

Meeting Notes

Emergency Medical Services Regulatory Board **Data Policy Standing Advisory Committee (DPSAC)** **Wednesday, March 9, 2015, 1:00 p.m. – 4:00 p.m.**

Members Present: Patrick Egan (on-line); Marty Van Buren (in person); Dave Rogers (in person); Megan Hartigan (in person); Brain Carlson (in-person); Kathleen Haney (in person); Tom Fennell (in person) Tim Held (on-line); Dave Waltz (on-line).

Members Not Present: Dr. Manu Madhok; Renee Donnelly; Mark Jones; Dan Stensrud;

Guests/Staff: Joe Graw, ImageTrend; Robert Norlen, EMSRB Staff

1. Call to Order – (1:00 p.m.) – Megan Hartigan, Committee Chair

Ms. Hartigan welcomed everyone to the meeting. She asked for introductions from those present.

2. Approve Agenda – Megan Hartigan, Committee Chair

Motion: Mr. Van Buren moved to approve the agenda for the March 9, 2015 DPSAC meeting.
Second by Mr. Egan. Committee Consensus

3. Approval of October 5, 2015 Meeting Notes - Megan Hartigan, Committee Chair

- October 5, 2015 Meeting Notes:

Motion: Mr. Carlson moved to approve the meeting notes from the October 5, 2015 DPSAC meeting. Seconded by Mr. Egan. Committee Consensus.

4. Review of MNSTAR Version 3 On-line System

Mr. Norlen provided a brief overview of the work that had been done related to implementation of MNSTAR version 3 since the last DPSAC meeting in October. Mr. Norlen note the version 3 system has been updated with the data elements recommended by the DPSAC and approved by the Board at their November meeting. We have one ambulance service doing some direct data entry reporting to MNSTAR to assist in flushing out any issues with the on-line run form and associated data validation rules. Staff will be attending some version 3 on-site training at ImageTrend in the next week or so. Staff is also working on getting administrator accounts set up in MNSTAR version 3 in preparation of the start of implementation and transition to MNSTAR. It has been determined the best practice will be to have each service as the transition to version 3 to re-enter staff rosters and re-assign user access to each staff person. This will give us a fresh start in the version 3 database to eliminate inactive users and get staff rosters up to date for each user ambulance service.

Mr. Norlen asked Mr. Graw to provide a live site tour of MNSTAR version 3. Mr. Graw provided an overview of the system including system features and developed Minnesota compliant run forms, process for 3rd party data submission and data element value structuring.

5. Review MNSTAR Value Lists

Mr. Norlen asked the committee if they would like to review specific element value lists such as the values available for Medications. The consensus of the committee was that the review of the value lists would be beneficial, but would not want to take the time at this meeting to review each value list. After some discussion, it was decided that we could export a value list out of MNSTAR and then send that out to the committee for review. Mr. Norlen will work with Image Trend to get the exported value list formatted and sent out to the committee for review.

6. Develop Implementation Plan and Timeline for MNSTAR version 3 Transition

Mr. Norlen presented a draft statewide plan for implementation of MNSTAR version 3 as a possible recommendation to the Board. The committee discussed the draft implementation plan and had specific discussion on the timelines for overall implementation of MNSTAR version 3. After much discussion about services using 3rd party vendor software to submit data and when some vendors may have a version 3 product ready, the training services may need to do with a transition to a new software and unforeseen hardware needs that may need to be budgeted for by services the committee made adjustments to the draft implementation plan for recommendation to the Board. The consensus from the committee was an implementation start date of 4/4/2016 with a date of 12/31/2017 where all services would be submitting data to MNSTAR with NHTSA/NEMSIS approved version 3.4.0 software and file formats. Mr. Norlen was directed to make updates to the draft implementation plan to reflect the committee discussion and consensus.

The implementation plan recommended to the Board at their March 17th meeting is attached to these meeting notes.

7. Other Business

No other business was brought to the committee.

8. Adjourn

Meeting was adjourned by committee consensus at 4:05pm