

D. Reporting Requirements – Any intervention or educational session conducted by the team, or any of the team, shall be documented by the Administrative Team Coordinator.

ODEMSA is required by contract with the OEMS/VDH to submit quarterly reports on the Peer Support Team activities. To meet that requirement, careful, complete, and confidential records, including team activations will be kept secure by the Administrative Team Coordinator. Quarterly reports will be prepared by the Administrative Team Coordinator and reviewed by the Team Leader before forwarding the reports to the Executive Director for submission.