MISSISSIPPI STATE DEPARTMENT OF HEALTH

MEMBERS PRESENT:							
Jimmy McMannus, Chair	Monica McCullum	Donna Grisham	Gloria Smalley	Cherri Rickels	Stacey Westberry	Amber Kyle	Diane Furtick
Bobbie Knight	Brandye Vance	Janet Terrell	Lisa Wilson (PH)				
MSDH Staff:	David Hall	Teresa Windham	Teletha Johnson	Funmi Franklin			

FACILITATOR: Jimmy McManus			
CALL TO ORDER: TIME: 12:03 AM/PM	DATE: 1/17/2017	PLACE: MSDH Airport Warehouse, 131 Freightways Drive	
MINUTES OF PREVIOUS MEETING:		Minutes: [ ] Approved [ ] Not Approved [ ] Distributed by E-mail	

TOPIC	MAIN POINTS OF DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ACTION	RESPONSIBLE PARTY	F/U Date
Welcome				
Review of 10-16-2016 meetings minutes	Minutes reviewed and approved	Motion – Gail 2nd- Cherri	Group	closed
OLD BUSINESS & STANDING AGENA ITEMS		.		
Department Updates	• David gave update on RFP process- everything in process and when this list is sent this will • Update on different vendors that have been met with- DI has continued to be impressive. • As soon as meeting is over we will send this out to officially begin RFP. • Teresa is lead nurse for the state, Dan has left the system and pursued his endeavors. • Alisa for rollout date for MEMSIS 3.0 anticipate the end of the quarter. She is meeting with HIN today to see how the EMS and Trauma will link. • Gail asked about with current legislative issues are we doing this in vain.- David updated the group on information from last BOH meeting. Jimmy stated that what he heard from the BOH meeting is that the 9million that they received related to trauma funding would be directed to the trauma system.	• Group to review the current list of needs and update to be sent into RFP process today.	David	Next meeting
DI Software	• Jimmy not doing a lot with this software d/t possible change in registry. States there are dataset needs in the current registry (EMS services, cervical immobilization, & few other things). States the latest update was cancel when we started looking at a new system. • David states plan is to focus on the RFP process, contract ends March 31st and then it would be month to month extension. • Stacy concerned that with March 31st would not be enough time			

	for training. David states would be enough time for current vendor, but not with a new vendor. States goal is trying to make this as seamless as possible			
Trauma Registry Software RFP Update	• David states we want to make sure we have a product that we are comfortable with and move forward. • Group reviewed the bullet point list. Graded items they felt was a 10 (web-based, TRI-Code, migrate data, registry access tracking, regular scheduled web-based training, automatic updates for TQIP & NTDB, ability to add data fields, linking data between transferring & receiving facility, accurate auto calculation and fill with ISS, AIS, TRISS, RTS, Burn chart) group states the entire 1st list is essential • Registry must support the needs of the rules and regs and we must have data to show that the • Jimmy asked what is important in reporting in regards to reporting to the state. • Stacey states she talked with Dan in regards to the burn registry because they have to put information into 2 different registries. Stacy states Memphis paid for theirs but she does not see the reason for the hospital to pay for their own registry. David states may be able to use MISHIN. Stephanie with USA states they use the V6 burn registry also and the hospital purchased it.	• Complete RFP process • Capability to integrate with the ABA burn registry • Registry must support the needs of the rules and regs in response to the data. • Small group to meet and discuss the needs for burn registry. • Data to link with MEMSIS, Hospital EMRs, MSHIN, Vital Statistics, Governors Crash Report, Coroner Reports, Rehab Facilities • Motion to approve recommendations with revisions – Cherri- motion, Gail 2nd.	David Amber David	1/2017- sent to department 2-23-2017 discussed at burn committee meeting-Stacey to follow up Continue to work with departments in the RFP process
List- Serv Update	• David has researched and the department does not have the capability to have an active list-serv. Teresa and David have discussed and looked at different ideas. Jimmy states he doesn't feel the list serv will be used often, Amber cautioned the group on information that is shared and the validity of the information.	• David states he will send out information on findings and will look at moderator for the listserv.	David	
Trauma Registry Training	• Teresa states we have User Group on 1/25 10am- 2pm • Teresa suggested we wait to set up training when we are sure of what system we will begin using • Jimmy states would like to see Amber's presentation on the NTDB dataset. Amber states she would present but would also like to see topics at user group such a inter-rater reliability, PI indicators, data fields, and definitions data	• Teresa to follow up with Amber on topics for upcoming meetings	Teresa	Next meeting
MEMSIS Data	• Amber asked that we could get list of data points from Alisa in excel document to line up with trauma data dictionary datapoints	• David states he will follow up with Alisa to get information.	David	Next meeting
Data Dictionary	• Jimmy states we all need training on data definitions from trauma registrar to regional administrators and state. We all have to be using the same page.	• Will have follow up on training with user group meeting	Jimmy/ Teresa	ongoing
NEW BUSINESS				

Committee Updates	• **State Trauma PI Committee-** time for this meeting was used for activation criteria/destination guideline meeting • **Rules & Regulation Sub-Committee** • **MTAC & EMS Advisory Committees**	• Group has not met • Everything has been approved & sent to MTAC • Turn around of rules and regs processing for meeting.	Teresa Amber Teresa	Next meeting Next meeting 2/1/2016

Standing Agenda Items	• Jimmy asked if there are any particular items for standing agenda, Amber request discussing and evaluating the user group meeting, burn committee needs to be a standing agenda item, PI committee standing agenda item.	• Add as standing agenda items
		  o User group
		  o Burn committee
		  o PI committee
			Teresa	Next meeting

Meeting Attendance	• Jimmy asked group of how to address the required attendance and should there be a required physical attendance. Amber stated the BOH just approved changes to the meeting attendance requirement. States agrees that group should have a requirement to attend, Gail states she feels that members should be required to attend (in person) if wants to be a part of the committee. Jimmy states feels there must be a 50% meeting attendance, but that individuals that attend by conference can be included in the quorum. Stephanie states she feels being present individuals are more active. Amber states she is on national board and there is still work that gets completed.	• Jimmy to look for current policy on attendance. • Physical attendance 50% of the time.		
User Group Meetings	• Teresa reminded group that User Group meeting is 10am-2pm on Jan. 25th.			
Other Business	•			
Adjournment	Motion to adjourn 1:21pm			

ADJOURNMENT: 13:21 AM/**PM**   **Next Meeting:** April 11, 2017 12pm-3pm Airport Warehouse   **MINUTES RECORDED BY**: Teresa Windham