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| **DEPARTMENT OF HEALTH SERVICES**Division of Public HealthF-47463I (09/2022) | **STATE OF WISCONSIN**Adm. Code Chapter 110(608) 266-1568 |
| **EMS SERVICE PROVIDER LEVEL DOWNGRADE OPERATIONAL PLAN COMPONENTS CHECKLIST** |

Please use the EMS Service Provider Level Downgrade [Operational Plan](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/51) Components checklist information below to prepare documentation to complete the Service Level Downgrade Operational plan in the Wisconsin [**E-Licensing**](https://www.wi-emss.org/lms/public/portal#/login)(link is external)system. You will need to have the items below prepared to upload into your Service Level Downgrade Operational Plan.

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| Initial Tasks to be Completed |
| [ ]  An ambulance service provider or non-transporting emergency medical service provider may downgrade the level of its service only after department approval. The ambulance service provider or non-transporting emergency medical service provider shall submit a complete operational plan under s. [DHS 110.35 (2)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20110.35%282%29), provide documentation from each community it serves that a public meeting was held at which the downgrade was an agenda item, and submit to the department a letter of support or understanding from each community it serves. [Wis. Admin. Code § DHS 110.37(1)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/37/1) |
| [ ]  An ambulance service provider may reduce the number of available ambulances for 9-1-1 emergency responses from the number identified in its operational plan if the ambulance service provider documents a hardship other than financial in an operational plan amendment and receives department approval.[Wis. Admin. Code § DHS 110.37(2)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/37/2) |
| [ ]  Complete and submit an application and an operational plan to the department in the manner specified by the department. [Wis. Admin. Code § DHS 110.35(2)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/35/2) |
| [ ]  Signed patient care [protocols](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/54) approved by the service [medical director](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/42).[Wis. Admin. Code § DHS 110.35(2)(a)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/35/2/a) |
| [ ]  A formulary list of medications the emergency medical service provider will use.[Wis. Admin. Code § DHS 110.35(2)(b)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/35/2/b) |
| [ ]  A list of the advanced skills and procedures the applicant intends to use to provide services within the [Wisconsin scope of practice](https://www.dhs.wisconsin.gov/publications/p0/p00451.pdf) of the level of care for which licensure is sought.[Wis. Admin. Code § DHS 110.35(2)(c)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/35/2/c) |
| [ ]  Proof of professional liability or medical malpractice insurance, and, if the emergency medical service provider is an ambulance service provider, proof of vehicle insurance.[Wis. Admin. Code § DHS 110.35(2)(d)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/35/2/d) |
| **Operational Policies** |
| [ ]  Response cancellation, describing how the emergency medical service provider will handle a cancellation of a response while en route to the scene.[Wis. Admin. Code § DHS 110.35(2)(e)1](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/35/2/e/1) |
| [ ]  Use of lights and sirens in responding to a call.[Wis. Admin. Code § DHS 110.35(2)(e)2](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/35/2/e/2) |
| [ ]  Dispatch and response, describing how EMS professionals are dispatched and how the emergency medical service provider acknowledges to the dispatcher that it is responding.[Wis. Admin. Code § DHS 110.35(2)(e)3](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/35/2/e/3) |
| [ ]  Refusal of care, describing the procedure for accepting a refusal of care from a patient.[Wis. Admin. Code § DHS 110. 35(2)(e)4](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/35/2/e/4) |
| [ ]  Destination determination, describing how the transport destination of the patient is determined if the provider is an ambulance service provider.[Wis. Admin. Code § DHS 110. 35(2)(e)5](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/35/2/e/5) |
| [ ]  Emergency vehicle operation and driver safety training [Wis. Admin. Code § DHS 110. 35(2)(e)6](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/35/2/e/6) |
| [ ]  Controlled substances and how the service provider will obtain, store, secure, exchange, and account for any and all controlled substances used to provide patient care.[Wis. Admin. Code § DHS 110. 35(2)(e)7](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/35/2/e/7) |
| [ ]  Continuous [quality assurance](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/62) and improvement program describing the components of the program, including how patient care and documentation will be reviewed, by whom, and how the results will be shared with practitioners and incorporated into continuing education.[Wis. Admin. Code § DHS 110. 35(2)(e)8](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/35/2/e/8) |
| [ ]  Multiple patient incidents describing how the service will handle the response to the incident including triage, care, transportation and patient tracking[Wis. Admin. Code § DHS 110. 35(2)(e)9](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/35/2/e/9) |
| **Responsibilities** |
| [ ]  Understand the responsibilities under [Wis. Admin. Code § DHS 110.34](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/34) |
| [ ]  Designate the [primary service area](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/60) in which it will operate[Municipal Signature and Population Verification Page, F-47255](https://www.dhs.wisconsin.gov/forms/f47255.pdf) (PDF)[Wis. Admin. Code § DHS 110.34(4)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/34/4) |
| [ ]  Maintain written [mutual aid](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/43) and [coverage agreements](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/15) with ambulance service providers operating within or adjacent to its [primary service area](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/60).[Wis. Admin. Code § DHS 110.34(10)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/34/10) |
| [ ]  Designate and maintain affiliation with a [regional trauma advisory council](https://www.dhs.wisconsin.gov/wish/injury-mortality/rtac.htm). [Wis. Admin. Code § DHS 110.34(11)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/34/11) |
| [ ]  If the emergency medical services provider is an ambulance service provider, maintain at least one ambulance vehicle in good operating condition as required under ch. [Trans 309](https://docs.legis.wisconsin.gov/document/administrativecode/ch.%20Trans%20309).[Wis. Admin. Code § DHS 110.34(15)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/34/15) |
| **Required Personnel and Responsibilities** |
| [ ]  Provide your list of service designees per [Wis. Admin. Code § DHS 110.47](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/47)t |
| **Operate a Tiered EMS System** |
| [ ]  If the EMS service provider intends on operating a tiered EMS system you will need documentation for all of the following items below: [Wis. Admin. Code § DHS 110.50(4)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/50/4) |
| [ ]  The [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) does not reduce the number of ambulances staffed at the level of its licensure available for 9-1-1 responses, except as permitted under s. [DHS 110.37 (2)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20110.37%282%29). [Wis. Admin. Code § DHS 110.50(4)(a)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/50/4/a) |
| [ ]  The [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) maintains a minimum of one 9-1-1 response ambulance staffed at the level of its licensure 24 hours-a-day, 7 days-a-week.[Wis. Admin. Code § DHS 110.50(4)(b)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/50/4/b) |
| [ ]  The [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) provides documentation to the department that the ambulance service provider is dispatched by a public safety answering point or dispatch center using an [emergency medical dispatch](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/21e) system. Ambulances staffed at a lower level of service shall only be dispatched if one of the following applies:[Wis. Admin. Code § DHS 110.50(4)(c)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/50/4/c) |
| [ ]  The emergency response meets the standards identified within the public safety answering point's or dispatch center's [emergency medical dispatch](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/21e) system for the lower service level.[Wis. Admin. Code § DHS 110.50(4)(c)1](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/50/4/c/1) |
| [ ]  All 9-1-1 ambulances staffed at the highest level of licensure are already committed to other 9-1-1 responses.[Wis. Admin. Code § DHS 110.50(4)(c)2](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/50/4/c/2) |
| [ ]  The [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) has [protocols](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/54) approved by the service [medical director](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/42) and the department for when a patient's condition requires a response must be upgraded to a higher level of care.[Wis. Admin. Code § DHS 110.50(4)(d)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/50/4/d) |