

## V3.5 Agency Transition Checklist



### Pre-Transition Preparation

- Contact ePCR Vendor**
  - What is the vendor's onboarding process and timeline?
    - What prep work is needed from your agency?
    - What tools will be available and when?
  - Do you need to schedule a training with the vendor?
    - Are there any user guides available?
- Contact your State EMS Data Manager**
  - Confirm when your vendor's target go-live date is for the state.
    - Confirm vendor is a state-approved vendor.
    - Confirm when the state will no longer accept 3.4.
- Communicate with Stakeholders with whom you exchange data with**
  - Common Stakeholder affected
    - CAD, Billing, IT department, Hospitals, ET3, HIEs, etc

## Transition Preparation



### Agency Setup

- Agency Data Management Policy Aligns with State Requirements
- Make sure your run form has been updated with the changes
- Make sure Validation Rules have been applied to run form

### Agency Training

- Attend all state training sessions
- Set training schedule for all staff.

## Transition



### Testing your system

- Consider testing a few runs with one crew or one shift.
- Sync field devices as needed.

## Go-Live



### Monitor the Data

- Monitor Field/Crew Documentation
  - Monitor Accuracy, completeness, validity, and uniformity
- Monitor Exports for failures

