MEMBERS PRESENT: Gloria Smalley; Monica McCullum; Gerald Nottenkamper; Brandye Vance; Janet Terrell; Bobbie Knight; Donna Grisham; Cherri Rickels; Aleta Guthrie; Diane Furtick; Courtney Stevens; Stacey Westberry; Stephanie Langston; Amber Kyle; Jimmy McManus	
MSDH: Teletha Johnson; David Hall; Teresa Windham	

FACILITATOR: Jimmy McManus

CALL TO ORDER: TIME: 12:02 AM/PM	**DATE: 10/17/2017**	**PLACE:** Airport Warehouse, 131 Freightways Dr., Jackson MS

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
<mark>Welcome</mark>				
Review of meetings minutes		Motion- Cherri 2nd – Donna Gerald- was pregnancy discussed at user group- Monica- not specifically- discussion of comorbid conditions. Add to workgroup/to do so does not fall off of radar.	Group	closed
<mark>**OLD BUSINESS & STANDING AGENA ITEMS**</mark>				
Department Updates	• TQIP members-NMMC states they are discontinuing membership to TQIP r/t cost and lost employee that was entering data. • Update on RFP and vendors with timeline goal of March 2018. Gloria states the go-live date has changed from December 31st. Clarified to Gloria and group that go-live for the RFP is December for testing the system and begin to educate users' end of January and February. "Go-Live" for the end user will be April 2018. Gloria asks will the users be able to have a say in the process. David updated the group that this is the "quiet phase" that the users had been given the opportunity to submit all request and functions for the product. States all of those request/ requirements were put into the RFP. Also the users had the opportunity to see demos of DI and IT and their functionality. • User group meeting- October 25th, 2017 @ Osborne • Data Dictionary- Gloria suggest wait until we have new registry to review data dictionary	task-group for data dictionary once new software chosen.	BACS Gloria/ Group	ongoing Table will review after the determination of new registry

				vendor.
	Gerald ask about pregnancy at User Group meeting	This is listed as co-morbid in the current registry or can be added as a custom field by the user.	Group	closed
Data Submissions	Teletha updated group on data submission and reasons for no submissions. Improvement in submitting or notifying for no registry data over last 2 months. States all regions have been great at communicating except East Central; no communication from the EC administrator.	BACS to follow up with East Central region.	BACS	Next meeting
	Gerald asks has anything changed is it still the 6th of each month for a 30 +6 days. Delinquency- question is the timeframe now 66 days. Yes the new rules and regs are in place; however is that what is in the best interest of the system. This would put the ability to run reports on performance measures greater than 6 months behind. David updated group that this is 2 separate issues	Follow up web-based system how the state will see the data. • Is this while the record is being entered or is there something similar to current the record has to be closed. • Can the State see open & closed.	BACS	Next meeting
	Question of what is the ACS guidelines/ recommendations for data submission. Gloria states we don't always have to follow what ACS says. Jimmy recommends that we at least review and discuss the recommendations.	Current definition of delinquent is no records entered for the month / no notification to state that no records to submit.	group	table
Trauma Registry Training	Trauma Registry training has been occurring at the User Group meeting quarterly.			
MEMSIS Data	No representative available.			
Data Validation Task Group	Discussion of document with updates- Donna & Cherri states they have discussed in their region but have not started a process yet. Discussion of data validation points to be included. Amber suggests that if we have specific data points that we need to be sure we review the NTDB data dictionary each year for updates.	Teresa to send draft document to the group Motion to accept the document with updates *(10-17-2017 Revised.Data Validation.Regulation.DRAFT.JMC)*	Teresa	Closed
		M-S-P Motion- Stacey 2nd- Stephanie	Group	Closed
	Gerald recommends that this group review the data dictionary yearly so we stay up to date on the current definitions. Amber states the dictionary comes out in July. So this group would need to review the dictionary the 1st meeting after July each year.	Yearly review of Data Dictionary at Registry Subcommittee	Group	Ongoing *Follow up 1st meeting July- yearly*
<mark>NEW BUSINESS</mark>				
Committee Updates	• **State Trauma PI Committee** Teresa gave update on PI Committee; work with regions to look at key performance indicators. • **Rules & Regulation Sub-Committee** Activation criteria to BOH in January – Gloria asked if AC didn't	• Group goal is to look at how to affect unexpected deaths. • Amber gave update from R & R	Group	Closed

	go to BOH in October. David-No was not able to add to agenda at that time. • **MTAC & EMS Advisory Committees** David gave update from MTAC; Activation criteria / Destination guidelines; Bill Oliver gave input on how he felt could shape trauma system; discussion on how to hold future MTAC meetings. Discussion on how to move system forward with education. CEC wants to move education and have input • **Burn Committee** Transfer vs. referral- Group decided to use the CMS definition. Burn inclusion criteria- Gloria states she did the education. No follow up to see if the education was successful. Regions state they will send out education and follow up with facilities	• Regions to send out burn inclusion criteria and evaluate if facilities are entering the data.	Regions	Next meeting
User Group Meetings	Well attended- have been providing registry education during these meeting.			
Other Business	Gloria- questions regarding RFP process and that users should have vendor demonstration. David reminded group that users have been involved for over a year now to include the users request and recommendations. Amber suggest that in report to MTAC that we include the request to BEMS for a representative present for the registry subcommittee meeting or remove them from the agenda.	Registry is currently in RFP process; "quiet phase". Users' requirements/ request were submitted. Jimmy to follow up MTAC report for BEMS representative request	BACS	Closed
Trauma Registry Inclusion Guide	Gerald presented a guide that can be used as an educational tool for trauma registry users.	Jimmy will review and send out to users for an education tool.	Jimmy	Closed
Level IV	Jimmy ask the group if users felt that it was OK for Level IV centers to stop entering data.	Group states feel the level IV information is useful and would not be able to track that information.	Group	Closed
ADJOURNMENT: 15:10 AM/PM **Next Meeting:** January 16, 2017 12pm-2pm Airport Warehouse **MINUTES RECORDED BY**: Teresa Windham				