

**Southwest (3) Regional Trauma Advisory Board
Microsoft Teams**

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August 6th, 2020 – 10:30 am

AGENDA

The following Board Members are participating remotely using the Microsoft Teams teleconferencing platform:
Air Evac Lifeteam – Duncan, American Medical Response – Duncan, American Medical Response – Marlow, Carnegie EMS, Chickasha Fire Department/EMS, Comanche County Memorial Hospital, Comanche County Memorial Hospital EMS, Duncan Regional Hospital, Inc., Grady Memorial Hospital Authority, Grandfield Ambulance, Johnston County EMS, Kirk's Emergency Service, Lindsay Municipal Hospital, Mercy Hospital Ada, Mercy Hospital Ada EMS, Mercy Hospital Ardmore, Inc, Mercy Hospital Healdton, Inc., Southern Oklahoma Ambulance Service, Southwestern Medical Center.

The following General Members are participating remotely using the Microsoft Teams teleconferencing platform:
Air Evac Lifeteam – Ada, Air Evac Lifeteam – Altus, Air Evac Lifeteam – Ardmore, Air Evac Lifeteam - Decatur, TX, Air Evac Lifeteam - Wichita Falls, Anadarko Fire Department EMS, Apache Ambulance, Apollo MedFlight, Arbuckle Memorial Hospital Authority, CareFlite, Carnegie Tri-County Municipal Hospital, Chickasaw Nation EMS, Chickasaw Nation Medical Center, Elkview General Hospital, Elmore City EMS, Grady EMS District, Greer County Special Ambulance Service District, Harmon Memorial Hospital, Jackson County EMS, Jackson County, Memorial Hospital Authority, Jefferson County Hospital, Jim Taliaferro Community Mental Health Center, Lawton Indian Hospital PHS, Lindsay EMS, Mangum Regional Medical Center, Medic West, LLC, MERC- Lawton, Mercy Health – Love County EMS, Mercy Health Love County, Mercy Hospital Tishomingo, Murray County EMS, OSDH-EPRS, Pauls Valley Ambulance Authority, Reynolds Army Community Hospital, Rolling Hills Hospital, LLC, Rush Springs Fire/EMS, Sinor EMS (Hobart), Southwest Oklahoma Ambulance Authority, Stratford Response Area, Survival Flight Inc., The Physicians' Hospital in Anadarko, Tillman County EMS District, Tuttle Fire/EMS, Velma, Community Ambulance, Wadleys EMS Inc – Stratford, Wadleys EMS Inc (Wynnewood), Waurika EMS.

- I. Call to Order**
- II. Roll Call**
- III. Introductions and Announcements**
- IV. Approval of Minutes – February 20th, 2020**
- V. Reports**
 - A. Emergency Systems Quarterly Activity Report – Jennifer Woodrow
 - B. Oklahoma Trauma and Emergency Response Advisory Council Report – Jennifer Woodrow
 - C. Quality Improvement Committee Quarterly Activity Report – Brandee Keele
 - D. Regional Education Planning Committee (REPC) Activity Report – Brad Lancaster
 - E. EMS for Children Quarterly Activity Report – Delores Welch
 - F. Regional Medical Planning Group/Southwestern Medical Emergency Response Center Quarterly Activity Report – Robert Stewart
- VI. Business**
 - A. Discussion, consideration, possible action, and vote to approve EMResource two hour divert time recommendation
 - B. Discussion, consideration, possible action, and vote to approve the following 2021 trauma system goals to send to the Regional Education Planning Committee for planning and implementation by October 2020
 1. Decrease the number of Priority 1 patients transported by ambulance services to a Level III or Level IV Trauma Center by 3% by the end of the calendar year
 2. Decrease the statewide average length of stay at Level III and Level IV Trauma Centers for patients having an ISS of ≥ 16 by 3% by the end of calendar year 2021
 - C. Discussion, consideration, possible action, and vote to approve attached amended Region 3 Bylaws
 - D. Discussion, consideration, possible action, and vote to approve 2021 Board Member rotation



- E. 2021 Committee membership discussion and discussion, consideration, possible action, and vote to approve the following:
 - 1. Anthony Adams to the Regional Education Planning Committee
- F. 2021 Board Officer discussion and nominations
 - 1. Chair
 - 2. Vice Chair
 - 3. Secretary
- G. 2021 Board Meeting dates, times, and venues discussion
 - 1. February 4th, 2021 at Great Plains Technology Center – 10:30 am
 - 2. April 1st, 2021 at Great Plains Technology Center – 10:30 am
 - 3. August 5th, 2021 at Great Plains Technology Center – 10:30 am
 - 4. October 7th, 2021 at Great Plains Technology Center – 10:30 am
- VII. New Business**
(For matters not reasonably anticipated 48 hours prior to the meeting)
- VIII. Next Meeting**
 - A. Quality Improvement Committee
September 3rd, 2020 – 11:00 am
 - B. Regional Education Planning Committee
October 1st, 2020 – 9:00 am
 - C. Regional Trauma Advisory Board
October 1st, 2020 – 10:30 am
- IX. Adjournment**

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

Section V. Term

The term of the Board Members is one calendar year.

Section VI. Appointments

Board members shall be appointed by the respective member organizations according to the established membership structure and rotation.

Section VII. Meetings

Meetings of the Board shall be held in accordance with the Oklahoma Open Meeting Act. Meetings of the Board Members shall be held at such times and places as determined by the Board Members. These meetings must be held at least quarterly.

The Board shall not review patient specific information or medical records at these meetings.

Section VIII. Attendance Expectations/Removal of Board Members

~~1. Members who do not have a satisfactory previous year attendance will forfeit their turn in the approved rotation. A Member is automatically removed from the Board if he/she misses a scheduled and posted meeting in any year without arranging for a proxy.~~ In the event a board member is removed due to not meeting the attendance expectations, the agency or facility CEO and or Director will be notified of their representatives' removal from the Board rotation.

~~1.2.~~ If the board member believes that they missed a scheduled meeting due to extenuating circumstances, that member shall notify OSDH Emergency Systems and the RTAB Chair and the RTAB Chair will determine if the absence was acceptable.

~~2. Vacancies~~

~~In the event that a Board Member is removed from the board, the effected member organization will be removed from the current rotation and the next provider on the rotation will assume their position. The Chair of the Board will notify both providers of the change.~~

3. Any member organization that fails to ensure participation by their representative shall be reported to both the *Oklahoma Trauma and Emergency Response Advisory Council* and the member organization's licensing authority.

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

Section IX. Proxies
In the event that a board member or their alternate is unable to attend a board meeting, they may attend a meeting or vote by Proxy. They must prepare and send a statement on their institution's letterhead or by email stating their authorization of a specifically named alternate from their institution to attend the meeting and/or cast a vote on their behalf. The proxy should be transmitted to **both** the *OSDH ~~Emergency Systems-Trauma Office~~* and the *RTAB Secretary* at least 24 hours before the posted meeting time. A proxy shall only be valid at the meeting for which it is executed.

Section X. Quorum
A simple majority of the Board shall constitute a quorum at any meeting.

OFFICERS

Section I. The following officers shall be elected from the Board Members: Chair, Vice-chair, and Secretary.

Section II. The same person shall hold no more than one office.

Section III. The term for officers shall be one year.

Section IV. Nominations
Nominations of candidates for office shall occur at least one month prior to the election.

1. The candidates shall be Board Members.
2. The candidates shall express a willingness to serve.

Section V. Additional Offices
The Board Members may create additional officer positions, define the authority and duties of each such position, and elect persons to fill the position.

Section VI. Attendance Expectations/Removal of Officers
An Officer is automatically removed from office if he/she misses a posted

**Southwest (3) Regional Trauma Advisory Board
Great Plains Technology Center
4500 Southwest Lee Boulevard
Lawton, OK 73055
February 20th, 2020 – 10:30 am**

MINUTES

The meeting notice was filed with the Oklahoma Secretary of State on February 7th, 2020 at 12:29 pm. The meeting notice/agenda was physically posted at the Oklahoma State Department of Health Central Office, 1000 Northeast 10th Street, Oklahoma City, OK 73117 and the Oklahoma State Department of Health website for the Region 3 RTAB on Friday, February 14th, 2020. Meeting notice was also placed at the Great Plains Technology Center Conference Room, 4500 Southwest Lee Boulevard, Lawton, OK 73505.

I. Call to Order

The meeting was called to order by Chair Brad Lancaster at 10:33 am.

II. Roll Call

Roll call was taken with members present and absent reflected on the attached attendance sheet.

III. Introductions and Announcements

IV. Approval of Minutes – October 3rd, 2019

A motion to approve the October 3rd, 2019 minutes as written was made by Dan McLeod of Southern Oklahoma Ambulance Service and seconded by Scott Tanner of Southwestern Medical Center. There was no discussion and the motion passed 15-0.

V. Reports

A. Emergency Systems quarterly activity report – Jennifer Woodrow

Emergency Systems filled the EMS Administrator position and is currently interviewing for the EMResource position. Dr. LaTrina Frazier replaced Dr. Julie Myers as the interim Medical Facilities Service Director and Veronica Palacio-Reed filled the Administrative Assistant position. Atul Abraham is a Masters of Health Administration student who will be interning with the Department. Upcoming training opportunities were provided in the member packet. EMS Director training will be offered March 31st at the Oklahoma State Department of Health (OSDH). Regional Oklahoma Trauma Education Program (OTEP) trainings have been scheduled for 2020 with the Region 3 class scheduled for September 22nd, 2020 at the Great Plains Technology Center. Stop the Bleed training will also be scheduled for this day following the OTEP training. Anyone interest in attending these trainings should contact Jennifer Woodrow for further information. The Data Element Workgroup for stroke is currently working on refining the data elements. Any questions regarding the workgroup or the Stroke Registry should be directed to Xana Howard. The TReC contract has been awarded with the goal set for TReC to be in service by March 1st, 2020.

B. Oklahoma Trauma and Emergency Response Advisory Council (OTERAC) report from previous meeting – Jennifer Woodrow
OTERAC last met on February 12th, 2020 at the Oklahoma State Department of Health. Business conducted at this meeting included the following:



- Recommendation to approve amendments to Oklahoma Administrative Code, Title 310 Chapters 2 to include Subchapters 21, 29, 37, and 39
- Recommendation to approve amendments to Oklahoma Administrative Code, Title 310 Chapters 641 to include Subchapters 1-7, 3-20, 5-20, 17-10, and 17-17
- Vote to support recommendation from the Oklahoma State Stroke System Advisory Committee (OSSSAC) for the Level III Stroke Interfacility Algorithm to include a recommendation for dissemination statewide through the Regional Trauma Advisory Boards

The Council considered establishing a steering committee for STEMI. A steering committee was not formed and the Council requested that the RTABs be asked what they want from a STEMI steering group in regards to regional planning prior to making any recommendation. Any recommendations should be emailed to Jennifer Woodrow or Dan Whipple. The next meeting is scheduled for June 10th, 2020.

- C. Quality Improvement (QI) Committee quarterly activity report – Jamie Lee
The first quarter meeting is scheduled for March 5th, 2020. In December, the Committee met as a statewide group for the first time. During the meeting, the committee reviewed cases from around the state and education was provided regarding the QI process. The state of Oklahoma has a response rate to QI request of 48% and Region 3 has a response rate of 65%. Ms. Lee thanked members for leading the way in the state and taking the letters as an opportunity for improvement. The Committee received one resignation with three volunteers to fill the vacancy.
- D. Regional Education Planning Committee (REPC) activity report – Brad Lancaster
The Committee last met today before the RTAB. Currently, the Committee is working on the following: an education piece for interfacility transfers, review of RTAB attendance with possible recommendations to the licensing authorities for failure to participate, stroke language, divert policies, and bylaw and trauma plan amendments. A special meeting will be called prior to the next quarter meeting to address update of the Board rotation.
- E. EMS for Children quarterly activity report
No representative was present for report.
- F. Regional Medical Planning Group/Southwestern Medical Emergency Response Center quarterly activity report
Bob Stewart provided training opportunities and EMResource reports regarding Hospital and EMS Drills noting the following:
- Statewide drills were conducted occurring in November with 85% hospital participation and 66% EMS participation and December with 90% hospital participation and 59% EMS participation. Seven agencies were reported to the Quality Improvement committee for failure to respond to any of the statewide drills to include, Anadarko Fire Department EMS, Comanche County Memorial Hospital, Jackson County EMS, Southwest Oklahoma Ambulance Authority, Tuttle Fire/EMS, Velma Community Ambulance and Waurika EMS. Agencies are only reported if there are consecutive failures to respond.
 - Mass Casualty Incident (MCI) Drills were conducted on November 26th with 95% of agencies participating and overall drill compliance of 80%; January 8th with 85% of agencies participating with a compliance of 60%; and February 13th with 85% of agencies participating with a 65% compliance. Carnegie Tri-County Municipal Hospital and Mangum Regional Medical Center were reported to the QI Committee for not responding appropriately to three consecutive drills.
 - April Chaos, an HPP functional exercise, is scheduled for April 15th and can be used to meet CMS requirements. Anyone who would like to participate in this exercise should email interest no later by March 6th.



- A Redundant Communications Drill is scheduled for April 7th from 8:00 am until completion. This is the coalition's semi-annual drill.
- Advanced Burn Life Support (ABLS) training is still available with 84 slots filled. Out of those 84 slots, there are 13 completions, 17 incomplete, and 54 participants who have not started the course. Fourteen hospitals and twenty-two EMS agencies still need to sign up for the training. A list of all those who have signed up was made available after the meeting.
- The Region 3 Emergency Preparedness and Emergency Workshop is scheduled for April 21st from 8:30 am until 4:30 pm at the Red River Technology Center in Duncan. Chief of Surgery and Trauma Medical Director for UMC El Paso Dr. Alan H. Tyroch, Trauma Program Director for UMC El Paso Sandra Gonzalez, and Marshall County, Kentucky EMS Director Brian Cutsinger will present information regarding active shooter events.
- The next RMPG meeting is scheduled after the RTAB at 1:00 pm with plans to discuss the Medical Reserve Corp and to review the Pediatric Surge Plan.

VI. Business

- A. Discussion, consideration, possible action, and vote to approve EMResource divert time recommendation
Bob Stewart discussed EMResource noting that EMResource allows a hospital only one hour to remain on emergency department divert but the EMResource user manual states two hours are allowed. Members were asked if they would prefer a one or two hour time limit with the understanding that an EMS agency can override a divert in the event of an emergency. A motion to recommend two hours for the time allowed to remain on divert was made by Shay Payne of Carnegie Tri-County Municipal Hospital and seconded by Paul Thomas of Mercy Hospital Tishomingo. A roll call vote was taken with a vote of 16-0. The motion did not pass due to the motion being made by a non-voting member.
- B. Discussion, consideration, possible action, and vote to approve Region 3 Trauma Plan
Jennifer Woodrow discussed the proposed amendments to the Region 3 Trauma Plan noting amendments were based upon information obtained from the EMS Provider Survey. Proposed amendments were emailed prior to the meeting and made available in the member packet.
A motion to approve the proposed Region 3 Trauma Plan was made by Dan McLeod of Southern Oklahoma Ambulance Service and seconded by Bruce Crowell of Kirk's Emergency Service. There was no discussion and the motion passed 16-0.
- C. Discussion, consideration, possible action, and vote to approve amended Region 3 Bylaws as follows:
- F. Vacancies and request or recommendations for committee membership
- i. Notice of a vacancy, new request, or recommendations for committee membership shall be distributed to Board members at least ten (10) days prior to a scheduled meeting by written or verbal communication.
 - ii. Volunteers/recommendations or nominations to fill the vacancy in membership or new requests for membership on this committee shall be accepted and voted on at the next scheduled meeting of the Board.
- Jamie Lee noted that, with the current bylaw language, request for membership can only be requested at the annual meeting. The change in bylaw language will allow for both vacancies and requests for membership to be voted on at any meeting as long as a ten day notification is distributed prior to the meeting.



A motion to approve the proposed Region 3 Bylaws was made by Dan McLeod of Southern Oklahoma Ambulance Service and seconded by Jared Cheek of Air Evac Lifeteam – Duncan. There was no discussion and the motion passed 16-0.

- D. Discussion, consideration, possible action, and vote to approve volunteers/nominations for the Region 3 Quality Improvement Committee membership vacancy
1. Jamie Hennessee
 2. Dan McLeod
 3. Tyler Walters

A motion to approve the proposed members to the Quality Improvement Committee was made by Kim Tigert of Duncan Regional Hospital and seconded by Beth Malone of Grady Memorial Hospital Authority. There was no discussion and the motion passed 16-0.

- E. Discussion, consideration, possible action, and vote to recommend to the Oklahoma State Stroke System Advisory Council amendments to the Rural EMS Stroke Triage Algorithm Jennifer Woodrow requested members review the Rural EMS Stroke Triage Algorithm proposed by American Heart Association and send any recommendations for improvement by email to her or Grace Pelley.
- F. Discussion, consideration, possible action, and vote to approve 2021 trauma system goals to send to the Regional Education Planning Committee for planning and implementation by October 2020

A motion to approve the following 2021 trauma systems goals was made by Dan McLeod of Southern Oklahoma Ambulance Service and second by Kelley Martinez of Jackson County Memorial Hospital Authority:

- Decrease the number of Priority 1 patients transported by ambulance services to a Level III or Level IV Trauma Center by 3% by the end of the calendar year
- Decrease the statewide average length of stay at Level III and Level IV Trauma Centers for patients having an ISS of ≥ 16 by 3% by the end of calendar year 2021

A roll call vote was taken with a vote of 16-0. The motion did not pass due to the motion being made by a non-voting member. Brad Lancaster noted that the REPC recommends an increase in the number of OTEP trainings for EMS and Hospital providers.

VII. Presentation

- A. Process Improvement – Oklahoma State Department of Health
- Jennifer Woodrow spoke of process improvement steps based upon Lean Processing and Six Sigma methodologies. She began by reviewing the OSDH Emergency Systems mission statement of getting the right patient to right place getting the right treatment in the right amount of time. The main goals of Lean processing are to eliminate or reduce waste by improving process flow. This is accomplished by using five principles that include: defining the expectation from the customer's perspective and removing process steps that detract from achieving that expectation; identifying all steps in the process and removing areas that incorporate waste; making the process meet the customer's needs; empowering employees; and creating a culture of continuous improvement. Six Sigma utilizes a mnemonic to assist with process changes: DMAIC. First, an issue must be defined; then the current state is measured; opportunities for improvement are analyzed; the process is improved by implementing those opportunities; and quality control process are used to ensure its success. Ms. Woodrow then reviewed 2018 data pertaining to the number of Priority 1 patients that EMS delivered to Level III and IV Trauma Centers and the number of patients with Injury Severity Scores (ISS) of ≥ 16 that were transferred within Region 3. Ms. Woodrow asked the region to use the tools discussed today to decrease the number of Priority 1 patients transported to Level III and IV Trauma Centers and to decrease the length of stay for transferred with ISS ≥ 16 patients by 3% by the end of 2021.



She emphasized that this goal is attainable and will help set the stage to make larger changes in those numbers in the future.

VIII. New Business

(For matters not reasonably anticipated 48 hours prior to the meeting)
There was no new business.

IX. Next Meeting

- A. Quality Improvement Committee
Comanche County Memorial Hospital
3401 West Gore Boulevard
Lawton, OK 73505
March 5th, 2020 – 11:00 am
- B. Regional Education Planning Committee
Great Plains Technology Center
4500 Southwest Lee Boulevard
Lawton, OK 73505
April 2nd, 2020 – 9:00 am
- C. Regional Trauma Advisory Board
Great Plains Technology Center
4500 Southwest Lee Boulevard
Lawton, OK 73505
April 2nd, 2020 – 10:30 am

X. Adjournment

A motion to adjourn was made by Jared Cheek of Air Evac Lifeteam – Duncan and seconded by Dan McLeod of Southern Oklahoma Ambulance Service. The meeting adjourned at 11:43 am.

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SOUTHWEST (3) REGIONAL TRAUMA ADVISORY BOARD

BOARD MEMBER ATTENDANCE

BOARD MEMBER	REPERESNTATIVE	1Q	2Q	3Q	4Q	2020
Air Evac Lifeteam - Duncan	Jared Cheek	X				100%
	Kelly Dillon					
American Medical Response - Duncan	Jared Cheek	X				100%
	Kelly Dillon					
American Medical Response - Marlow	Jared Cheek	X				100%
	Kelly Dillon					
Carnegie EMS	Kenneth Pack Tyler Walters	X				100%
Chickasha Fire Department/EMS	Brian Zalewski Tony Samanrego	A				0%
Comanche County Memorial Hospital	Rachel Talley Nick Eimers-Mosier	X				100%
Comanche County Memorial Hospital EMS	John Phillips Christie Timspon	A				0%
Duncan Regional Hospital, Inc.	Kim Tigert	X				100%
	Julie Pennypacker					
Grady Memorial Hospital Authority	Mary Beth Malone Ryan Chester	X				100%
Grandfield Ambulance	Wayne Hull	X				100%
Harmon Memorial Hospital	Cheryl Simco David Strawn	A				0%
Johnston County EMS	Kenneth Power	X				100%
	LeaAnne Bently					
Kirk's Emergency Service	Bruce Crowell	X				100%
	Sondra Sand					
Lindsay Municipal Hospital	Brianne Bray	X				100%
	Tandy Warren					
Mercy Hospital Ada	Tammy Bridgeman	X				100%
	James Lampkin					
Mercy Hospital Ada EMS	James Lampkin	X				100%
	Randy Bryant					
Mercy Hospital Ardmore, Inc	Lori Smith	X				100%
	Lea Brown					
Southern Oklahoma Ambulance Service	Andrea Earley	X				100%
	Dan McLeod					
Southwestern Medical Center	Robin Garmon	X				100%
	Scott Tanner					

SOUTHWEST (3) REGIONAL TRAUMA ADVISORY BOARD

GENERAL MEMBER ATTENDANCE

GENERAL MEMBER	REPERESNTATIVE	1Q	2Q	3Q	4Q	2020
Air Evac Lifeteam - Ada	Steve Bates	X				100%
	Jared Cheek					
Air Evac Lifeteam - Altus	Kelly Dillon	X				100%
	TJ Saxon					
Air Evac Lifeteam - Ardmore	Jared Cheek	X				100%
	Steven Bates					
Air Evac Lifeteam - Decatur, TX	Jared Cheek	X				100%
	Kelly Dillon					
Air Evac Lifeteam - Wichita Falls	Jared Cheek	X				100%
	Kelly Dillon					
Anadarko Fire Department EMS	Greg Stone	X				100%
	E.J. Sorrels					
Apache Ambulance	Michael Bolin	A				0%
	Charley Love					
Apollo MedFlight	Brandon Leasure	A				0%
	Brett Hicks					
Arbuckle Memorial Hospital Authority	Ashley Bonham	X				100%
	Jessica Hobson					
CareFlite	Zack kupper	A				0%
	Alex Eden					
Carnegie Tri-County Municipal Hospital	Shannonn Ware	X				100%
	Shay Payne					
Chickasaw Nation EMS	Roy Throne	X				100%
	Louis Wade Snodgrass					
Chickasaw Nation Medical Center	Jillian Chadwick - James	X				100%
	Roy Throne					
Elkview General Hospital	Jaye Hendrix	X				100%
	Kim Goss					
Elmore City EMS	Brendan Hucks	X				100%
	Jason Cook					
Grady EMS District	Chloe Berry	X				100%
	Kevin Trusty					
Greer County Special Ambulance Service District	Scott Augustine	A				0%
Jackson County EMS	William Stevens	X				100%
	Sharon Sanderson					
Jackson County Memorial Hospital Authority	Kelley Martinez	X				100%
	William Stevens					
Jefferson County Hospital	Leah Newton	X				100%
	Brent McReynolds					
Jim Taliaferro Community Mental Health Center	John Martin	X				100%
	Donna Duyne					
Lawton Indian Hospital PHS	Katie Tompkins	A				0%
	Kendall Washburn					
Lindsay EMS	Anthony Adams	X				100%
	Brian Davis					
Mangum Regional Medical Center	Lisa Zimms	A				0%
	Zachary Canaday					
Medic West, LLC	Ray Simpson	A				0%
	Jenalu Simpson					

SOUTHWEST (3) REGIONAL TRAUMA ADVISORY BOARD

GENERAL MEMBER ATTENDANCE

MERC- Lawton	Bob Stewart Alana Pack	X				100%
Mercy Health – Love County EMS	David Manning Tracy Walker	X				100%
Mercy Health Love County	David Manning Tad Hall	X				100%
Mercy Hospital Healdton, Inc.	Jaime Connel Kasye Smtih	X				100%
Mercy Hospital Tishomingo	Paul Thomas Lori Smith	X				100%
Murray County EMS	Brad Lancaster Joseph Morgan	X				100%
OSDH-EPRS	Sheila Lawson	X				100%
Pauls Valley Ambulance Authority	James Lampkin	X				100%
Reynolds Army Community Hospital	Michael Bolin	X				100%
Rolling Hills Hospital, LLC	Anthony Guild Johnny Luttrell	A				0%
Rush Springs Fire/EMS	Kevin Trusty Chloe Berry	X				100%
Sinor EMS (Hobart)	Teri Lankford Lance Lankford	A				0%
Southwest Oklahoma Ambulance Authority	David Strawn Sheila Lewis	A				0%
Stratford Response Area	James Lampkin	X				100%
Survival Flight Inc.	Ryan Sand Cole Register	X				100%
The Physicians’ Hospital in Anadarko	Brandi Lewis Kendall Washburn	X				100%
Tillman County EMS District	Ralph Washburn Eddie Johnson	X				100%
Tuttle Fire/EMS	Bruce Anthony Klayn Hitt	X				100%
Velma Community Ambulance	Patricia Snider	A				0%
Waurika EMS	Juanita Fristoe Leah Newton	X				100%

TRAUMA FUND 2021 APRIL (Claims July 1, 2019 to December 31, 2019)

Projected Timelines and Activities (Updated 07/28//2020)

The processes and/or timelines listed below are subject to change.
Refer to the Application Notification Letter for final instructions and deadline dates.

HOSPITALS

July 24, 2020	Data Error Report and Transfer Feedback Report identifying incomplete Trauma Registry data submitted, available for all Trauma Registrars via Box. For inquiries, please email esystems@health.ok.gov .
August 21, 2020	All incomplete/corrections in the Data Error Report must be submitted to the Trauma Registry by this deadline. (Incomplete cases are NOT eligible for Trauma Fund reimbursement.)
<p>↑ ↑ ↑</p> <p>- Above are MANDATORY TRAUMA REGISTRY ACTIVITIES -</p> <p>~~~~~</p> <p>- For interested providers only TRAUMA FUND APPLICATION ACTIVITIES BEGINS -</p> <p>↓ ↓ ↓</p>	
Sept 14, 2020	Notification sent to Trauma Registrars from Emergency Systems with instructions for downloading your facility-specific Major Trauma Case List from Box. The MAJOR TRAUMA CASE LIST identifies clinically qualified major trauma cases as reported to the Trauma Registry. It is the responsibility of Trauma Registrars to review this in order to confirm/refute the List. Detailed instructions are provided by email.
October 2, 2020	5:00 PM: Deadline to respond to OSDH Emergency Systems office for Major Trauma Case List. No changes to the Major Trauma Case List are allowed after this deadline. Any cases with data errors that were not corrected are not eligible for reimbursement. However, <u>it is still the Registrar's responsibility to complete the corrections as required for your Hospital's licensure.</u>
Oct 12, 2020	Notification Letter with instructions emailed from OSDH to Hospital Administrator. <i>Trauma Registrars will receive a copy of the letter with additional instructions by email.</i>
November 30, 2020	<u>DEADLINE: Complete application package in the required format must be received in the OSDH Emergency Systems office by 5:00 P.M. – see Checklist for Submission</u>
Apr 2021	Anticipated date for distribution of reimbursement checks to eligible providers – <i>Installment 1 through 6.</i>

EMS PROVIDERS

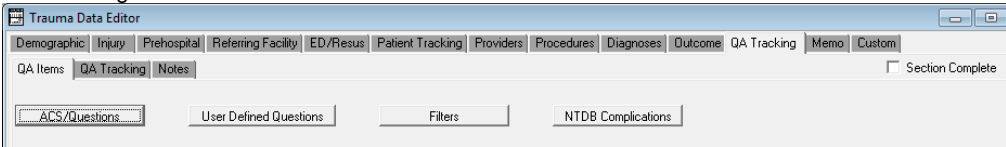
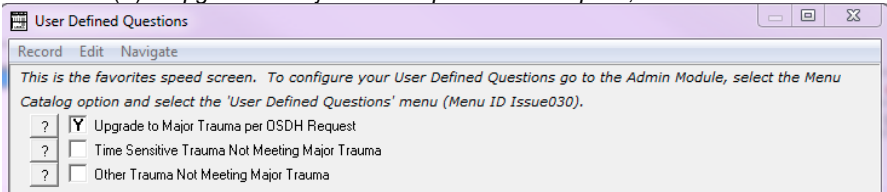
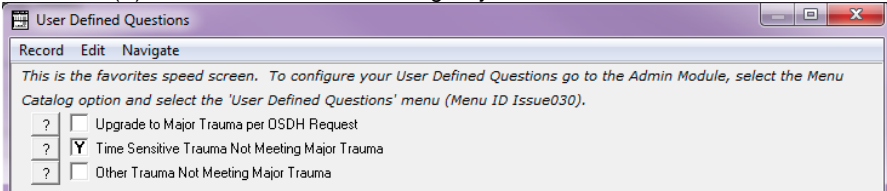
Aug 31 2020	EMS OKEMSIS and Box users receive email notification that Trauma Data Case Lists from will be available for download from OKEMSIS via Box. The email will be sent to the staff of agencies who have Trauma Cases in OKEMSIS. They will also be sent a Response Form to be uploaded by September 18, 2020. <i>All EMS cases must be entered into OKEMSIS in accordance with OAC 310: 641-3-160 by this week.</i>
Sept 18, 2020	The EMS Trauma Data Case List identifies trauma cases as reported to OKEMSIS. It is the responsibility of EMS staff to review all submission data for the designated time period; complete/correct all cases, then complete and upload the Response Form by 5:00 pm on the deadline date.,
Oct 12, 2020	Notification Letter with instructions will be emailed from OSDH to EMS Director .OKEMSIS users will receive a copy of the letter by email- with additional instructions. The approved Major Trauma Data List available through Box. Download the list for your agency to use for your Trauma Fund application.
Dec 15, 2020	<u>DEADLINE: Complete application package in the required format must be received in the OSDH Emergency Systems office by 5:00 P.M. – see Checklist for Submission.</u>
Apr 2021	Anticipated date for distribution of reimbursement checks to eligible providers – <i>Installments 1 through 6.</i>

PHYSICIANS

Oct 12, 2020	Notification Letter with instructions available on the Trauma Fund webpage for download.
Dec 15, 2021	DEADLINE: Complete application package in the required format must be received in the OSDH Emergency Systems office by 5:00 P.M. – see Checklist for Submission
Apr 2021	Anticipated date for distribution of reimbursement checks to eligible providers.

TRAUMA FUND UPDATE (Updated 07/13/2020)

Subject	Updates on current issues							
Distributions	2020 April <i>(Claims July 1, 2018 to Dec 31, 2018)</i>	Monthly Fund disbursement: Beginning December April 2020 through September 2020 <table border="1" style="width: 100%;"> <tr> <td>Installment 1: June 2020</td> <td>Installment 4:</td> </tr> <tr> <td>Installment 2: June 2020</td> <td>Installment 5:</td> </tr> <tr> <td>Installment 3: July 2020</td> <td>Installment 6:</td> </tr> </table> <p>Eligible recipients should receive notification of electronic fund transfer (EFT). Recipient payment listing is available for download from http://www.ok.gov/health/Protective Health/Emergency Systems/Trauma Division/Trauma_Care_Assistance_Revolving_Fund/Reports/index.html</p>	Installment 1: June 2020	Installment 4:	Installment 2: June 2020	Installment 5:	Installment 3: July 2020	Installment 6:
	Installment 1: June 2020	Installment 4:						
Installment 2: June 2020	Installment 5:							
Installment 3: July 2020	Installment 6:							
2020 Oct <i>(Claims Jan 1 2019 to Jun 30 2019))</i>	The application period for Hospitals closed on June 1, 2020 with EMS & Physicians closing on June 15, 2020 at 5:00 pm. Completed applications are now processing.							
	2021 April <i>(Claims July 1 2019 to Dec 31, 2019)</i>	Trauma Fund Webinars: will be held at 10:30 am and repeat at 3:30 pm on the following dates: October 14, Hospitals; October 21- EMS; October 28- Physicians Groups. Application period for Hospitals closes on November 30 2020 @ 5:00, with EMS & Physician Groups closing on Monday, December 15, 2020 at 5:00 pm. <i>The two deadlines to submit your completed application package for Trauma Fund reimbursement are set on the same dates every year. Weekend or holiday deadline dates are moved to the following work day or Monday at 5:00 pm.</i>						

1. OSDH Points of Contact	<ul style="list-style-type: none"> • TRAUMA FUND Linda Dockery, lindald@health.ok.gov Marva Williamson, Trauma Fund Coordinator, marvaw@health.ok.gov; Grace Pelley, Trauma & Systems Development APM, gracep@health.ok.gov; • TRAUMA REGISTRY = Yang Wan, Ph.D., YangW@health.ok.gov; esystems@health.ok.gov • OKEMIS (EMS Database) Xana Howard, xanah@health.ok.gov
2. TIME SENSITIVE CASES REPORTING in Trauma Registry (CollectorV5)	<p>An email is sent to all Registrars in early September (or March) to provide guidance to locate the checkboxes for "Upgrade Major Trauma" and "Time Sensitive Cases". To be considered for reimbursement, all major cases and time-sensitive cases must be clearly marked:</p> <ol style="list-style-type: none"> 1) QA Tracking/User Defined Questions  2) Check Yes(Y) if <i>Upgrade to Major Trauma per OSDH Request</i>; or  3) Check Yes(Y) if <i>Time Sensitive Not Meeting Major Trauma</i> 
3. EFT PAYMENTS	<p>HB 1086 (2011) requires Oklahoma state agencies to disburse payments electronically. Providers are encouraged to provide information that would allow for EFT (Electronic Fund Transfer). If you are still receiving paper checks, please send an email to esystems@health.ok.gov . Additional information and instructions will be provided. If you have changes to your <u>business name, address, or Tax ID</u>, you must submit a Vendor Payee form to receive payment. Email completed forms to esystems@health.ok.gov.</p>

Southwest Regional Rotation
Attachment A

Hospital Representation - 10 Board Members		
		#
Permanent Members	Level III Trauma Centers	5
Rotating Members	Remaining - Alphabetical	5

EMS Representation - 10 Board Members		
Permanent Members	Top 4 by call volume	4
	Air Evac Lifeteam	1 Rotate license
Rotating Members	Remaining Air -Alphabetical	1
	Remaining Ground -Alphabetic	4

Permanent	Classification	
Comanche County Memorial Hospital*	Level III Trauma Center	P
Duncan Regional Hospital, Inc.*	Level III Trauma Center	P
Grady Memorial Hospital Authority*	Level III Trauma Center	P
Mercy Hospital Ada*	Level III Trauma Center	P
Mercy Hospital Ardmore, Inc.*	Level III Trauma Center	P

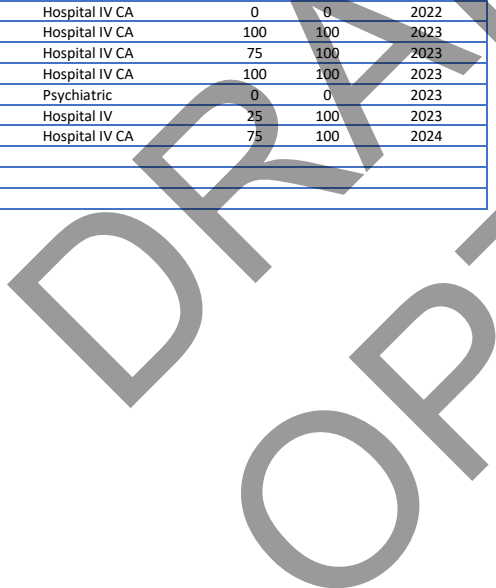
Permanent	Call Volume	
Kirks Emergency Service	12441	P
Southern Oklahoma Ambulance Service	7807	P
Mercy Hospital EMS - Ada	7770	P
Comanche Co Mem Hosp EMS	5301	P
Air Evac Lifeteam		P - Rotate License
Air Evac Lifeteam - Ada	313	2021
Air Evac Lifeteam - Altus	144	2022
Air Evac Lifeteam - Ardmore	429	2023
Air Evac Lifeteam - Decatur, TX	92	2024
Air Evac Lifeteam - Duncan*	260	2025
Air Evac Lifeteam - Wichita Falls	28	2026

Rotating	Classification	Attendance		1 YR Term
		2019%	2020%	
Arbuckle Memorial Hospital Authority	Hospital IV CA	75	100	2021
Carnegie Tri-County Municipal Hospital	Hospital IV CA	75	100	2021
Chickasaw Nation Medical Center	Federal	75	100	2021
Elkview General Hospital	Hospital IV	100	100	2021
Harmon Memorial Hospital*	Hospital IV CA	25	0	Forfeit - 2024
Jackson County Memorial Hospital Authority	Hospital IV	100	100	2021
Jefferson County Hospital	Hospital IV CA	100	100	2022
Jim Taliaferro Community Mental Health Center	Psychiatric	100	100	2022
Lawton Indian Hospital PHS	Federal	75	0	2022
Lindsay Municipal Hospital*	Hospital IV	100	100	2022
Mangum Regional Medical Center	Hospital IV CA	0	0	2022
Mercy Health Love County*	Hospital IV CA	100	100	2023
Mercy Hospital Healdton, Inc.*	Hospital IV CA	75	100	2023
Mercy Hospital Tishomingo	Hospital IV CA	100	100	2023
Rolling Hills Hospital, LLC	Psychiatric	0	0	2023
Southwestern Medical Center	Hospital IV	25	100	2023
The Physicians' Hospital in Anadarko	Hospital IV CA	75	100	2024

Air	Call Volume	Attendance		1 YR Term
		2019%	2020%	
Apollo MedFlight	2	25	0	2022
CareFlite	22	0	0	2023
Survival Flight Inc.	418	100	100	2021

Ground	Call Volume	Attendance		1 YR Term
		2019%	2020%	
American Medical Response - Duncan*	3825	100	100	2023
American Medical Response - Marlow*	1349	100	100	2023
Anadarko Fire Department EMS	1590	75	100	2023
Apache Ambulance	682	100	0	2023
Carnegie EMS*	1014	100	100	2024
Chickasaw Nation EMS	1167	75	100	2024
Chickasha Fire Department/EMS*	3537	100	0	2024
Elmore City EMS	353	50	100	2024
Grady EMS District	95	100	100	2025
Grandfield Ambulance*	316	75	100	2025
Greer County Special Ambulance Service District	612	0	0	2025
Jackson County EMS	3557	100	100	2025
Johnston County EMS*	1473	75	100	2026
Lindsay EMS	1052	100	100	2026
Medic West, LLC	412	50	0	2026
Mercy Health - Love County EMS	2160	100	100	2026
Murray County EMS	2768	100	100	2027
Pauls Valley Ambulance Authority	133	100	100	2027
Reynolds Army Community Hospital	1214	100	100	2027
Rush Springs Fire/EMS	914	100	100	2021
Sinor EMS (Hobart)	518	0	0	Forfeit-2027
Southwest Oklahoma Ambulance Authority	287	0	0	Forfeit-2028
Stratford Response Area	17	100	100	2021
Tillman County EMS District	829	100	100	2021
Tuttle Fire/EMS	1320	100	100	2021
Velma Community Ambulance	98	0	0	Forfeit-2028
Wadleys EMS Inc - Stratford!	Ground EMS			2022
Wadleys EMS Inc (Wynnewood)!	Ground EMS			2022
Survival Flight!	Ground EMS			2022
Waurika EMS	627	25	100	2022

* 2020 Board Member
! New Member



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Southwest (3) Regional Trauma Advisory Board

2021 PROPOSED BOARD MEMBERS

Air Evac Lifeteam - Ada

Arbuckle Memorial Hospital Authority

Carnegie Tri-County Municipal Hospital

Chickasaw Nation Medical Center

Comanche County Memorial Hospital

Comanche County Memorial Hospital EMS

Duncan Regional Hospital, Inc.

Elkview General Hospital

Grady Memorial Hospital Authority

Jackson County Memorial Hospital Authority

Kirks Emergency Service

Mercy Hospital Ada

Mercy Hospital Ardmore, Inc

Mercy Hospital EMS - Ada

Rush Springs Fire/EMS

Southern Oklahoma Ambulance Service

Stratford Response Area

Survival Flight Inc.

Tillman County EMS District

Tuttle Fire/EMS

Southwest (3) Regional Trauma Advisory Board

2021 PROPOSED BOARD MEMBERS

Air Evac Lifeteam - Ada

American Medical Response - Duncan

American Medical Response - Marlow

Anadarko Fire Department EMS

Apache Ambulance

Arbuckle Memorial Hospital Authority

Carnegie Tri-County Municipal Hospital

Chickasaw Nation Medical Center

Comanche County Memorial Hospital

Comanche County Memorial Hospital EMS

Duncan Regional Hospital, Inc.

Elkview General Hospital

Grady Memorial Hospital Authority

Jackson County Memorial Hospital Authority

Kirks Emergency Service

Mercy Hospital Ada

Mercy Hospital Ardmore, Inc

Mercy Hospital EMS - Ada

Southern Oklahoma Ambulance Service

Survival Flight Inc.

Southwest (3) Regional Trauma Advisory Board

2021 Committee Members

Regional Education Planning Committee	
Chair Brad Lancaster	Rachel Talley
Beth Malone	Scott Tanner
Dan McLeod	Tyler Walters
JenaLu Simpson	
Bob Stewart	
VOTE TO ADD:	Anthony Adams

Quality Improvement Committee	
Chair Ryan Sand	Carolyn Synovitz, MD
David Behm, DO	Kim Tigert
Jared Cheek	Tyler Walters
Jamie Hennessee	
Dan McLeod	
VOTE TO ADD:	

OFFICERS

- Section I. The following officers shall be elected from the Board Members: Chair, Vice-chair, and Secretary.
- Section II. The same person shall hold no more than one office. Section III. The term for officers shall be one year.
- Section IV. Nominations
Nominations of candidates for office shall occur at least one month prior to the election.
1. The candidates shall be Board Members.
2. The candidates shall express a willingness to serve.
- Section V. Additional Offices
The Board Members may create additional officer positions, define the authority and duties of each such position, and elect persons to fill the position.
- Section VI. Attendance Expectations/Removal of Officers
An Officer is automatically removed from office if he/she misses a posted meetings of the scheduled meetings in any year without making arrangements for the alternate or a proxy to attend.
- Section VII. Vacancies
A vacancy in any office may be filled by the Board for the un-expired portion of the officer's term.

DUTIES OF OFFICERS

- Section I. The Chair shall be the executive officer of the RTAB and shall:
1. Set the agenda and preside at all meetings of the RTAB;
2. Sign agreements and contracts after authorization by the Board;
3. Call special meetings when necessary;
4. Ensure that the RTAB is represented at Oklahoma Trauma and Emergency Response Advisory Council, OTERAC.
5. Ensure that the RTAB is represented at all appropriate state and regional meetings;
6. Ensure that the RTAB membership is informed of all appropriate state and legislative activities;
7. Perform other tasks as deemed necessary by the Board Members.
- Section II. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and perform such duties as assigned by the Chair or the Board.
- Section III. Duties of the Secretary
1. Ensure dissemination of all notices required by the Bylaws or by the Oklahoma Open Meetings Act.
2. Assure a meeting attendance roster is maintained.
3. Assure a register of the name and mailing address of each member organization is maintained.
4. Ensure minutes are kept of all proceedings of the Board meetings.
5. Manage the correspondence of the organization.

REGIONAL TRAUMA ADVISORY BOARD
Authorized Representative Form

DATE: _____

- NEW APPOINTMENT
 UPDATED APPOINTMENT

TRAUMA REGION:

- | | | |
|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> NW REG-1 | <input type="checkbox"/> EC REG-4 | <input type="checkbox"/> TULSA REG-7 |
| <input type="checkbox"/> NE REG-2 | <input type="checkbox"/> SE REG-5 | <input type="checkbox"/> OKC REG-8 |
| <input type="checkbox"/> SW REG-3 | <input type="checkbox"/> CENTRAL REG-6 | |

ORGANIZATION NAME: _____

INDIVIDUAL AUTHORIZING APPOINTMENT OF RTAB REPRESENTATIVES:

Name: _____
Job Title: Hosp Admin. /or _____ EMS Director /or _____
Signature: _____

DESIGNATED REPRESENTATIVE: (please print legibly)

Name: _____
Job Title: _____
Email: _____
Telephone: _____
Facsimile: _____

ALTERNATE REPRESENTATIVE: (please print legibly)

Name: _____
Job Title: _____
Email: _____
Telephone: _____
Facsimile: _____

ALTERNATE REPRESENTATIVE: (please print legibly)

Name: _____
Job Title: _____
Email: _____
Telephone: _____
Facsimile: _____

***** Please fax to the Emergency Systems at (405) 271-4240*** Update Annually*****