

**Wisconsin Division of Public Health**  
**STATE TRAUMA ADVISORY COUNCIL (STAC)**

December 3, 2015

Great Wolf Lodge

1400 Great Wolf Drive, Wisconsin Dells, WI 53965

**Noon – 2:00pm**

**STAC Members Attending:** Marshall Beckman MD (Chair), Dan Diamon, Jason Selwitschka, Ben Eithun, Tom D. (phone), Brenda Fellenz (phone), Julie Forcier, Annette Bertelson, Anne O'Rourke, Dan Diamon

**STAC Members Absent:**

**DHS Representative:** Julie Forcier, Ashley Bergeron, Christy Thatcher

The meeting was called to order by Dr. Marshall Beckman at 12:08 pm

- I. Approval of Minutes– Motion made by Dan Diamon to approve the October 14, 2015 STAC Minutes as written. 2<sup>nd</sup> by Jason Selwitschka. Approved.
  
- II. Updates from State/DHS – Julie Forcier
  - Jenny Ullsvik is no longer director in our office as she took a position in legal counsel.
  - A. STAC Openings –
    - i. One STAC position will be coming open. Now accepting applications. An email will be forthcoming.
  - B. Healthcare Coalition Update
    - i. Transitioned to HCCs in July. A STAC representative sits on the HCC Advisory Group that meets every other month. Received a report from ASPR from Commander Wagner's site visit in August 2015 – identified the need for assistance in patient tracking and regional medical coordination.
    - ii. DPH is considering having one hospital in each region remain Ebola Category 2 facilities and transition to handle all hazardous infectious diseases. Others can remain Category 2 facilities if they choose.
    - iii. Julie Forcier presented on the history of the trauma program in WI at the October WHEPC Advisory Board meeting. HCC Coordinators as well as RTAC Coordinators meet monthly at the HCC Staff meeting.
    - iv. Disaster Crisis Standards of Care document will use STAC's regional coordination principles as a guide.
    - v. HPP Grant has BP 3 carryover funding available. Brainstorming ideas for spending that funding. Purchasing tourniquets for law enforcement officers in the state generated a lot of interest among the HCC regions.
    - vi. Next HCC Staff meeting is January 14 and WHEPC Advisory Group is January 15.

- C. Update on Opening of Chapter 118 – Overview of the Process Presentation
  - i. Presentation of the rule making process. Currently drafting initial proposed rules.
  
- III. Resources for Optimal Care of the Injured Patient, 2014 –
  - A. CRC Recommendations – Kelly Jung
    - i. CRC committee is reading and evaluating the orange book right now. Questions will be directed to Jenny Ullsvik in DHS legal counsel. WI is considering adopting the Orange Book which was published in 2014 as the basis for the changes in the rule. Evaluating details and wording very carefully.
    - ii. Facilities to keep using yellow book until further notice.
  
- IV. Regional Trauma Plan Template – Julie Forcier
  - A. Recommendations/guidance from STAC on moving forward with existing template – open discussion
    - i. Currently do not have a template that is being used consistently throughout the regions. RTACs developed and propose the trauma template plan. Looking for STAC input. RTACs are ok with the template as long as it is a living document and not every field is required as each region is different.
    - ii. Annette Bertelson to make edits and resend the document to STAC members and RTACs for additional input.
    - iii. Motion made by Jason Selwitschka to adopt the template with the additional elements and implement the suggested edits to include additional content. 2<sup>nd</sup> by Annette Bertelson. Approved.
    - iv. Request for contact information to be kept up-to-date to improve communications.
    - v. Revisit the Regional Trauma Plan Template in February.
  
- V. ACS Recommendations from 2011 – Dr. Beckman
  - A. Want to make progress on recommendations from American College of Surgeons as a state. We should revisit and update the living document containing recommendations and priorities. Evaluate completed goals and identify additional goals that need to be completed.
  
- VI. STAC Strategic Plan
  - A. STAC Strategic Plan lists STAC’s vision, mission, and goals. Should revisit and update this document if necessary. Dr. Beckman suggests strategic plan should be reviewed and updated annually. Last updated January of 2014.
  
- VII. Subcommittee Reports
  - A. Trauma Coordinators – Kathy Bryant and Andy Wagner (Co-Chairs)
    - i. Please see committee minutes

- ii. Went through changes in Data Dictionary and how that will affect Trauma Coordinators.
  - iii. Talked about goals for the Trauma Coordinator subcommittee, networking, and breaking into smaller groups. Will try it in February and evaluate then.
  - iv. Asking for Trauma Coordinators that would be willing to be mentors to newer trauma coordinators. Need to identify how we will be informed of new trauma coordinators. Gathered contact information.
- B. Data Management – Ben Eithun (Chair)
- i. Please see committee minutes
  - ii. Talked about data dictionary for the past 5 meetings. Sent dictionary to all level 1 and 2 trauma coordinators for review. Ashley Bergeron sent out an excel spreadsheet to gather questions, feedback, and suggestions. Each field will be defined, including what information goes in that field, whether it is required or optional, and screen shots. Hope final version of the data dictionary can be created after today. Will create table of contents once finished.
  - iii. Third party vendors are having difficulty importing into the new version. Will require third party vendors to update their software to coordinate with V.5. Solution may be to import NTBD fields into the portal at this time.
  - iv. Motion made by Alex Beuning that until there is a software solution for third party vendors, they may import primarily NTBD fields into the portal. 2<sup>nd</sup> by Annette Bertelson. Approved.
  - v. Data Management committee is asking for the authority to go through the data dictionary and identify which fields are relevant for levels 3 and 4.
  - vi. NTDB fields will be prioritized and state-specific fields will be discussed further to decide what to keep/remove. Ask Ashley what they are requiring now for state-specific fields.
  - vii. What are current TQIP requirements? TQIP is the Trauma Quality Improvement Project. Further discussion and information needed as to whether we might be interested in becoming a TQIP state in the future. STAC members would like to see a presentation on TQIP at a future STAC meeting.
- C. RTAC Coordinators – Michael Fraley (Chair)
- i. Please see committee minutes
  - ii. Considering purchasing tourniquets for law enforcement officers
  - iii. Working on regional trauma plans
  - iv. Trauma basics program is on hold until 2016. Dan Williams sent survey to partners and working on analyzing gaps.
  - v. EMSC is working on educational opportunities in the regions, and finishing distributing comfort kits to first responder groups by December 21.
- D. Classification Review Committee – Kelly Jung (Chair)
- i. Went through most recent site reviews. Common themes – PI Process want evidence of medical director involvement in performance improvement process. Document attendance in minutes, have them sign and date things, and add their comments. Noting gaps in documentation piece for trauma medical director.

Triggered questions on if trauma medical directors understand their role.  
Looking into web-based Medical Director course.

- ii. Peer review protected documents – put in footnote that lists WI State Statutes that is protected by peer review. Committee will send out example.
  - iii. Indicators for patients that are admitted. Can work with quality assurance workers on this?
  - iv. Went over orange book document. Still have more work for February meeting. Talk about restructuring their meetings to monthly to enable committee members to participate at other committee meetings.
- E. Statewide Performance Improvement Committee – Kelly Jung (Chair) and Jason Selwitschka (Co-Chair)
- i. Please see committee reports.
  - ii. Recap the work that has been done. Report will come next time.

VIII. Next STAC Meeting

A. February 3, 2016

i. Proposed times for CRC meetings

1. 8:30-10:00 Data Management
2. 10:00-11:30 Trauma Coordinators
3. 11:00-12:00 Classification Review Committee
4. 12:00-1:00 PI Committee
5. 1:00-2:30 STAC

- ii. Motion made by Marshall Beckman to adopt the proposed subcommittee time restructure starting at the February 2016 meeting. 2<sup>nd</sup> by Ann O'Rourke.  
Approved.

B. Agenda items for next meeting

- i. Regional Trauma Plan template

C. April meeting – alternate location