King County Criteria Based Dispatch
Licensing Agreement – Flow Chart

1. Review Licensing agreement
2. Develop Questions/Issues
3. Contact EMS

Agency Selects CBD
1. Letter of Intent from interested party.
2. Send letter of commitment to Agency.

Process Licensing Agreement & Accounts Receivable Contract
1. Negotiate final licensing agreement
2. Prepare Contract Face Sheet
3. Forward Contract Face sheet & Licensing Agreement to Contracting
4. Forward License agreement to all parties for signature.
   a) Director of Public Health
   b) Prosecuting Attorney
   c) Agency

CBD Protocol Changes
1. Agency Medical Director reviews King County CBD Guidelines and recommends changes.
2. Send EMS a copy of recommended changes.
3. EMS reviews & endorses
4. Refer customer to Dispatch Coordinator for Training.
5. EMS will provide CBD Guidelines on disk per request.

- Customer
  1. Responsible for development of CBD Flipcharts.
King County Criteria Based Dispatch Licensing Agreement – Flow Chart

CBD BASIC TRAINING
1. Discuss training requirements and needs.
2. Establish tentative dates
3. Select Instructors
4. Confirm training dates
5. Coordinate details of Training (including materials)
6. Document time spent for billing
   • Customer Responsibility:
   7. Training cost (travel, lodging, wages, etc)
   8. Student materials
   9. Training Venue

Coordinate Travel
1. Airfare, Travel request & Wage forms
   • Customer:
   2. Hotel arrangements
   3. Car/Shuttle, if needed

After Completion of Training
1. Receive Roster, Exams and Evaluations.
2. Receive travel expense forms from Instructors.

Process Course Materials
1. Prepare/Mail Certificates
2. File Course materials

Completion of Licensing Agreement Requirements
1. Prepare Invoice for services provided.
2. Approve and forward for processing
3. Mail Invoice to customer
4. Receive and process payment, forward copy of Cash Transmittal

Future Planning
1. Agency recruit In-House Instructors
2. Send agency instructors to King County Emergency Medical Dispatch Instructor Development class.
3. Upon completion of Instructor Development course Agency may purchase program materials.
4. Instructor re-certification (Minimum 2-3 yrs)

Renewal
1. Renew License Agreement every 3 years