Appendix I

Peer Support and Wellness Program Data Tracking Template

Purpose

This template is intended to help EMS agencies track high-level engagement and program activity to support continuous improvement.

Data tracking should remain **aggregate and non-identifiable.** The goal is to understand trends and program utilization, not to document individual interactions.

Key Principles

- Do not record names or identifying information
- Do not document details of conversations
- Focus on trends, not individual cases
- Keep tracking simple and sustainable

Monthly Tracking Template

CATERGORY	NUMBER
Peer Support Contacts (Total)	
Critical Incident Activations	
Follow-Up Contacts	
Referrals to External Resources (EAP, Clinical, etc.)	
Informal Check-Ins (Non-critical)	

Training and Education Tracking

CATERGORY	NUMBER
Number of Trainings/Presentations Delivered	
Total Personnel Trained	
Leadership Participation	☐ Yes ☐ No
Peer Supporters Trained	

Annual Program Maintenance

Activity	COMPLETED
Resource List Updated	☐
Confidentiality Policy Reviewed	☐
Peer Support Team Check-In Conducted	☐
Leadership Briefing Provided	☐

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Optional: Annual Wellness Snapshot

Agencies may consider collecting anonymous, high-level feedback:

- Do members know how to access support?
- Do members trust confidentiality?
- Are resources being used?
- What additional support is needed?

(Simple surveys are recommended. Avoid collecting identifying information.)

Notes (Optional)

Important Reminder

Data tracking is intended to support program improvement, not evaluation of individuals.

Overly complex tracking systems may reduce participation and trust. Agencies are encouraged to keep data collection simple, consistent, and focused on overall trends.

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