



# 2021 MICHIGAN TRAUMA SYSTEM DEVELOPMENT PROJECT *PROJECT ADMINISTRATION AND GUIDANCE*

## PROJECT INFORMATION

The Bureau of EMS, Trauma & Preparedness (BETP) is engaged in trauma system development. This statute driven endeavor is committed to the concept of a regionalized, coordinated, and accountable system of care built to ensure injured Michigan residents get the right resources at the right time.

BETP is committed to supporting partners and stakeholders to enhance their efforts in system building and maintenance. BETP is continuing to support initiatives that fit into the following trauma system building categories: **Injury Prevention, Trauma Education, Performance Improvement, and Trauma Infrastructure**. Partners are encouraged to look at the gaps in programming, resources, and data to determine where they should more finely focus their system building efforts.

This funding is dedicated to supporting trauma stakeholders and initiatives that meet the specific needs of the region, community, agency, or facility as they build and support the trauma system. System partners and stakeholders may submit this **Participation Form** to their Regional Medical Control Authority Network project fiduciary (see contact information below) requesting funding. Qualified facilities will receive reimbursement up to \$8,000 for their program/project. Participation forms will be accepted until COB March 19, 2021. Project award announcements will be emailed by the Regional Trauma Coordinator no later than April 5, 2021. Projects may begin with receipt of the email notice. Projects must be completed by Sept. 30, 2021.

## Grant Award Process

As noted, regional partners and stakeholders are required to submit a Participation form that provides; contact information a description of the project and a project budget that outlines how the funds will be use. The RMCAN and the RMCAN fiduciary if not one in the same, will establish a committee of appropriate size and composition (representing the regional trauma system) to effectively evaluate and consider all submitted Participation forms to ensure the projects fit into one of the described categories and the request for funding is commensurate with the outlined description of activities. A Participation form review sheet has been developed to document the decision making. Questions such as partners forming a group and requesting a larger sum to fund a cooperative project should be approved by BETP, requests for funding less than \$8,000.00 may be made at the discretion of the committee if the project meets the guidelines. Other concerns should be addressed in consultation with BETP prior to the grant notice being sent.

## Timelines and Deadlines

The review committee should be established as soon as possible. While early submitted Participation forms can be reviewed, the evaluation process cannot be completed until the end of the submission period (COB **March 19**) allowing a full review of all submissions. Determination must be made, and **notice emails must be sent out no later than April 5** to allow as much time as possible to plan and participate. Projects may not begin until the Project Contact has received the email notice. Work done prior to the start date will not be reimbursed. **However, planning may begin prior to the start date**. The projects are reimbursement grants, work will be compensated at the conclusion of the project. Contracts will be set up in EGrams by April 1. Projects must be completed by the close of the fiscal year, Sept. 30, 2021. As noted, issues related to funding questions, projects, etc., must be addressed expeditiously to limit turnaround time delays. The Regional Trauma Coordinators will forward questions to BETP that need immediate consideration.

## Fiduciary Responsibilities\*

Participate on the review committee.

Submit monthly FSR.

Collect and store for audit purposes: Participation forms, Budget sheet, Evaluation forms, copies of Invoices, Final Report.

Submit to BETP a spread sheet with funded projects listed, agency name/contact info, funded amount.

Document payments disbursed.

Participate as needed in the development of State Trauma System Projects Report

## RMCAN Responsibilities

Participate on review committee.

If RMCAN has fiduciary role see above.

\* Definition: "A **fiduciary** is a person or organization that acts on behalf of another person or persons, putting their clients' interest ahead of their own, with a duty to preserve good faith and trust. Being a **fiduciary** thus requires being bound both legally and ethically to act in the other's best interests" [www.investopedia.com](http://www.investopedia.com).

## RMCAN fiduciary (RMCAN-f) Contacts

Name	RMCAN	Region	Email
Dave Boomer, Manager of Operations Tri-County	Tri-County	1	<a href="mailto:dave.boomer@tcmca.org">dave.boomer@tcmca.org</a>
Bonnie Kincaid, Executive Director	Oakland County MCA	2 North	<a href="mailto:bonnie@ocmca.org">bonnie@ocmca.org</a>
Robert Miljan, Executive Director	Wayne County – HEMS	2 South	<a href="mailto:mail@hems.org">mail@hems.org</a>
Eric Snidersich, Assistant Director EMS/Saginaw-Tuscola MCA	Saginaw Valley EMS	3	<a href="mailto:eric.snidersich@cmich.edu">eric.snidersich@cmich.edu</a>
Craig Dieringer	Allegan/Kalamazoo MCA	5	<a href="mailto:Craig.dieringer@med.wmich.edu">Craig.dieringer@med.wmich.edu</a>
Sherri Veurink	KCEMS	6	<a href="mailto:veurinks@mercyhealth.com">veurinks@mercyhealth.com</a>
West Michigan Regional Medical Consortium	West Michigan Regional Medical Consortium	7	<a href="mailto:medicaldir@mercyhealth.com">medicaldir@mercyhealth.com</a>
Alyson Sundberg	DPL Marquette General	8	<a href="mailto:Alsyson.sundberg@mghs.org">Alsyson.sundberg@mghs.org</a>

## Project Contacts:

The Regional Trauma Coordinators will be partnering with the RMCAN's to assist in coordination and will be available to provide technical assistance.

Name	Title	Email	Phone
Eileen Worden	State Trauma Program Manager	<a href="mailto:wordene@michigan.gov">wordene@michigan.gov</a>	(517) 241-3020
Theresa Jenkins	Region 1 Trauma Coordinator	<a href="mailto:jenkinst4@michigan.gov">jenkinst4@michigan.gov</a>	(517) 243-8507
Doug Burke	Region 2N Trauma Coordinator	<a href="mailto:burked6@michigan.gov">burked6@michigan.gov</a>	(517) 243-8507
Denise Kapnick	Region 2S Trauma Coordinator	<a href="mailto:kapnickd@michigan.gov">kapnickd@michigan.gov</a>	(517) 897-4102
Aaron Brown	Region 3	<a href="mailto:browna68@michigan.gov">browna68@michigan.gov</a>	(517) 898-0165
Cheryl Moore	Region 5 Trauma Coordinator	<a href="mailto:Moorec19@michigan.gov">Moorec19@michigan.gov</a>	(517) 897-3334
Helen Berghoef	Region 6 Trauma Coordinator	<a href="mailto:berghoefh@michigan.gov">berghoefh@michigan.gov</a>	(517) 897-5371
Deb Detro-Fisher	Region 7 Trauma Coordinator	<a href="mailto:detro-fisherd@michigan.gov">detro-fisherd@michigan.gov</a>	(517) 243-8872
Lyn Nelson	Region 8 Trauma Coordinator	<a href="mailto:nelsonl7@michigan.gov">nelsonl7@michigan.gov</a>	(517) 243-8975
Emily Bergquist	MCA Coordinator	<a href="mailto:bergquiste@michigan.gov">bergquiste@michigan.gov</a>	(517) 335-0067
Kathy Wahl	Director, EMS & Trauma Division	<a href="mailto:wahlk@michigan.gov">wahlk@michigan.gov</a>	(517) 335-8489

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### **FOR RMCANS fiduciary USE ONLY**

#### FORMS CHECKLIST

- Participation form
- Budget sheet
- Award confirmation email
- Final invoice
- Final report
- Spreadsheet

#### Date Submitted

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