

**STATE OF OHIO
EMERGENCY MEDICAL SERVICES BOARD
TRAUMA COMMITTEE
TRAUMA REGISTRY ADVISORY SUBCOMMITTEE MEETING MINUTES
July 20, 2011**

I. WELCOME AND INTRODUCTIONS

- A. The meeting was called to order by Ms. Bechtel, Co-Chair, at 1:02 p.m. at the Ohio Department of Public Safety.

Members in Attendance: Debra Allen, James Begley, Joyce Burt, Roxanna Giambri, Vickie Graymire, Margaret Koehn, Erika O'Neal, Michael Nowak, Maria Penrose, Wendy Pomerantz, Terrie Stewart, Richard Treat, Patty Wilczewski

Members Absent: Renae Kable, Deb Myers

ODPS Staff in Attendance: Tim Erskine, Sue Morris, Toni Tester, Summer Boyer

Others in Attendance:

An audience sign-in sheet is on file in the Division of EMS office.

- B. Introductions were made around the room.

II. APPROVAL OF MINUTES (May 17, 2011)

The minutes from the May 17, 2010 meeting were reviewed.

By consensus, in the future the revision date should be added to each version of minutes to avoid confusion.

Upon motion duly seconded (Treat, Pomerantz), the minutes from the May 17, 2011 meeting were approved as written. The motion was unanimously approved.

III. FOLLOW UP FROM LAST MEETING

- A. **Progress with TACR Commercial Vendor:** Mr. Erskine noted that the recommendation of Digital Innovations has been passed on to the Trauma Committee. He gave an overview of the next steps for approval and actual purchase. Once the purchase is approved by the Controlling Board, the purchase can proceed. Ms. Bechtel requested a list of Controlling Board members.
- i. Dr. Treat asked if the new software will negatively affect hospitals' ability to submit data to TACR. Mr. Erskine answered that DI has a compatible interface and it should be a seamless process.
 - ii. Dr. Begley asked if hospitals and regions can tap into the state DI software. Mr. Erskine answered that hospitals and regions would have to buy the product on their own and have their own independent agreement with the vendor.
 - iii. Discussion ensued regarding whether hospitals should consider changing to a DI product, as well; no consensus was reached. It was noted that the meeting was an inappropriate forum for such a discussion.

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- B. TACR Educational Rollout Plan:** TRAS members reviewed the OTR – TACR Rollout Education Plan Outline including in the meeting packet. Mr. Erskine noted that a “Train the Trainer” program will be utilized in which regional registrars are trained and then used to educate their respective regions. Additionally, “road show” and in-house training sessions will be held at various locations across the state. Online training courses may also be developed by EMS staff utilizing software already owned by EMS.
- i. Mr. Erskine will assemble a schedule of technical timelines for Public Safety, Digital Innovations, and registry interface vendors, such as Clinical Data Management, as well as tentative dates for the educational rollout plan.

Upon motion duly seconded (Pomerantz, Treat), regional, on-site computer lab sessions will be added to the educational rollout road shows, as well as a timeline for implementation. The motion was unanimously approved.

- C. Corrective Action Plan for Hospitals Non-Compliant with OTR Reporting:** TRAS members reviewed a 2009 memo regarding hospitals who are non-compliant in TACR reporting. The memo included a procedure for OTR compliance determination and a policy on notification of non-compliance.
- i. Mr. Erskine explained each step in greater detail and expanded on the extension approval process. He will send the extension policy to TRAS members.
 - ii. Discussion ensued regarding adding processes that document compliance communication to the policies and procedures.

Upon motion duly seconded (Wilczewski, Pomerantz), formal quarterly compliance reports with the addition of communication documentation will be added to the compliance policy. These will be provided to the Trauma Committee, Trauma Visionary Committee, and TRAS on a quarterly basis. The motion was unanimously approved.

By consensus, the updated revised policy with these changes will be brought back to the next TRAS meeting for review.

****INTRODUCTION OF EXECUTIVE DIRECTOR AND LEGAL COUNSEL***

Mr. Erskine introduced Jeffrey Learning, the new Executive Director of EMS, and Anne Vitale, the new Legal Counsel for EMS. On behalf of TRAS, Ms. Bechtel welcomed Mr. Learning and thanked Ellen Owens for her service and support as the Interim Executive Director.

D. Definition Updates to Data Dictionary

- i. Several definitional changes to the data dictionary were discussed.
- ii. Dr. Begley discussed proposed changes relative to Rehab aspects.

E. Draft TACR Data Dictionary Revisions Based on New NTDS Fields

- i. Ms. Burt and Ms. Koehn identified new and no longer collected fields in the NTDS.

Upon motion duly seconded (Pomerantz, Treat), the proposed changes to the data dictionary will be implemented. The motion was unanimously approved.

- ii. EMS staff will make the changes and the updated Data Dictionary will be sent to TRAS for review. Once approved by TRAS, the revised draft will go back to the Trauma Committee and EMS Board for approval.

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By consensus, a January 2012 implementation date is the target for the revised Data Dictionary.

F. Process to Assess & Improve TACR Quality

- i. Ms. O'Neal referred the group to a handout in the packet regarding suggestions to improve data quality.
 - 1. An internet Trauma Registry support forum with EMS staff as moderators was suggested to be created. Mr. Erskine created a Google group that can be used as a forum and will send invitations to join to TRAS members. A link should be added on the OTR and AOTR website directing users to the forum.

By consensus, it was decided that a formal mentoring program is not a necessary step at this time.

- 2. Ms. Allen will compose a formal data quality plan to submit for review at the next TRAS meeting.

G. Review and Recommendations to the 2010 TACR Report

- i. By executive decision of ODPS/EMS, the 2009 TACR report (published in 2010) was published without additional feedback from TRAS. The complications data was removed prior to publication because it was deemed unreliable.
- ii. Several changes or additions were recommended for the 2010 report to be published in 2011. TRAS members should review the 2010 report and send any additional comments to Ms. Bechtel by August 14th. She will take the recommendations to the Trauma Committee.

IV. STATE TRAUMA COMMITTEE MEETING UPDATES

A. Update on Joint Registry Oversight Committee Planning

- i. No update

B. Work Request from Trauma Committee Chair

- i. An email request from Trauma Committee chair, Ms. Kathy Haley, was shared with TRAS. She would like a scorecard report that describes how the Registry is operating and a description of the collected information on a quarterly basis. TRAS will generate a list of topics for EMS staff to examine in further detail.
 - 1. Mr. Erskine directed the group to a draft of a newsletter that may be used for such a purpose.
 - 2. Dr. Knotts will draft a list of potential topics and send them to Ms. Bechtel. She will take them to the Trauma Visionary Work Group for inclusion and review with the Metrics document being prepared by Ms. Lynn Haas.
- ii. Ms. Haley also requested that TRAS establish a compliance policy without realizing that a compliance policy already existed.
- iii. Discussion ensued expanding the compliance policy to include Rehab facility reporting.

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V. Data Submission by Free-Standing Emergency Departments

- A.** Discussion was held surrounding the definitions of what a hospital is and subsequent reporting requirements. TRAS is concerned that valuable information may be missing from FSEDs not submitting records. Some FSEDs, such as in the COTS region, do contribute to the OTR similar to how other hospitals submit data.
 - i.** Ms. Harrison will look into the possible reporting by FSEDs in her region and provide a report at the next meeting.
 - ii.** Mr. Erskine will get information on FSEDs, including the number of facilities and hours of operation, from the Ohio Department of Health for the next meeting.

VI. Rehab Data Submission

- A.** Discussion ensued surrounding a letter dated May 13, 2011 from Ms. Kable that identified multiple issues with the Rehab Registry.

Upon motion duly seconded (Begley, Wilczewski) the FIM score will be accepted regardless of age. The motion was unanimously approved.

- B.** EMS staff will send a follow up letter to Ms. Kable and provide a copy to TRAS in the next meeting packet.

VII. Open Forum

- A.** Ms. Bechtel and Dr. Knotts are unable to represent TRAS at the September 14th Trauma Committee.

By consensus, Ms. Terrie Stewart will act as TRAS representative for that meeting.

VIII. Adjournment

With no further business to be addressed and upon motion (Stewart), the meeting was adjourned at 3:50 p.m.

The next meeting will be held September 21, 2011.

Submitted by Summer Boyer, MPA

**Item is not included on the agenda.*

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