10.E] Agency New Hires, by level [4.11.E] Agency Leavers, by level [4.12.E] Agency Current Staffing, by level [4.13.E] Starting Salary, by level [4.14.E] Starting Volunteer Compensation, by level [4.15.E] Benefits rate [4.16.E] Employee Benefits [4.17.E] Volunteer Benefits [4.18.E] Call Volume: Transports [4.19.E] Call Volume: 911 EMS responses [4.20.E] Call Volume: Advanced Life Support (ALS) Responses [4.21.E] Call Volume: Basic Life Support (BLS) responses [4.22.E] Job Related Illness and Injury (time lost) [4.23.E]	Agency Name [4.24.D] EMS Agency Number [4.25.D] Agency State [4.26.D] Total 911 Emergency Service Area Size [4.27.D] Total 911 Emergency Service Area Population [4.28.D] Major Funding Source [4.29.D] Agency Anticipated Vacancies, by level [4.30.D] Overtime Hours (paid), by level [4.31.D] Work Shift Length, by level [4.32.D] On call hours per shift, by level and employment status [4.33.D] Number of Work Shifts [4.34.D] Agency policy: Annual physical [4.35.D] Agency policy: Tobacco smoking [4.36.D]

Table B	National EMS Workforce Data Definitions Formatting

From the *National Emergency Medical Services Workforce Data Definitions* document. This dictates the format used for the military-related data definitions below.

Layout and Format of National EMS Workforce Data Definitions

This document is organized into two main sections:

(1) Definitions of EMS workforce data elements whose collection is <u>essential</u> for workforce planning and reporting at both a national and local level are listed on pages 2 - 19.

(2) Definitions of EMS workforce data elements whose collection is <u>desirable but not essential</u> for workforce planning and reporting are listed on pages 20 - 35.

Within each of the two main sections are four categories of definitions:

(1) Employment at Agency

(2) Individual Characteristics

(3) EMS Education Program Characteristics

(4) Agency Characteristics

The probable provider(s) of the data elements follow each of these categories.

Within each category, every data element and its definition are enclosed in a text box. The following format is used:

Data element name followed by an alphanumeric identifier in brackets

Definition of Data Element

Allowed Responses

Extended definition (when needed)

2. What Would We Like to Know?

The first exercise of the DDWG meeting, after setting the objectives for the Project and the DDWG itself, was to split the group into two smaller groups to brainstorm the types of information that would help State EMS offices and others better understand and manage the military to civilian EMS transition and military spouse EMS enablement challenges.

For the purpose of this document, and consistent with National EMS Workforce Data Definitions document, the terms "licensed" and "certified" have the following meanings (from the 2007 *National EMS Scope of Practice, page 11) accessed on 6/15/15 at* https://www.nremt.org/nremt/downloads/Scope%20of%20Practice.pdf :

"…an individual may only perform a skill or role for which that person is:
•educated (has been trained to do the skill or role), AND
•certified (has demonstrated competence in the skill or role), AND
•licensed (has legal authority issued by the State to perform the skill or role), AND
•credentialed (has been authorized by medical director to perform the skill or role)."

It is recognized that state EMS offices may use the term "certified" to mean "licensed" in the sense expressed above.

The following are the questions that were identified, and are listed in no particular order. Existing data elements cited may be found in Table A, on page 4, while new data elements may be found in Table C, on Page 10.

What is the time period from the military medic's discharge from service date to the date of EMS licensure?

This requires existing data element 2.2.E "State licensure date [initial]" and new data element "Date of Military Discharge" [2.a.E]. This can be found on the applicant's Report of Separation (military form DD214).

Following discussion at the DDWG meeting and a subsequent stakeholders meeting, it was noted that the DD214 is the authoritative separation document for military service. It may not be issued immediately upon separation, with delays of up to 90 days. Some Reserve and Guard members may have multiple DD214s because they receive one after each deployment and separation. Other forms of separation document exist. For instance, Army Regulation 635-5 lists the following:

(1) DD Form 214 WS (Certificate of Release or Discharge from Active Duty Worksheet).

(2) DD Form 214 (Certificate of Release or Discharge from Active Duty).

(3) DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty).

(4) DD Form 220 (Active Duty Report). (5) DD Form 256A (Honorable Discharge Certificate).

(6) DD Form 257A (General Discharge Certificate Under Honorable Conditions).

(7) DD Form 363A (Certificate of Retirement).

(8) DD Form 2542 (Certificate of Appreciation For Service in the Armed Forces of the United States).

(9) DA Forms 3891 (Certificate of Appreciation for Wives of Retiring U.S. Army Personnel).

(10) DA Form 3891-1 Certificate of Appreciation for Husbands of Retiring U.S. Army Personnel).

(11) DA Form 5332 (Certificate of Appreciation for Wives of Retiring Army Active Reserve Status Personnel).

(12) DA Form 5332-1 (Certificate of Appreciation for Husbands of Retiring Active Reserve Status Personnel).

When the DD214 is referred to below, it includes the understanding that one of these other forms of separation documentation may be employed in the absence of a DD214 per state EMS policy.

What is the elapsed time from the applicant's first licensure application received by the state EMS office to receipt of a complete application?

This requires two new data elements: "Date Application Received" [2.b.E] and "Date Application Deemed Complete" [2.c.E].

What are reasons for an individual to 'withdraw' from an EMS training program?

This requires a new data element: "Cause of Training Program Withdrawal" [2.d.E]. The values were taken from the Retention Survey instrument of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

What is the elapsed time from the state EMS office's receipt of a complete application to license being issued?

This requires existing data element 2.2.E "State licensure date [initial]" and new data element "Date Application Deemed Complete" [2.c.E]. It was felt that it would be useful to collect this information for each level of licensure.

What are the causes of delay in state EMS office application processing for military applicants?

Generalizable to all applicants, this question helps to identify means for streamlining the application process for one class of applicant such as veterans, or all classes. There are myriad causes for delay as described in a study by the Idaho state EMS office. These can be grouped into six general causes which form the values for new data element: "Cause of Delay in Application Processing" [2.e.E]. All are described in the element below.

What are the causes for a state EMS office's rejection of an applicant's licensure application?

The Texas Administrative Code for EMS lists dozens of reasons why an applicant might be denied licensure. New data element "Cause for Application Rejection" [2.f.E] summarizes these in the values listed.

Why do licensees decide not to renew their EMS licensure?

New data element "Cause for Licensee Non-renewal" [2.g.D] was created to track this. The values are derived from the CoAEMSP Retention Survey instrument cited previously. The DDWG felt that it would be useful to collect this information for each level of licensure.

How many military medics are hired within a year after obtaining initial state EMS licensure? Also, how long does it take from the military medic's discharge from service to their affiliation date with an agency?

The first requires existing data elements 2.2.E "State licensure date [initial]" and 2.27.D "Date of agency affiliation". The DDWG felt it would be useful to collect this information for each level of licensure. The second also requires new data element "Date of Military Discharge" [2.a.E]. This can be found on the applicant's Report of Separation (military form DD214 or related documents listed above).

For the purpose of this discussion, how are we going to define volunteer versus career employment status, EMS organization types, and EMS job responsibilities?

There was significant discussion about the organization of data elements in the EMS Workforce Data Definitions document versus those found in NEMSIS Version 3. In the volunteer versus career area, it was decided that either the "dPersonnel 31" NEMSIS data element and the "Personnel's service status" [1.1.E] existing workforce data element were adequate and interchangeable. Likewise, "dAgency 13" and "EMS Organizational Type" [4.1.E] for the organization type. For the EMS job responsibilities, however, it was felt that the NEMSIS "dPersonnel 34" approach, which combines the "Primary job responsibilities" listed in existing Workforce Data Definition 1.3.E and "Other job responsibilities" listed in 1.5.E was more efficient. So, new data element "EMS Job Responsibilities" [2.n.E] was created to do that.

What is geographic service area of an individual's EMS practice?

There is interest in knowing where military medics transition to civilian practice in a state, and this might be useful for other classes of EMS providers as well. A new data element was created from related NEMSIS Version 3 elements: "Geographic Practice Area" [2.k.E]. The values utilized depend on the need of the agency (state, county, census tract, or zip code).

What is the number of licensees who advance to a higher level of licensure and/or specialty certification?

This derived from a discussion about the number of military EMS personnel who transition to civilian EMS roles and then increase their licensure because their military level of practice was not accommodated by state licensure requirements or for other reasons. This created two new data elements: "Licensure Change" [2.l.E] and "Specialty Credential Change" [2.m.D].

What do state EMS officials need to know about military EMS service?

In order to make decisions about licensure process and making it more efficient for military EMS personnel, certain information about the applicant's military EMS background and the documentation he or she may be supplying is useful. The following data elements were created as a result:

- "Military Status" [2.h.E] – is the applicant a veteran, spouse or otherwise military related?

- "Branches of Military Service" [2.i.E] – with what branch of the military is/was the applicant affiliated?
- "Military Separation/Discharge Type" [2.j.E] – what was the applicant's separation status?
- "Military EMS Job Classification" [2.o.E] – what was the applicant's military EMS job?
- "Military Separation/Discharge Document" [2.p.E] – what type of experience, credentialing, and training documentation will the military applicant likely offer?
- "Military Criminal History" [2.q.E] – has such history been reported to the National Registry of EMTs?

What is the number of EMS military members separating by state?

It was recommended that this data be requested from the Department of Defense via NHTSA's Office of EMS. It was felt that this is essential information for understanding the size and scope of the military to civilian EMS transition issue. It was felt that it would be useful to have this information by the "Military Status" [2.h.E] values (such as spouse or veteran).

Is it possible to create a military education versus national EMS education standards cross-walk?

It was felt that this would be immensely helpful particularly educational for programs that did not result in National Registry of EMTs certification. One partial crosswalk, done by Solid, was considered. No data elements resulted from this discussion.

Who accredits military EMS education programs?

This discussion identified military EMS education accrediting bodies, some approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). There is only one currently accredited, the Joint Special Operations Medical Training Center at Fort Bragg, North Carolina. This resulted in a new data element: "Military Education Program Accreditation/Approval, by level" [3.a.E].

What streamlining options are employed by states for military EMS licensing?

This was a broadly encompassing discussion that considered other questions, such as "what does NREMT certification buy an applicant and how useful is it in the licensure process?"; "what are the elements of credential portability and reciprocity?"; and "what is the potential impact of the Mark King Initiative in this issue?" It did result in two new data elements: "Licensure Streamlining Options" [5.a.E] and "Unintended Consequences of Streamlining" [5.b.D]. The latter recognizes that by creating shortcuts in licensing, a state EMS agency may inadvertently create bias against someone seeking employment (e.g. marking the person as a military spouse likely to be a short-term employee before moving away).

It also suggested that a fifth category of data elements be added to the four in the EMS workforce data definitions: State EMS System Characteristics.

What incentives are used to encourage military/spouse hiring in EMS?

This suggested a new data element that would encourage the collection of such practices: "Incentives Used for Military EMS Hiring" [5.c.D].

3. New Data Definitions

Table C	New Military-Related National EMS Workforce Data Definitions

Category	Essential	Desirable But Not Essential
Employment at Agency Characteristics	None	None
Individual Characteristics	• Date of Military Discharge [2.a.E] • Date Application Received [2.b.E] • Date Application Deemed Complete [2.c.E] • Cause of Training Program Withdrawal [2.d.E] • Cause of Delay in Application Processing [2.e.E] • Cause for Application Rejection [2.f.E] • Military Status [2.h.E] • Branches of Military Service [2.i.E] • Military Separation/Discharge Type [2.j.E] • Geographic Practice Area [2.k.E] • Licensure Change [2.l.E] • EMS Job Responsibilities [2.n.E] • Military EMS Job Classification [2.o.E] • Military Separation/Discharge Document [2.p.E] • Military Criminal History [2.q.E]	• Cause for Licensee Non-renewal [2.g.D] • Specialty Credential Change [2.m.D]
EMS Education Program Characteristics	• Military Education Program Accreditation/Approval, by Level [3.a.E]	
Agency Characteristics	None	None
State EMS System Characteristics	• Licensure Streamlining Options [5.a.E]	• Licensure Streamlining Unintended Consequences [5.b.D] • Incentives Used for Military EMS Hiring [5.c.D]

This table contains all of the military-related workforce data elements resulting from DDWG discussions. The determination of "Essential" versus "Desirable" was made following group polling. Of the four original Workforce data element characteristics categories, only two, Individual and EMS Education Program Characteristics, were felt by the DDWG to have a bearing on this military-related discussion. A fifth however, State EMS System Characteristics, was also felt to be necessary to capture state EMS efforts at accommodating military-related personnel licensure.

Individual Characteristics

Source: Usually from the Individual applicant or licensee, with other documentation available through: Military Report of Separation (Form DD214 or other sources and caveats as described above), Joint Services Transcript (JST), State EMS Office, National Registry of EMTs (military criminal background report), or the Individual's EMS agency.

Date of Military Discharge [2.a.E]

The individual's date of separation/discharge from military service:

Date

Date Application Received [2.b.E]

The date that an EMS licensure applicant's application is first received by the state EMS office:

Date

Date Application Deemed Complete [2.c.E]

The date that the state EMS office judges an EMS licensure applicant's application to be complete:

Date

Cause of Training Program Withdrawal [2.d.E]

Cause of an individual's withdrawing from an EMS training program:

Academic
Personal
Financial
Health
Disciplinary
Other
Not Applicable

Note: Response categories derived from "Standardized Progress Report – Retention". Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. http://coaemsp.org/Forms.htm . Accessed 3/15.

Cause of Delay in Application Processing [2.e.E]

Causes contributing to delay in the processing of an EMS licensure application from "Date Application Received" (2.b.E/D) to "State Licensure Date (Initial" (2.2.E):

Applicant/Patrons
EMS Office Personnel/Related People
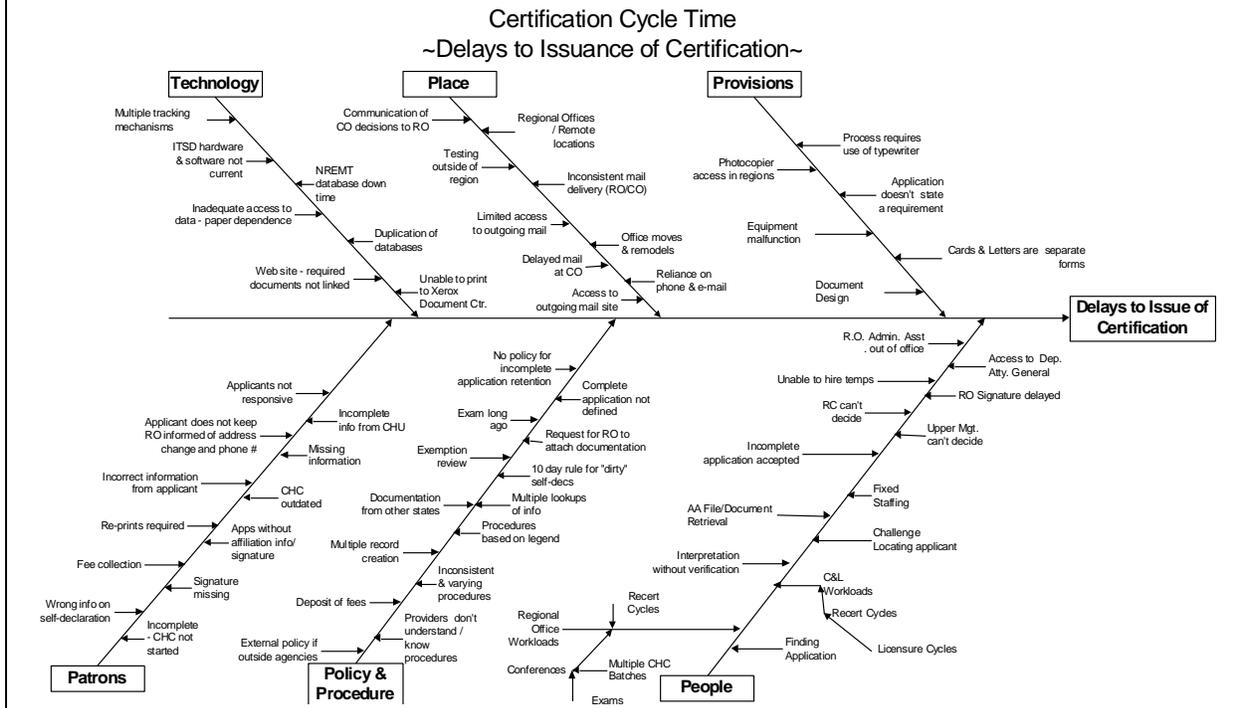*Technology*
Place
Provisions
Policy & Procedure
Other
Not Applicable

Note: Idaho EMS Study further categorizes detailed causal issues, below, into the six general categories above. The individual may not be aware of cause, requiring EMS office to be source. A specific part of an application process (e.g. background check) may introduce delay for a number of the causes listed.

Certification Cycle Time
~Delays to Issuance of Certification~

Technology
- Multiple tracking mechanisms
- ITSD hardware & software not current
- NREMT database down time
- Inadequate access to data - paper dependence
- Web site - required documents not linked
- Duplication of databases
- Unable to print to Xerox Document Ctr.

Place
- Communication of CO decisions to RO
- Regional Offices / Remote locations
- Testing outside of region
- Inconsistent mail delivery (RO/CO)
- Limited access to outgoing mail
- Office moves & remodels
- Delayed mail at CO
- Reliance on phone & e-mail
- Access to outgoing mail site

Provisions
- Process requires use of typewriter
- Photocopier access in regions
- Application doesn't state a requirement
- Equipment malfunction
- Cards & Letters are separate forms
- Document Design

Delays to Issue of Certification

Patrons
- Applicants not responsive
- Applicant does not keep RO informed of address change and phone #
- Incorrect information from applicant
- Re-prints required
- Fee collection
- Wrong info on self-declaration
- Incomplete info from CHU
- Missing information
- CHC outdated
- Apps without affiliation info/ signature
- Signature missing
- Incomplete - CHC not started

Policy & Procedure
- No policy for incomplete application retention
- Complete application not defined
- Exam long ago
- Request for RO to attach documentation
- Exemption review
- 10 day rule for "dirty" self-decs
- Documentation from other states
- Multiple lookups of info
- Multiple record creation
- Procedures based on legend
- Inconsistent & varying procedures
- Deposit of fees
- Providers don't understand / know procedures
- External policy if outside agencies

People
- R.O. Admin. Asst . out of office
- Access to Dep. Atty. General
- Unable to hire temps
- RO Signature delayed
- RC can't decide
- Upper Mgt. can't decide
- Incomplete application accepted
- Fixed Staffing
- AA File/Document Retrieval
- Challenge Locating applicant
- Interpretation without verification
- C&L Workloads
- Recert Cycles
- Licensure Cycles
- Finding Application
- Recert Cycles
- Regional Office Workloads
- Conferences
- Multiple CHC Batches
- Exams

Cause for Application Rejection [2.f.E]

Reasons why a state EMS office may reject an individual's application for EMS licensure (denying licensure until cause is addressed to the satisfaction of the state EMS licensing body):

Incomplete application
Failure of criminal background check (including known military discharge status and legal actions)
Failure to qualify as Medicare/Medicaid provider
History of previous licensure action or proof of history of performance or actions which would have been cause for licensure action*
Other
Not Applicable

An "incomplete application" may include a variety of lapses such as incomplete information on the application, missing certifications of training/education, missing proof of test completion, missing licensure fee payment, or missing EMS agency affiliation proof.

Military infractions and Article 31 (court marshal) actions may or may not be evident.

* Note: An example of a comprehensive list of types of performance or actions which might constitute such a history can be found in Texas Administrative Code: Title 25, Part 1, Chapter 157, Subchapter C, Rule Sections 157.36 and 157.37 which may be found at, respectively:

- http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_plo

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Cause for Licensee Non-renewal [2.g.D]

Cause of an individual EMS licensee's decision to not seek EMS license renewal:

Renewal Requirements
Personal
Financial
Health
Failure to qualify as Medicare/Medicaid provider
Disciplinary
Other
Not Applicable

Note: Response categories adapted from "Standardized Progress Report – Retention". Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. http://coaemsp.org/Forms.htm . Accessed 3/15.

Military Status [2.h.E]

Individual's status with regard to military service:

Veteran - Someone who is separated from military service
Active Component – full time service member
National Guard
Reserve
Spouse

Veteran - someone who was discharged/separated from military service
Active Component – full time service member
National Guard – member of a National Guard unit
Reserve – member of a reserve unit
Spouse – spouse of an active component service member

Branches of Military Service [2.i.E]

The specific branch with which an individual may be/have been affiliated:

Army Component 1 - Active
Army Component 2 - Army National Guard
Army Component 3 - Army Reserve
Air Force - Air National Guard
Air Force - Reserve
Navy
Navy – Marines
Navy – Marine Special Operations Component
Navy – Marine Reserve
Coast Guard
Coast Guard - Reserve

Note: Title 10 (federal government controlled) and Title 32 (state government controlled) status differs.

Military Separation/Discharge Type [2.j.E]

Classification basis of an individual's separation/discharge from military service*:

Honorable Discharge
General Discharge
Other Than Honorable Discharge
Bad Conduct Discharge
Dishonorable Discharge
Officer Discharge
Entry Level Separation

Honorable Discharge - If a military service member received a good or excellent rating for their service time, by exceeding standards for performance and personal conduct, they will be discharged from the military honorably. An honorable military discharge is a form of administrative discharge.

General Discharge - If a service member's performance is satisfactory but the individual failed to meet all expectations of conduct for military members, the discharge is considered a general discharge. To receive a general discharge from the military there has to be some form of nonjudicial punishment to correct unacceptable military behavior. A general military discharge is a form of administrative discharge.

Other Than Honorable Conditions Discharge - The most severe type of military administrative discharge is the Other Than Honorable Conditions. Some examples of actions that could lead to an Other Than Honorable Discharge include security violations, use of violence, conviction by a civilian court with a sentence including prison time, or being found guilty of adultery in a divorce hearing (this list is not a definitive list; these are only examples).

Bad Conduct Discharge - The Bad Conduct Discharge is only passed on to enlisted military members and is given by a court-martial due to punishment for bad conduct. A Bad Conduct discharge is often preceded by time in military prison.

Dishonorable Discharge - If the military considers a service members actions to be reprehensible, the general court-martial can determine a dishonorable discharge is in order. Murder and sexual assault are examples of situations which would result in a dishonorable discharge.

Officer Discharge - Commissioned officers cannot receive bad conduct discharges or a dishonorable discharge, nor can they be reduced in rank by a court-martial. If an officer is discharged by a general court-martial, they receive a Dismissal notice which is the same as a dishonorable discharge.

Entry Level Separation - If an individual leaves the military before completing at least 180 days of service, they receive an entry level separation status. This type of military discharge can happen for a variety of reasons (e.g. medical, administrative) and is neither good nor bad.

Geographic Practice Area [2.k.E]

The geographic area(s) in which an individual EMS licensee practices:

Values as selected for use from NEMSIS Version 3.4.0 (Build 150302)
http://www.nemsis.org/media/nemsis_v3/v3.4.0.150302/DataDictionary/DEMEMS/DataDictionary/index.html
Accessed 4/15:

dAgency.05 – EMS Agency Service Area States
dAgency.06 – EMS Agency Service Area County(ies)
dAgency.07 – EMS Agency Service Area Census Tracts
dAgency.08 – EMS Agency Service Area Zip Codes

Licensure Change [2.l.E]

An individual EMS licensee's change in license status from initial licensure to current licensure in the State:

EMT to AEMT
EMT to Paramedic
AEMT to Paramedic
Paramedic to AEMT
Paramedic to EMT
AEMT to EMT
Other
Not Applicable

Specialty Credential Change [2.m.D]

An individual EMS licensee's change in specialty credentialing as recognized by the State since initial licensure:

Community Paramedic (or similar primary care practitioner)
Critical Care Paramedic (or similar mobile critical care practitioner)
Tactical Paramedic (or similar practitioner)
Wilderness EMT/Paramedic (or similar practitioner)
Other
Not Applicable

Note: While new national exams exist for some specialty training, there are no accrediting bodies for training in these areas. This leaves definition of these license "add ons" up to each state EMS office.

EMS Job Responsibilities [2.n.E]

An individual EMS licensee's job responsibilities:

Administrator/Manager
Driver/Pilot
Educator/Preceptor
Patient Care Provider
Law Enforcement
Fire Suppression
First-Line Supervisor
Rescue
Other

Administrator/Manager - A person whose primary role is the management and direction of an organization providing EMS services.
Driver/Pilot – A person who operates a car, truck, boat, aircraft or other motorized vehicle as a public safety, EMS, or related mobile responder at their agency.
Educator/Preceptor - A person whose responsibilities at this organization include direct involvement in the training of individuals enrolled in an approved or accredited EMS training course or providing continuing education required for maintenance of licensure.
Patient Care Provider - A person who is trained and licensed to provide EMS services to patients and whose responsibilities at their agency include the provision of these services.
Law Enforcement (Police) - A person who is trained and credentialed to perform law enforcement (police) services and whose responsibilities at their agency include the performance of these services.
Fire Suppression - A person who is trained and credentialed to perform fire suppression services and whose responsibilities at their agency include the performance of these services.
First-line Supervisor - A person who directly supervises individuals providing EMS services.
Rescue – A person who is trained and credentialed to perform rescue services and whose responsibilities at their agency include the performance of these services.
Other – A person whose primary EMS role at their agency is not listed above.

Note: This consolidates 1.3.E and 1.5.E, is based on NEMSIS Version 3.40 data element dPersonnel.34, and is intended for individuals to check all that apply.

Military EMS Job Classification [2.o.E]

Military classification for an individual's EMS-related job:

Army *68W (and additional skill identifiers)*
Army 18D
Air Force 4NOX1 (and additional job identifiers)
Air Force SEI (with additional identifiers)
Air Force FES
Air Force PJ (pararescue)
Navy HM (Hospital Corpsman and additional skill identifiers)

Army 68W - The 68W combat medic, or, more officially, the Army health care specialist, must complete basic combat training before assignment to Advanced Individual Training (AIT) courses. During AIT, training emphasizes cardiopulmonary resuscitation and basic Emergency Medical Technician skills. Once certified in these two disciplines, advanced training in healthcare tasks specific to the Army are mastered. The military medic's 68W designation is often classified further such as a 68WF6 representing an Army flight medic, and a 68WW1 being a special operations combat medic. **Army 18D** - The Army special operations medical sergeant employs conventional and unconventional warfare tactics and techniques in providing medical care and treatment.

Air Force 4NOX1[1] - Aerospace medical service: Plans, provides, and evaluates routine patient care and treatment to include flying and special operational duty personnel. Organizes the medical environment, performs and directs support activities in-patient care situations, including contingency operations and disasters. Other classes exist within this category such as 4NOX1C -Independent Duty Medical Technician, and 4NOX1F – Flight and Operational Medical Technician. **Air Force SEI** - "Special Experience Identifiers" attach special job responsibilities such as SEI 455 - Special Operations Command Medics and SEI 456 - National Registry Paramedic. **Air Force FES**[2] **–** Fire Emergency Service technicians may be trained to the Emergency Medical Responder or EMT level, or higher in Guard and Reserve units with outside training. **Air Force PJ** (pararescue) - The PJs are responsible for providing emergency medical services to airmen, soldiers and civilians in both peacetime and combat.

Navy HM[3] **–** Hospital Corpsmen perform duties as assistants in the prevention and treatment of disease and injury and assist health care professionals in providing medical care to Navy people and their families. There are 41 Naval Enlisted Classifications in HM (e.g. HM-841 Search and Rescue Medical Technician

All accessed 4/15:
1- http://static.e-publishing.af.mil/production/1/af_sg/publication/cfetp4n0x1-b-c/cfetp4n0x1-b-c.pdf
2- http://static.e-publishing.af.mil/production/1/ang/publication/afi32-2001_angsup_i/afi32-2001_angsup_i.pdf
3- http://usmilitary.about.com/od/navynecs/a/hm.-urt.htm . Accessed 4/15.

Military Separation/Discharge Document [2.p.E]

Separation/discharge document that contains information on an individual's EMS job and/or training history during military service:

DD214
JST
Other

DD214 – Defense Department form 214 is an individual's Report of Separation and contains information such as[1]:
- Date and place of entry into active duty
- Home address at time of entry
- Date and place of release from active duty
- Home address after separation
- Last duty assignment and rank
- Military job specialty
- Military education
- Decorations, medals, badges, citations, and campaign awards
- Total creditable service
- Foreign service credited
- Separation information (type of separation, character of service, authority and reason for separation, separation and reenlistment eligibility codes)

JST – The JST, or Joint Services Transcript, contains[2]:
- Personal service-member data
- Military course completions with descriptions
- Military experience
- College-level test scores
- Other learning experiences
- A summary page, with Service-members Opportunity Colleges Course Category Codes
- An academic institution courses page (Army excluded).

1 – Accessed 3/15: http://dd214.us/
2 – Accessed 4/15: http://www.acenet.edu/news-room/Documents/Joint-Services-Transcript-Brochure.pdf

Military Criminal History [2.q.E]

Report of criminal activity during military service to National Registry of EMTs:

Yes
No

EMS Education Program Characteristics

Probable source: Education program staff. Commission on Accreditation of Allied Health Education Programs.

Military Education Program Accreditation/Approval, by level [3.a.E]

The organization's authorization for providing education, for each certification level (Emergency Medical Responder, Emergency Medical Technician, Advanced Emergency Medical Technician, and Paramedic)**:**

Army Medical Department Center and School (AMEDD C&S)
Air Force Medical Operations Agency (AFMOA)
Navy Bureau of Medicine and Surgery (BUMED) Education Operations
None

State EMS System Characteristics

Probable Source: State EMS office staff, Department of Defense.

Licensure Streamlining Options [5.a.E]

Mechanisms used by a state EMS office to expedite the licensing of military applicants:

Move to front of line
Deemed status
Automatic reciprocity
Temporary licensure
Other
None

Move to front of line – Military applicant's application is put ahead of all but other military applicants' applications in the order processed.
Deemed status – An applicant's military training, job status, or other credentials are deemed sufficient to grant the applicant credit for a licensing requirement or to grant the applicant a level of licensure. National Registry of EMTs certification is often the basis for deemed status.
Automatic reciprocity – Based on the applicant's military EMS job classification, a level of licensure is automatically granted for a designated period of time.
Temporary/provisional licensure – By virtue of deemed status or automatic reciprocity, the applicant is granted a level of licensure for a period of time to enable the applicant to meet certain licensure requirements.

Licensure Streamlining Unintended Consequences [5.b.D]

Unintended consequences of streamlining the licensure process for military personnel:

Licensee identified as short term employment prospect
Overlook gaps in experience
Overlook gaps in education
Allowed to take test for which should be ineligible
Personal
Other
None

Incentives Used for Military EMS Hiring [5.c.D]

Incentives used to encourage EMS employers to hire military EMS personnel who are seeking EMS employment:

Business tax reduction
Grants for hiring military personnel
Service license fee reductions
Other
None

Appendix 1 - Data Definitions Working Group (DDWG)

Name	Affiliation	E-Mail
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Appendix 2 - Data Definitions Working Group Meeting Agenda

Military to Civilian EMS Workforce Project
Data Definitions Work Group (DDWG) Meeting
March 10 & 11, 2015
Louis XVI Room
Morrison House
116 S Alfred St, Alexandria, VA 22314
(703) 838-8000

Tuesday, March 10

8:00 – 9:00	Continental Breakfast	
9:00 – 9:15	Welcome and Introductions	(Kevin McGinnis)
9:15 - 9:30	Federal Partner/Sponsor Welcome	(NHTSA Staff)
9:30 – 10:00	Some Context: EMS Workforce Assessment & Guidelines Projects (Military to Civilian Guideline)	(Gamunu Wijetunge)
10:00 – 10:15	Some More Context: EMS Workforce Data Definitions Project and Product	(Kevin)
10:15 – 10:30	Break	
10:30 – 11:15	What Do We Need to Measure? Examples of Military to Civilian Transition Efforts (Legislation, State EMS Office Initiatives/Websites, and Data Needs) Process and Desired Outcomes of Meeting	(Dia Gainor & Kevin)
11:15 – 12:45	Group Brainstorming: What Do We Need to Measure?	
12:45 – 1:00	Stuff You Need to Do Before Lunch	
1:00 – 1:45	Lunch	
1:45 – 3:00	Group Brainstorming: What Do We Need to Measure? (Continued as needed) Data and Definitions to Support Measures Identified	
3:00 – 3:15	Break	
3:15 – 5:00	Continue Data and Definitions Development	

Wednesday, March 11, 2015

8:00 – 8:45   Continental Breakfast

8:45 – 10:15   Continue Data and Definitions Development

10:15 – 10:30   Break

10:30 – 11:30   Continue Data and Definitions Development

11:30 – Noon   Next Steps

Noon   Close of Meeting