

NEEDS ASSESSMENT OF EMS PROVIDERS

SURVEY INSTRUCTIONS

Your time commitment to the completion of the survey is greatly appreciated.

FACTS:

- The survey is 22 pages long – the first page of the survey is copied on light purple paper and it is titled, "Needs Assessment of EMS Providers Survey - 2010"
- Based on the results of a "pilot test" of the survey, it should take you around 3 hours to complete if you have the following documents/information available to you: call volume statistics, patient care/trip sheet records, staffing records, financial forms for fiscal years 2007, 2008, and 2009. Examples of financial forms include IRS forms, Income and Balance Statements, or audited financial statements.

SPECIFIC INSTRUCTIONS:

- Please respond to the first question on the survey (page 1) about your organization's ownership structure as it determines whether you will continue to answer the survey
- An example of a completed survey is available on-line at www.pehsc.org – should you require a paper copy to assist you, please contact PEHSC at 800-243-2EMS
- If your organization is located at or near the state border, please respond to the survey for your entire organization, including services provided outside of Pennsylvania
- For Question B-3 (page 6 of the survey) - you will need access to your organization's patient care/trip sheet records. Please see the enclosed special instruction sheet for that question, it is the document on the gold colored paper.

FOR ASSISTANCE IN COMPLETING THE SURVEY?

- Call PEHSC at (717) 795-0740 or (800) 243-2EMS, Monday – Friday 0900 to 1600 for assistance in completing the survey, or email them at pehsc@pehsc.org

HOW TO RETURN THE SURVEY

Please return **ONLY** the survey, **NOT** the instructions, in one of the following ways:

- Mail ONLY the survey in the enclosed postage-paid envelope that identifies the following recipient and address:
Dr. Jill Rumberger, Assistant Professor
Center for Survey Research
Penn State Harrisburg
777 West Harrisburg Pike
Middletown, PA 17057,

OR
- Fax **ONLY** the survey to PSU-Harrisburg's Center for Survey Research at 717-948-6306,
OR
- Scan and email **ONLY** the survey to Dr. Jill Rumberger at jsr178@psu.edu,

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FOLLOW THE PROJECT:

- For a status and update of the project be sure to check out the project blog on the PEHSC twitter site, www.twitter.com/pehsc
- Analysis of the data is expected to be on-going through this summer and into Fall 2010
- The final report to the sponsor, the Center for Rural PA, is due in December 2010
- Publication of the report is planned for the first quarter of 2011. It will be posted on the web at the Center for Rural PA web site, <http://www.rural.palegislature.us/> , and at the PEHSC web site at www.pehsc.org/

QUESTIONS ABOUT THE SURVEY SHOULD BE DIRECTED TO:

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THANK YOU FOR YOUR PARTICIPATION