



**Washington County EMS Alliance Working Group Charter: Data**

Sponsor	Supporting Agency (meeting, agendas, minutes)	Start Date (month/year)	Proposed Duration
<i>Washington County EMS Alliance Chair: Chief Downey</i>	<i>WCEMS Jack Nuttall</i>	<i>February 2020</i>	<i>Standing</i>

<b>Mission/Problem Statement</b>	The vision of a fully integrated and transparent EMS system in Washington County that provides high quality and timely care to the community requires the effective utilization of data, both for clinical quality improvement, and system enhancement. To that end, this workgroup’s mission shall be to facilitate safe and secure agency data sharing and storage, to investigate new products and methods of data analysis that aid this purpose, and to work with agencies to increase the scope of data obtained from EMS calls, and the ways in which this data may be analyzed and results applied.
<b>Goals &amp; Objectives</b>	<p>Goal: Increase our ability, as a system, to meet the EMS foundational principles related to data:</p> <ol style="list-style-type: none"> <li>1. Operational Effectiveness: Strong data and quality improvement programs that measure performance and support system improvements and enhancement.               <ol style="list-style-type: none"> <li>a. Establish Data Use Agreements between EMS stakeholder organizations and Washington County) for information sharing and the generation of system-wide, and agency specific results.</li> <li>b. Establish WCEMS’s ability to retrieve data from each agency.</li> <li>c. Adopt uniform data elements and definitions.</li> <li>d. Discover mechanisms to transmit data that are reliable, and accurate.</li> <li>e. Ensure agencies providing data to the system receive actionable and relevant reporting from that data.</li> <li>f. Utilize community-level data in addition to EMS data to inform analysis.</li> <li>g. Ensure data analysis resources at Washington County Public Health are fully utilized and reduce repetition.</li> <li>h. Establish data gathering and analysis that spans the whole of the EMS continuum including dispatch, from 9-1-1 call to hospital turnover and patient outcome.</li> <li>i. Meet regional clinical research requests in a timely and effective manner.</li> </ol> </li> <li>2. Transparency and Accountability: Development of a shared reporting system that regularly monitors and measures the quality and performance of all partners in the EMS system.               <ol style="list-style-type: none"> <li>a. Develop process to merge multiple feeds to one data repository</li> <li>b. Ensure a process that allows all agencies to consume that data through a forward-facing dashboard or other instrument.</li> </ol> </li> <li>3. Increased interoperability and integration.</li> </ol>





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<b>Team Leadership</b>	This workgroup will be chaired by an agreed upon member of the EMS Alliance Governing Board.
<b>Team Members</b>	<p>The membership of the Centralized Data workgroup shall consist of the following:</p> <ul style="list-style-type: none"> <li>A. County and agency Medical Directors;</li> <li>B. At least one representative from each provider of EMS (attending as able);</li> <li>C. At least one representative from each ambulance licensee and franchisee (attending as able);</li> <li>D. One representative from Washington County</li> </ul> <p>Additional members may be appointed to the workgroup as needed. When considering members, agencies should look for subject matter experts (SME) in data systems and data analytics.</p>
<b>Stakeholders (people, agencies, organizations)</b>	Stakeholders include members of the community, allied agencies, local, regional, and state governments. Additionally, participating agencies that share a stake in the quality of the data submitted.
<b>Success Indicators</b>	<p>Success indicators include:</p> <ul style="list-style-type: none"> <li>• Established, honored intergovernmental agreements/data use agreements.</li> <li>• Establishment of an agreed upon data repository that all agencies can add and retrieve de-identified data.</li> <li>• Accurate, reliable, measurable data.</li> <li>• Adoption of standardized data elements and definitions.</li> <li>• Achievement of other benchmarks/milestones as established by the membership.</li> </ul>
<b>Feedback Plan</b>	Reporting to the EMS Alliance Governing Board: The Data Workgroup will report to the Governing Board with decreasing frequency as the project progresses. Initially, monthly updates will be given. Once a suitable point, as determined by the Workgroup with agreement of the Governing Board, has been met, reports will on an as needed or as requested basis.
<b>Meeting Frequency</b>	Monthly. This may be adjusted as determined by workgroup.
<b>Decision Making Process</b>	Decisions will be by consensus.
<b>How Decisions Are Communicated</b>	Decisions may be communicated to stakeholders, Governing Board, and/or workgroup members through written/electronic communications.
<b>Sunset Clause</b>	Once a centralized data process is researched, developed, and implemented, this workgroup may choose to disband provided continued accessibility to data. Additionally, this group may transition to more of a maintenance workgroup serving as a technical assistance group.
<b>Sustainability Plan</b>	Overall costs and processes borne of this workgroup are not yet fully appreciated. As a functional plan is created, the overall sustainability will become clearer.





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