

Designation Subcommittee Meeting Minutes  
Wednesday, February 10, 2021  
Bureau of EMS, Trauma and Preparedness  
Microsoft Teams Meeting

**Attendees:** Holly Bair, Todd Chassee, Rita Cox, Deborah Falkenberg, Mark Kerschner, Christine McEachin, Benjamin Mosher, Sujal Patel, Penny Stevens, Wayne Vanderkolk, Chris Wagner and Jon Walsh

**Staff:** Tammy First, Theresa Jenkins, Denise Kapnick, Lyn Nelson and Eileen Worden

**Call to order in open meeting at 7:00 a.m.**

**Approval of Minutes:** The minutes from the November 10, 2020 meeting were approved. Motion for approval Mosher, seconded by Stevens, all in favor.

**New Business:**

- The committee brainstormed various portions of a virtual site visit:
  - The state can purchase a HIPPA compliant Zoom account to be used for the site visits. The committee recommended the state set up the meetings for the site visit day to have more control and consistency.
  - A recommendation was made to have at least one designation committee member present at each virtual site visit to be available for questions and to serve in a mentor role. There was also a recommendation to have committee members conduct the first few virtual site visits.
  - Lunch:
    - This is an opportunity for the reviewers to ask questions of staff from different departments. The staff members from the hospital will need to be in their own room calling into Zoom from individual computers vs. being in one big room.
  - Chart review:
    - The state has the potential to use a file transfer system where the hospital and reviewers would be given access as needed to upload and view documents for the review. The committee discussed the importance of being clear about what is needed for each chart and suggested a checklist would be helpful.
    - If needed Chris Wagner is willing to put together a tutorial on how to put together charts to upload from EPIC for a site visit.
    - There was also discussion about the reviewers conducting the chart review prior to the site visit day and reaching out to the hospital if additional items were needed.
    - The reviewers should meet prior to the site visit day to discuss their individual chart review and plan for the site visit day.
  - Tour:
    - There was discussion on whether to do a live tour or have the hospital submit a recorded video. The recommendation was to have hospitals submit a recorded video and to provide a checklist of what is required to be in the video. If the recorded video option does not work, then the process can be revised to a live tour.
  - The committee recommended conducting a pilot with a hospital that is willing to determine what works and what does not. There is a hospital in Region 1 who would be willing and is expiring this year. Dr. Walsh and Dr. Vanderkolk volunteered to be the reviewers for the pilot site visit.
- An announcement will be sent out by the end of the month regarding site visits for 2021. The hospitals whose designation is expiring in 2021 will have a virtual site visit (22 hospitals expire in 2021) and will need to know that they will be contacted as early as this summer about a site visit. The hospitals in the queue (22 in queue) will have a site visit in 2022 unless they contact the state that they want to have a visit in 2021.
- Risk adjusted benchmarking was initially offered as a pilot for level III trauma hospitals in Michigan. The American College of Surgeons is keeping the risk adjusted benchmarking requirement for level III's moving forward. The committee agreed that Michigan should require level III's to do risk adjusted benchmarking as part of their designation.
- Dr. Vanderkolk will make a recommendation at the next State Trauma Advisory Committee meeting that the designation committee members' terms be extended an additional year through the end of 2022 due to the pandemic postponing site visits. Any committee member that does not wish to remain on the committee an additional year should contact Tammy.

**Adjournment:** 7:56 a.m.