

National Association of State EMS Officials

DMC Monthly Meeting

Conference Call

April 16, 2013

Chair: Joe Moreland, Kansas

Chair-Elect: Paul Sharpe, Virginia

Secretary: Ryan Tyler, Arkansas

Immediate Past Chair: Stephanie Daugherty

**Call to order by Chair, Joe Moreland**

**Roll Call, Ryan Tyler**

Attendees:

Chip Cooper – New Hampshire

Kevin Putman – Michigan

Christopher Handley – Navy

Martin Lansdale – Oklahoma

Clay Mann – NEMSIS

Melissa Belgau - Washington

Donna Wilson – Oregon

Paul Philips - Kentucky

Doug Fuller – Nebraska

Racheal Alter - NASEMSO

Jennifer Ojiaku – Minnesota

Robert Keys – South Dakota

John Cramer – Idaho

Steve McCoy - Florida

Josh Legler – Utah

Stuart Castle – New Mexico

Karen Jacobson – NEMSIS

Sue Morris - Ohio

**Minutes from the March 19, 2013 Meeting**

**Joe Moreland:** Tabled the minutes will be getting with Ryan to add a few pieces of details from March 19, 2013 meeting and the April 2, 2013 meeting.

## Agenda

### A. First part will monthly DMC related items

### B. Second part will be reserved for the completion of the suggested list.

1. **Josh Legler:** Will see how long it takes for the group to move through the items on the agenda. If the group is able to complete the items on today's agenda within a reasonable time, then move the discussion towards completing the suggested list. If time lapse is greater than one hour, then will need to schedule the discussion for April 30, 2013.
2. **Karen Jacobson:** Joe posed the question of if the DMC group can finish the suggested list on April 30, 2013 or before April 30, 2013. Karen agreed that the April 30, 2013 date was fine.

## Old Business

### Work Plan

**Racheal Alter:** Updating the thirteen (13) to fourteen (14) goals that are outlined in the Data Managers Council (DMC) Strategic Plan that was discussed at Mid-Year Meeting.

**Goal 1:** Goal 1: Increase Mentoring and Outreach Opportunities. Strategy # 1a: Improve mentoring and outreach processes for both new and existing Data Managers. The only change was the few dates and updated the responsibility from the generic Data Managers Council. More helpful to Strategic Plan to form a workgroup related to each goal.

### Workgroup Members:

**Joe Moreland:** Posed the question to Rachael of how many individuals were you considering for each workgroup around three to five members? Rachael's responded with no set number for group members that will be involved with each workgroup. Rachael was trying to relay the thought process to the group and be determined by the DMC.

**Paul Philips:** Great idea to putting some individual time instead of throwing out to council at large.

**Rachael Alter:** How does five (5) as the maximum for each work group or another that would not be too many. Joe preferred a maximum number of five per workgroup. The environmental scan (Data Managers Survey) that will be sent out shortly will have questions added asking if group members would like to serve on any of the workgroups.

**Goal 1:** Due dates are arbitrary at this time. Once the workgroup is set, the group can come together and establish a feasible due date for each goal. Joe suggested that once a group is formed, have the group elect a chairperson for point of contact between Joe and Rachael.

**Goal 1:** Goal 1: Increase the Mentoring and Outreach Opportunities. Strategy #1b: Develop a mentoring program and incorporate into NASEMSO Annual Meeting. This was originally Goal number two to develop a mentoring program. Rachael combined with goal one to increase the mentoring and outreach opportunities. With Objectives to create a mentoring program that can be incorporated into NASEMSO. No thoughts or comments for Goal number 1.

**Goal 2:** Goal 2: Provide direction on securing grant funds for EMS data collection system development/maintenances. Strategy 2a: Develop a resource document on grant funds available for EMS data collection system development/ maintenance. Rachael combined a few items for grants and system development into one goal. As discussed on the survey regarding 408 and 405 funding question. The council decided to wait until the 405 funding was under way. All funding questions were removed from the survey and how to develop a document on how State get additional funding outside NHTSA funding. This has been on the work plan for a few years with no progress made. This seems to be a daunting process with the potential of information being published being out of date. Does this item need to be parked or tabled?

**Comment:** Doug Fuller wants the group to remember to have respect for the NHTSA parent regarding 405 funding. They work hard to keep EMS in the funding source. Hopefully the Strategic plan can accommodate the 405 funding goal. Concern was the council losing track of this goal from the Strategic Plan. Paul and Rachael agree to revisit this goal once the dust settles with how the new 405 funding is handled and distributed.

**Joe Moreland:** The Chair would receive a motion to park Goal number 2.

A motion was received to the Chair by **Chip Cooper of New Hampshire**, to park Goal number 2 from the DMC Strategic Plan. **Paul Philips of Kentucky**, 2nd the motion to park Goal number two from the DMC Strategic Plan. DMC voted to park Goal number two (2) with a formal vote and no opposition from members present on the conference call.

**Goal 4:** Goal 4: Provide assistance with securing federal grant funds. Discussion from Mid-Year meeting was to delete this goal and encompass the strategies from goal number four into goal number two.

**Goal 5:** Goal 5: Promote the need for dedicated funding for State EMS data systems. Delete goal as previous Goal 4. The Mentoring group can come up with some guidance documentation for finding other sources of funding.

**Goal 3:** Goal 3: Promote participation in other committees. Strategy: Provide Data Managers Council representation on other committees as needed. Determine which committees and councils deem important from the NASEMSO governing body to have a Data Managers Council

representative liaison to other councils or committees. Example is the Pediatric Council has a liaison to on other councils to ensure the Pediatric voice is heard. The liaison will report back to the council with an update. Keeps everyone abreast of the issues surrounding each committee and further strengthens relationships among the councils.

Joe: Does the liaison participate in the assigned councils Mid-Year, Annual and monthly teleconference/webinar? Rachael's response was the liaison needs to participate in every conference call and meeting as available. Data managers need to come together and decide which councils or committees they should have a representation on. Then can determine who wants to serve on the committee. Joe will table a motion of individuals wanting to serve as a liaison until the May meeting or by an email.

**Goal 4:** Goal 4: Promote standardization of state and national EMS data systems. Strategy # 1: Partner with NEMSIS TAC to monitor and review the process in moving to NEMSIS version 3 and HL7 process forward. Consideration for deletion from the Task manager: Communication with NEMSIS TAC.

**Goal 4:** Goal 4: Promote standardization of state and national EMS data systems. Strategy # 4 b: Update the Data Definitions document in accordance with v 3 data, and develop recommended provider impressions and other code descriptors for v 3.

Rachael: Should this be a workgroup. Joe asked the question has does this differ from the suggested list that the group has been working on for the last year? Response from Rachael, just making updates to the strategic plan.

Chip: Currently working on the suggested list. Once suggested list is finalized going back and creating an Extended Definition Document.

Kevin NEMSIS was in the process of getting everyone on the same page by creating a page within the NEMSIS.org website that presents which elements that the States are going to collect and provide other valuable information from the webpage. The idea behind the webpage was to show which custom elements are being used by other states.

Chip: Would like to see the objective language updated and NEMSIS has established a worklist review schedule. This would be to cross level all the custom elements from every state.

**Goal 5:** Goal 5: Promote the improvement of state EMS data systems. Strategy: Working on improving Data Quality of Version 2.2.1 data collection and reporting. It was determined at the Mid-Year Meeting, to remove the references to version 2. Does any member have an idea on how to reword this strategy? Hearing no comment from the group, Rachael will send out an email with the enhance language of the strategy

**Goal 6:** Goal 6: Strengthen and foster channels of communication with software vendors. Strategy 6: Develop blanket letters to address vendors as a Council about software issues affecting data quality. This will create a vendor workgroup and will be added to the Environmental scan.

**Goal 7:** Goal 7: Share best practices. Strategy 7a: Develop templates for states to work from for linking EMS data with other data sets. This is an important goal and has been on the NTHSA deliverables for some time. Be forming a data linkage workgroup for this with no comments or concerns on the new verbiage or language.

**Goal 7:** Goal 7: Foster resolution of obstacles and challenges related to data linkage. Strategy 7b: Address solutions to barriers and limitations states are faced with in attempting to link EMS with Trauma and Traffic Records. This is the same and combined goals into objective 7b and this will be the responsibility with the Data Linkage Workgroup.

Chip: Will the due dates be adjusted due to current time and the passage of due dates within goals. Rachael, yes due dates will be adjusted once the workgroups come together and create realistic timeframes for completion of each task assigned in the goal.

**Goal 8:** Goal 8: Promote EMS Data Research for Evidence Based Decision Making. Strategy: Partner with other committees, councils, etc... interested in EMS data research (ie. NEMSAC, Medical Directors, etc..) This did not change and unsure why assigned to the Data Linkage workgroup. Rachael will be making updates to Goal 8 for workgroup assignments.

**Parked Goals:** Several parked goals with a potential of an unrealistic time frame for completing each task

**Parked Goal 6:** Goal 6: Strengthen and foster channels of communication with software vendors. Strategy 6b: Incorporate vendor participation in Data Managers Council annual meeting through presentations and dialogue on implementation and configuration issues to improve data quality. Should this goal be left in parked or moved to active. Chip: Needs to be moved back to active due to everyone starting the conversion from version 2.2.1 to version 3 standards. Councils need to push the Vendors to start the conversion to NEMSIS version 3 if they have not already started the dialogue. Rachael: Anyone oppose to this concept? Joe: Only concern is the group on has a day and half or two days of councils meeting at annual and mid-year and does not want to be dominated by vendor presentation. Rachael: Can be addressed by meeting planning and keep them on a tight leash if they are present in audience. Also the council can go into closed door session at certain times during the meeting. Council can go into closed door session during state reports about vendors.

Action of Parked Goal 6 was moved back to action.

**Parked Goal 9:** Goal 9: Implement 2013 State EMS Data Manager Survey. Action of Parked Goal 9 was moved to active. Environmental scan questions being updated with language and verbiage for distribution later this year.

**Parked Goal 10:** Goal 10: Determine set of Questions to include in the 2014 National EMS Assessment. Goal 10 will remain parked. Discussion on this assessment has not yet begun and time frame is not established. Goal 10 will serve as a reminder that the assessment will be distributed next calendar year. Also serves a purpose for Data Managers Council to come up with questions for the survey. Joe: Is this work that needs to be performed in calendar year 2013? Rachael: Not necessary, due dates can be years out depending on the objective. No time line on the assessment has been finalized.

Rachael will clean the Strategic plan up and send it out for email review. Will get the workgroups put together and some more definitive time lines add to the goals.

Joe: Rachael you prefer people respond to you to establish the work groups? Rachael's response: It will be in the environment scan survey.

### **Data Managers Survey**

**Joe Moreland:** Needing any other council input on the survey.

Rachael: I do not believe so.

### **Data Manager Job Description**

**Paul Sharpe:** Unknown why name as associated with Data Managers Job Description.

### **Data Element Review Update**

**Josh Legler:** Save a more in depth update for the next monthly meeting because the group will be done by then. Summarize everything the group has accomplished. Currently on the suggested list reviewing Cause of Injury. Cause of Injury list has up to ten thousand possibilities and was able to drill the list down to around 300 variables with the first pass over several meetings. Second pass is to identify additional area we can cut with too much detail. Second pass will finish up on April 30, 2013 and submitted to the NEMSIS TAC.

### **EMS reports not left at Hospital**

**Joe Moreland:** Jay Ostby had a concern of when it might be appropriate to not leave a run report at a hospital or be available to the hospital.

## DMC Charter

**Joe Moreland:** Does the DMC have a charter that was voted on by the Council, meets the wishes of the NASEMSO Board Members.

**Rachael Alter:** DMC has a charter that they approved, but does not meet the wishes of the NASEMSO board members. Intent of the charter was not to change the makeup or structure. DMC tweaked their structure. The Original structure was the following:

- A. Original Officers
  - 1. Chair
  - 2. Immediate Past Chair
  - 3. Vice Chair
  - 4. Secretary
  
- B. Steering Committee
  - 1. East Region Representative
  - 2. North Central Representative
  - 3. South Central Representative
  - 4. West Region Representative

Steering Committee included the Regional Representatives if the council so chose to have regional representation. DMC updated the charter structure to include the Original Officers and the Steering Committee. Since there are no Steering Committee meetings, does not make sense to change the structure or make up.

## Other Old Business

### EMS reports not left at Hospital

**Chip Cooper:** Engage in dialogue and receive a legal opinion on the storage and update of electronic Patient Care Records at the service level. A service leave a PCR at the hospital then performs a Quality Assurance or Quality Improvement on the record resulting in an update of information to the record. Would like to seek an opinion from the law firm Page Wolfberg & Wirth regarding the issue of electronic patient care records.

**Joe Moreland:** Can the council go the NASEMSO Board to seek funding to receive an opinion on this issue.

**Rachael Alter:** Yes, if you believe this is an important issue.

**Joe Moreland:** More important for the ambulance service for each state than the State office. Ambulance service seeks guidance from the State office. Each state is different regarding the handling of legal questions.

**Chip Cooper:** Also with that new HIPPA Rules coming out soon. Do states need to be looking at business associate agreements with their services that use electronic patient care records? Since Technically not a covered entity but everyone else is. Unsure about how a state is covered under the new HIPPA rules.

## New Business

### Delegation

**Joe Moreland:** Needs to delegation some items due to obligations with the office Kansas Board of Emergency Medical Service.

1. Joint National EMS Leadership Forum: Needs someone from the DMC council to be a representative on this forum
2. Annual Meeting: Needs a volunteer to assist Rachael and Joe in creating topics and time frames for this year's annual meeting. If you are interest send Joe and email. Wants ideally two people to help with the planning.

### Health Information Exchange

**Joe Moreland:** Sent out last week of the five page Federal Register. Does not mention EMS and more related to Hospital and Physician practices. Health and Human Service is seeking input and was asked to provide input on this topic. Only had one email from a council member, stating the council should place an opinion regarding this topic of Health Information exchange.

- a. Josh Legler: Create a simple letter that raises the awareness of why the incentives should be available to the EMS community. EMS can also be meaningful users of the Health Information Exchange. This can be a short letter that brings initial awareness to EMS to Health and Human Services submitted.
- b. Joe Moreland: Anybody else have comments please send me an email.



## Annual Meeting

**Joint Session with the Trauma Managers:** Did not fully develop into the intent of the session due to only a handful of Trauma Managers attending the Mid-Year meeting.

**State DOT traffic safety representatives:** They may not have the funding to attend in person, but have a webinar were they can dial in and participate. To showcase what the council does and how the EMS data will affect state Strategic Safety Plan. Send Joe and email giving positive or negative feedback on putting together a webinar for this group.

## Other New Business

**Karen Jacobson:** Two things to talk about real quickly.

**States transition to NEMSIS version 3:** Roughly 40 states have responded to the assessment from NEMSIS.

**Development of National Benchmarks for EMS:** Currently have the NHTSA 2009 measurements that were used to create the dashboard to analyze data. Are any of the council members aware of any other EMS performance measures in development in the community? NEMSIS TAC is not started a process to identify what the performance measures are at this time. Not in the purview of the NEMSIS TAC due to the stake holders involved in that process. EMS community needs to work on development of the core measures. Who is going to come to the table and participate?

No members had new business that needed discussion during this conference call.

## Next Meeting

**Tuesday May 21, 2013 at 13:30 CDT**

## Adjournment

**Joe Moreland:** Hearing silence regarding no new business, will adjourn the meeting until Tuesday May 21, 2013. Thank you for your attendance.

Meeting adjournment on April 16, 2013 at 16:00 CDT.

Minutes respectfully submitted by Ryan Tyler, Secretary.