

**Northwest Community Hospital
CARS Meeting Minutes
Wednesday, January 11, 2023
In Person & Zoom Meeting**

Meeting Attendees: Recorded via ZOOM and sign-in sheet created

TOPIC	TIMELINE	RECOMMENDATIONS/ ACTIONS	FOLLOW-UP/ PERSON & DATE
Members / Guests	@ 0901	General Membership – Held via Zoom (meeting address on agenda) If you need an email update for your dept. notify CARS Chair.	Klein
Agenda	@ 0902	Emailed on 12-8-22 for review	
Approve Minutes	@ 0902	The December minutes were emailed on 1-11-23 and approved as read without corrections during January 11 th meeting.	Klein
<u>Open Issues</u>			
ImageTrend Outage	@ 0903	On or about 1/3/23 IT had an interruption in service and some depts experienced an issue with “locking workflow settings” whereas data downloads were suspended. An apparent fix was pushed through onto old records since 2005 causing a server crash. It was recommended that a specific work flow that included audit tracking should be created to enhance efficiency.	Klein Sennett
Workflow settings and time to “lock” interval	@ 0914	Discussion continued on locking workflow specific to shortening the time to lock. There was some confusion on how that procedure worked. PS explained “ Finish Incident Settings ”. Functionality = YES, Finish Upon Close = YES Finish Upon Post from Elite Field = Always (where it will NOT ask the user to mark it as finished). Locking workflow settings can be set to the lowest number and set the EMS incident status upon lock = BLANK. PS continued on Locking workflow settings work as well as Incident History &	Klein East Jordan Sennett

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Workflow settings and time to “lock” interval con’t.		Field Value Audits. Field Value audits will show original values and also new values made to the report. The “ Audit Tracking Reasons ” asks the user why they are 1- viewing the existing record 2- updating a record 3- updating a finished record 4- completing a bulk action all with prompting the user to enter a reason in a text field. Field Level Audit is tied to LOCKING (starts upon LOCK) not to finish incident settings or posting. Motion Bagdade: Incidents should LOCK on POST with the EMS user having the ability to unlock a report so that Field Level audit could track any changes made to the report, and the ability not to have to contact the admin. to unlock a report. Then the report would re-lock automatically after 1 hour. Audit Tracking Reasons will NOT be used. Motion 2nd Rill: Discussion continued with some clarification on the motion then voted “Yea” unanimously. Further review of the D – 4 Policy will be needed to finalize a workflow that meets policy as well as being the most efficient as well as other updating.	Klein Sennett Jordan Bagdade
Wauconda	@ 1020	WFD is now using the template and entering runs. There was an initial interruption 24-36 hrs) of service as CAD, Kno2, & Data integrations had not been setup. IT does not have a “protocol” when an agency switches from one URL (website) to another. At no time did WFD experience any issue with using the template and/or posting to IT.	Klein
NEMSIS 3.5	@ 1021	PS testing 3.5 under his template and he may be ready by April for	Klein
February CE	@ 1022	Needs assessment on skills and documentation and should focus on skills that would help medics perform better. Informational video on how to use worksheets as well as on how to use the Behavioral Worksheet and the Cardiac Arrest Power Tool.	Klein Chesney
Data Solutions Seminar	@ 1023	Email was sent out on January 2, 2023 to the CARS group with the flier attached. The NCHEMSS website was also updated for reference and sign-up.	Klein

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CQI Task Force	@ 1026	Several requests have been made to create validation rules for the task force. CARS will make sure these rules will be approved by other committees prior to implementation. Spine motion restriction was brought up as there only 2 ways available for documenting the procedure. Full Spine Motion Restriction & Cervical Spine Motion Restriction. PS to contact other EMSC in the Region and ask if they would want a general "Spine Motion Restriction" as a procedure per a CARS request.	Klein Jordan Bagdade
C-Spine Proc's			
Re-Submit Kno2	@ 1047	MPFD stated that they could not get the resubmit to work. They tried support but IT was not familiar with that function. PS advised to get in contact with Ryan Roper at IT to help setup and endpoint for MPFD for the resubmit to work. The re-submit is imported into Epic as a new document.	
2023 Charter	@ 1055	Charter was updated for the new year, thanks to all!	
Next Meeting		February 8 th , 2023 (Black/2 nd) Motion to adjourn by Rill & 2 nd Jordan	
Adjournment	@ 1058	Minutes submitted by Secretary J. Klein	