

Northwest Community EMS System
CARS Committee Charter
2019

I. Composition and members

- A. The NWC EMSS Computer Aided Reporting System (CARS) Ad Hoc Committee was established in May 1994 as a multi-disciplinary team charged with completing an internal and external analysis of the driving and restraining forces relevant to computerizing the EMS run sheet and selecting a possible hardware and software vendor. Their charges were fulfilled on March 17, 1995 when a joint meeting of the Provider and Hospital Administrators voted unanimously to pursue computerization by entering into negotiations with Westech Industries. Westech negotiations were aborted due to performance deficiencies and a contract was signed with Pen Age Technologies, Inc. on April 19, 1996.
- B. The Ad Hoc Committee transitioned to a standing system committee on March 24, 1995 at which time they drafted a charter, membership classifications, and ad hoc subcommittees. The CARS reporting System began beta testing on July 1, 1996 and went live System-wide on October 1, 1996.
- C. The first Committee members were appointed in recognition for their active participation on the Ad Hoc Committee..
- D. In 1998, Committee membership was expanded to one representative per System member to enhance communication with all CARS users. Fire department representatives are appointed by the Chief; private ambulance representatives are appointed by the CEO of operations, hospital representatives are typically the EMSCs. Hospital IS/IT representatives are encouraged to attend.

II. Charges to the CARS Committee

- A. To facilitate the creation and maintenance of a system-wide information system network designed to electronically obtain, record, store and report patient care data in compliance with the IDPH uniform data set.
- B. **Goals:** The electronically-generated prehospital patient care report/health record (ePCR/EHR) shall:
 - 1. be a medically accurate, complete, and legally defensible patient care report.
 - 2. be clinically pertinent and promptly prepared.
 - 3. support patient care and improve its quality.
 - 4. enhance the productivity of prehospital providers.
 - 5. support clinical research and CQI initiatives.
 - 6. document clinical skill performance.
 - 7. accommodate future developments in healthcare technology, policy, management, and finance.
 - 8. support claims for third party reimbursement.
 - 9. provide all required data for IDPH reporting requirements.
 - 10. ensure patient data confidentiality within software and cloud storage limitations.
- C. Work with the Region IX's Image Trend administrator to create a NWC EMSS template, Power tools, refine options lists, establish/approve validity rules, and ensure appropriate uploads of the System's electronic health record to IDPH.
- D. Create user resources, a social media presence, and educational offerings re: ePCRs.
- E. Identify those with Administrator privileges who can reset passwords, link members across agencies, and create reports and dashboards for data.
- F. **Website:** When the System determined that they desired to have a website, the selection of a vendor, creation, layout, content, and functionality was delegated to the CARS Committee. Each System hospital and Provider Agency agree to equally divide the annual fee from American Eagle to host the site. The responsibility for maintaining the domain name, contract with American Eagle, and posting documents is retained by the EMS System.

III. Issues to bring to the Committee

- A. Any issue relative to the charges of the Committee including the creation of an electronic patient care report, data collection, storage, printing, or retrieval; and education of current and entering System members relevant to the electronic software.
- B. Any issues relative to the System website; social media outreach, and/or phone apps.

IV. Individual committee member responsibilities

- A. Share information on CARS activities with their EMS agency colleagues.
- B. Serve as a communication liaison between the System and their EMS agency with respect to ePCRs and website.
- C. Contribute to explore and advance "best practice" models with respect to EMS documentation.
- D. Establish and monitor data entry consistency between EMS agencies across the System.
- E. Educational role for their EMS agency members relative to ePCR software and NWC EMSS templates.
- F. Evaluate, monitor, communicate, and collaborate on accomplishment of CARS goals.

V. Boundaries

- A. The CARS Committee shall establish an annual operating plan using the tenets of this charter and the System Strategic Plan to give direction and purpose to its function.
- B. All sensitive or protected information discussed at committee meetings is to be held strictly confidential per Federal and State laws and regulations.
- C. Representatives shall not bring documentation issues to the Committee that are very specific to their agency and could create labor conflicts within theirs or another EMS agency.

VI. Standing Meeting dates and times:

- A. Second Wednesday of each month; 9:00 - 11:00 AM in Kirchoff Center conference room.
- B. Meeting facilitator: Chairperson elected by the Committee
- C. Meeting secretary: Elected by the Committee
- D. Minute distribution: Posted to the website after committee approval.
- E. NWC EMSS liaisons: EMS Administrative Director and EMS MD
- F. Room scheduling: EMS Admin Secretary

VII. Committee leadership and liaisons**Term expirations**

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| A. Chair: Jim Klein (AHFD) (2 nd term) | Jan 2021 |
| B. Vice chair: Jim Denna (EGFD) (1 st term) | Jan 2020 |
| C. Secretary: Ryan Lawler (MPFD) | Jan 2020 |
| D. Liaison member Advisory Board: Scott Hayden (FD) | Jan 2020 |
| E. Alternate to Advisory Board: Jeremy Sullivan (EGFD) | Jan 2020 |
| F. Liaison to Chiefs: Jim Klein | Jan 2021 |
| G. Liaison to PEMSCs: Ryan Rasche (IFD) | Jan 2020 |
| H. Template manager: Jim Klein | Jan 2021 |
| I. Print-out manager: Jim Klein | Jan 2021 |
| J. Social Media manager: Sam Parry (SFD) | Jan 2020 |
| K. Phone apps: Jim Denna | Jan 2020 |

VIII. Length of Commitment

- A. The Chair and Vice-chair of the committee will serve for 2 year terms with offsetting tenure dates so that they never have terms expiring in the same calendar year. Terms may be extended or renewed based on a majority vote of committee member and the consent of the sitting leaders.
- B. Elections for new officers will be by a majority vote of committee members present and will occur in January.
- C. Notice of election will be provided at least 21 days in advance of the meeting at which a vote will be taken.
- D. Member positions shall remain current until replaced by the hospital administrator/chief or EMS director.