



## ADMINISTRATIVE REPORT

September 2009

### **Trauma Commission has a website!**

The domain names of GTCNC.org/net have been “pointed” to a GTCNC-specific page on the [Georgiainsabouttime.com](http://Georgiainsabouttime.com) website. The [georgiainsabouttime.com](http://georgiainsabouttime.com) website was developed by Hayslett Group through a 2006 DHR OEMS&T grant/contract and has played an essential role in developing the trauma system awareness campaign over the recent past. The site is the virtual home of the Georgia Statewide Trauma Action Team. “The Georgia Statewide Trauma Action Team (GSTAT) is a coalition of hospitals, EMS providers, physicians, nurses, local government officials, business leaders and others interested in creating a statewide trauma system.” The Hayslett Group is maintaining the [Georgiainsabouttime.com](http://Georgiainsabouttime.com) website with funds provided by Healthcare Georgia Foundation for the upcoming year. It makes good sense and we are fortunate to temporarily piggyback our Internet presence onto this very popular Georgia trauma stakeholders site as we develop our permanent website.

Over the next few weeks I will be uploading approved and public Trauma Commission documents to the site for public access. Beginning 01 October 2009, the site will become the place to download the latest Commission meeting minutes, agendas, meeting presentations and handouts and planning documents. This capability will help ensure a wide communication of Trauma Commission activities and alleviate the need to distribute large files by email.

We will continue to move forward through the State procurement process to acquire our own and independent web presence appropriate for an attached agency under DCH. You can access the GTCNC website through [georgiainsabouttime.com](http://georgiainsabouttime.com) or by going directly to [www.gtnc.org](http://www.gtnc.org) or [www.gtnc.net](http://www.gtnc.net). The domain names of [georgiatraumacommission.org/net/com](http://georgiatraumacommission.org/net/com) have also been registered and will also be pointed to the new site in the near future.

### **Initial Drafts of Pilot Project White Paper and Framework completed:**

Drafts completed and shared with the trauma communications subcommittee on 03 September for their review and comment. Linda will present these concepts to GTCNC at 17 September meeting. These documents were sent to the GTCNC membership back on 03 September and can be downloaded at [www.gtnc.org](http://www.gtnc.org). An overview of the White Paper and Framework provided with this report as Attachment A. Lead-position description for trauma communications center has been drafted. Attachment B.

### **Contracts:**

- FY 2008 EMS Vehicle Replacement Grant and Hospital Capital Grant awards-08 September 2009 dispersal report update. Attachment C.
- Dr. Medows has directed the GTCNC to work directly with and through OEMS&T re. i.e. procurement processes, contracts and work orders etc. The Broselow - Lutten System procurement documents (sole source) were submitted to Dr. O’Neal on 08 September.
- Georgia Partnership for Telehealth: As this approved budget item is predicated on GPT receiving the UDSDA Distance Learning and Telemedicine \$750K Grant (\$200,000

approved by GTCNC to go toward the required 50% match) we are waiting on grant award before moving forward.

- Administrative office support person: I met with Renee Morgan on 09 September to initiate a process to bring this support on line. The FOCUS temporary services agency has a state contract and will be used for this personnel.
- Conference call account: Process for GTCNC to acquire QUEST conference call account underway. Working with OEMS&T to have this in place by 01 October 2009.
- Website design: see initial post of this report. Will begin procurement process for independent site 01 October 2009.
- Web-based registry support: This budgeted item will be included as a deliverable in the new OEMS&T registry software vendor contract currently under development between OEMS&T and Digital Innovations. Renee Morgan and Marie Probst are points of contact for this work.
- Bishop and Associates agreement: All documents for this amendment submitted through OEMS&T to DCH public health contracts specialist on 07 August.
- As per Linda Parson, DCH travel office, GTCNC members will be eligible for a flat \$105.00 payment per Commission meeting. This is in keeping with SB 60 language: “Members of the commission shall serve without compensation but shall receive the same expense allowance per day as that received by a member of the General Assembly for each day such member of the commission is in attendance at a meeting of such commission, plus either reimbursement for actual transportation costs while traveling by public carrier or the same mileage allowance for use of a personal car in connection with such attendance as members of the General Assembly receive. Such expense and travel allowance shall be paid in lieu of any per diem, allowance, or other remuneration now received by any such member for such attendance.”

Ms. Parson is investigating the correct process for this and will identify appropriate forms for GTCNC members to use.

### **Upcoming meetings:**

- Budget presentation to Office of Planning and Budget on Tuesday, 22 September 2009. Dr. Ashley, Ben Hinson and I will attend this meeting. Meeting parameters are:
  - Attending from the Governor’s Office will be Paula Brown, Jason Bearden and possibly Mary Eleanor Wickersham and maybe others.
  - The meeting will be for about one hour and will be informal.
  - GTCNC will present the components with details of the FY 2010 GTCNC-approved budget.
  - GTCNC will present “best thinking” on how the FY 2010 GTCNC budget and the Commission will accommodate a possible 4%, 6% or 8% reduction.
  - Although the meeting is focused on budget, policy issues inevitably come up.
  - OPB has specific interest re the EMS line items.
  - Although this is specifically for FY 2010 budget, discussion re FY 2011 budget plans would be appropriate as well.



Re possible budget reductions: With the projected 5% revenue shortfall already factored into the FY 2010 budget, and the “reserve” within the Operations budget, the cost saving (8 months vs. 12 months) from contracts and programs not yet in place, we will be able to accommodate the 4%, 6% and perhaps the 8% budget reductions with relatively low impact to other planned and budgeted areas. See Attachments D (1) and (2).

- The Pilot Project White Paper and Framework will be provided to OPB during this meeting to describe the direction the GTCNC is moving with Georgia trauma system design and implementation.

**Other budget meetings:**

- OPB will have formal budget hearings during the first week in November. The GTCNC will be required to present the proposed FY2011 during the DCH presentation. Deb Bevelle, DCH Commissioner’s office, will notify me ASAP with that date.
- I spoke with Margie Coggins from the House Budget Office regarding requirements for GTCNC budget reporting/presenting to the House appropriations subcommittee in the near future. Margie suggested a joint meeting with Senate Budget Office (David Bayne) during the first couple of weeks in October. I will work with Margie to set up this meeting. Formal budget presentations to the Senate and House will not begin until after the second week in January 2010 and that presentation will be for the 2011 budget.

I will be taking personal leave beginning Wednesday, 23 September through Wednesday, 30 September; returning to office on 01 October 2009.

## Attachment A.

### Notes on White Paper and Framework:

The Georgia Trauma System will be comprised of individual trauma systems in each trauma service area, or region, of the State. To test the implementation of regional trauma systems, we are proposing that the Trauma Commission conduct a pilot project in EMS Region V, the trauma service area for purposes of the pilot. There will be four major elements to the Pilot Project:

- **A Regional Trauma Advisory Council.** The Council will be established as a group of regional stakeholders, tasked to develop a Plan for the regional trauma system, and then to implement that **Regional Trauma System Plan**.
- **Hospital participation.** Any state-designated trauma center is a de-facto participant in the Georgia Trauma System and also in the pilot.
  - Non-designated hospitals are encouraged to participate! Hospital administration/leadership (?) will sign a letter indicating commitment and willingness to participate in the pilot. This means they will install and maintain a computer display of service line availability that will display availability to other participating hospitals and to the... Trauma Communications Center.
- **Georgia Trauma Communications Center.** This will be introduced through the pilot, in order to better coordinate EMS transport needs with the capability, capacity and current availability of Trauma Centers and non-designated participating hospitals.
  - The Trauma Communications Center will house a database of Trauma Center and participating hospital availability. Specifically, there is established a **statewide method to triage the most critical trauma patients. Trauma System Entry Criteria** are in Appendix A of the Framework document. Trauma patients who meet criteria are entered in the System as Trauma System patients. The goal is to get these patients to a designated Trauma Center.
  - EMS providers are encouraged to call the Trauma Communications Center when they determine that a patient meets Trauma System Entry Criteria. The Trauma Communications Center can then make a patient destination recommendation based on Trauma Center availability and can assign the patient a unique System I.D. number. The I.D. number can be used for patient tracking and continued System performance improvement.
- The Pilot document is a roadmap for how to carry out the proposed pilot and gives more details on how it will be carried out.
- As previously mentioned, the regional Council will introduce a Plan. They will develop the plan using **the Framework** document as a guide. The Framework identifies the

## Attachment A.

specific components that a Plan should include and areas of system function that the plan should address.

- Pursuant to the conclusion of the Pilot and an evaluation period, the Framework is subject to change. In any case, when regional trauma system planning is introduced statewide the Framework will be a unified way for all regions to approach the development of their regional trauma system plans.

The pilot would be endorsed/introduced/set in motion by the Trauma Commission. The State OEMS&T will provide oversight for components of regional systems and will regulate the operation of regional trauma systems.

## **Georgia Trauma Communications Center**

### **Lead-Position Description**

#### **General Purpose and Duties**

The Trauma Communications Center Lead will perform a variety of routine and complex tasks, including review of statewide guidelines and regional system protocols, implementation and oversight of a Trauma Communications Center operational plan, and provision of policy recommendations to the Trauma Commission for continued Georgia Trauma System development.

The Trauma Communications Center maintains a Trauma Center Communications Database which is updated in real-time to coordinate the needs of EMS providers with the capacity and capability of all participating hospitals. Trauma Communications Center operators are available on a 24-hour basis to make patient transport recommendations based upon the information contained in the Database. The Lead position reports directly to the Administrator of the Georgia Trauma Care Network Commission.

#### **Key Roles and Responsibilities**

The Lead Position:

- Develops and implements an operations plan for the Georgia Trauma Communications Center consistent with the roles assigned to it by the Pilot Project for Georgia Trauma System Regionalization;
- 24/7 accountability to include staffing and program management
- Integrates regional trauma system protocols with Trauma Communications Center operational protocols;
- Makes policy recommendations to the Trauma Commission regarding improvement of the Trauma System communications component and overall System improvement;
- Supervises and ensures appropriate training and qualification of all Trauma Communications Center personnel; and,
- Ensures consistent maintenance of all technical components of the Trauma Center Communications Database.

#### **Administration and Operations**

This is a full-time position that requires frequent travel throughout the State of Georgia. Applicants must have full-time availability beginning February 2010 to be considered for the Lead position.

#### **Planning and Community Outreach**

The Trauma Communications Center Lead will work closely with the Regional Trauma Advisory Councils to ensure that the Trauma Communications Center adequately addresses all

## Attachment B

Trauma System patient transport needs. The Lead will also act as the public representative of the Trauma Communications Center on behalf of the Trauma Commission.

### **Financial Responsibilities**

The Lead is accountable to oversee the responsible allocation of Trauma Communications Center funds, and will develop an annual budget to be approved by the Trauma Commission.

### **Skills and Qualifications**

In order to be considered for the Lead position candidates must be a registered nurse in the state of Georgia and/or licensed by the State of Georgia as an Emergency Medical Technician (EMT) and have 5 years' experience as an RN or EMT.

Ideal candidates will possess a bachelor's degree or equivalent and will have proven business management experience with at least three years experience of progressive management and supervisory experience of personnel.

DRAFT

**Attachment C**

**Trauma Commission Money Payments**

<u>Equipment</u>	<u>Amount</u>	<u>Date Paid out</u>	<u>Ref #</u>
MCG	\$ 150,000.00	6/12/09	154981
Grady	\$ 2,600,000.00	6/22/09	155819
John D Archbold	\$ 74,767.00	6/25/09	156039
Floyd Medical	\$ 74,767.00	7/10/09	998105

<u>Ambulance</u>	<u>Amount</u>	<u>Date Paid out</u>	<u>Ref #</u>
Mid Georgia Ambulance	\$ 71,428.57	6/25/09	994631
Mid Georgia Ambulance	\$ 71,428.57	6/25/09	994631
Mid Georgia Ambulance	\$ 71,428.57	6/25/09	994631
Seminole County	\$ 71,428.57	6/25/09	156048
Irwin County	\$ 71,428.57	6/25/09	994627
Wilcox County	\$ 71,428.57	6/25/09	994918
Ogelthopre County	\$ 71,428.57	6/25/09	994634
Meriwether County	\$ 71,428.57	6/25/09	994630
Crisp County	\$ 71,428.57	6/25/09	994633
Montgomery	\$ 71,428.57	6/25/09	994632
Telfair County	\$ 71,428.57	7/1/09	996151
Randolph County	\$ 71,428.57	7/1/09	156460
coweta county	\$ 71,428.57	7/10/09	998104
screven county	\$ 71,428.57	7/10/09	998113
Bacon County	\$ 71,428.57	7/10/09	157433
Regional EMS	\$ 71,428.57	7/10/09	998112
Talbot County	\$ 71,428.57	7/10/09	998116
Toombs County	\$ 71,428.57	7/10/09	998117
Warren County	\$ 71,428.57	7/24/09	999732
Mitchell County	\$ 71,428.57	7/24/09	999727
Atkinson Board	\$ 71,428.57	8/7/09	1003144
National EMS	\$ 71,428.57	8/7/09	1003154
National EMS	\$ 71,428.57	8/7/09	1003154
Charlton County	\$ 71,428.57	8/7/09	1003148
Tattnall county	\$ 71,428.57	8/7/09	1003155
Taylor County	\$ 71,428.57	8/7/09	1003156
Chattooga County	\$ 71,428.57	8/12/09	158591
Terrell County	\$ 71,428.57	8/12/09	1003474
Dodge County	\$ 71,428.57	8/26/09	1004174
Worth County	\$ 71,428.57	8/26/09	1004173
Wilkes county	\$ 71,428.57	8/26/09	1004179
Jenkins County	\$ 71,428.57	8/26/09	1004176
Emanuel County	\$ 71,428.57	8/26/09	1004175
Candler county	\$ 71,428.57	9/4/09	1007473
Berrien County	\$ 71,428.57	9/4/09	1007472
Baker County	\$ 71,428.57	9/4/09	1007471

as of 08 September 2009



## Attachment D (1) GTCNC FY 2010 General Budget

DCH FY 2010 Budget line 193.8 *	\$ 23,000,000		
Projected revenue shortfall of 5% **	\$ 1,150,000		
<b>2010 Available Budget</b>	<b>\$ 21,850,000</b>	<b>\$ 21,850,000</b>	
OEMS/T Allocation at 3% ***		\$ 655,500	
GTCNC Operations at 10% ****		\$ 2,185,000	
<b>Total:</b>		<b>\$ 19,009,500</b>	<b>\$ 19,009,500</b>
EMS Distribution at 20 %			\$ 3,801,900
Trauma Center/Physicians Distribution at 80 %			\$ 15,207,600
		<b>Remaining:</b>	\$ -

Notes:

\* Line item 193.8 from Appropriation HB 119 for Georgia Trauma Care Network Commission

\*\* Scott Frederking DCH budget director: expect and plan for a 5% budget reduction over the course of the 2010 fiscal year due to projected shortfall in state revenues

\*\*\* The State Office of EMS/Trauma shall receive an annual distribution from the commission of not more than 3 percent of the total annual distribution from the fund in the fiscal year. **These funds shall be used for the administration of an adequate system for**

\*\*\*\* GTCNC operations, new projects (GTCC, pediatrics, telemedicine) consultant contracts and reserve fund

approved on 30 July

### Possible FY 2010 Revenue Shortfall Amounts

	4% reduction	6% reduction	8% reduction
	920,000.00	1,380,000.00	1,840,000.00
<b>Relation to 5%</b>	<b>230,000.00</b>	<b>(230,000.00)</b>	<b>(690,000.00)</b>

Attachment D (2) GTCNC FY 2010 Operations		
<b>Available Operations Budget</b>	<b>\$ 2,185,000</b>	
<b>Administration and GTCNC Support</b>		
Administrator	\$ 89,232	Salary, benefits, travel and overhead (8 months)
Administrative/business assistance	\$ 33,000	Administrative support, salary, office and overhead support via state contracted services (8 months)
Conference call account	\$ 4,752	~\$600 per month (8 months)
Website design and maintenance	\$ 10,000	www.gtcnc.org website procurement (does not include Georgiaitsabouttime.org site responsibility)
Commission Travel/Per Diem	\$ 6,600	GTCNC members per SB 60 requirements (8 months)
Monthly GTCNC meeting support	\$ 1,584	~\$200 per meeting (8 months)
<b>Total:</b>	<b>\$ 145,168</b>	<b>\$ 145,168</b> 8 months (does not include website design and maintenance)
<b>Georgia Trauma Communications Center (GTCC) Pilot Project</b>		
Staffing	\$ 203,280	5.5 FTE (\$56,000 per) (8 months)
Subject Matter Expert(s) Pilot Project development GTCC lead	\$ 66,000	Immediate assistance to rollout pilot project; GTCC lead (professional services contract) (8 months)
Consultation for GTCC	\$ 25,000	
Call recorder	\$ 5,280	(8 months)
Hardware	\$ 100,000	\$400,000 budgeted for hardware/software. This amount could go up.
Software	\$ 300,000	
Building Lease	\$ 7,920	(8 months)
Water/Electricity	\$ 3,960	(8 months)
Backup generator	\$ 5,000	
Workstations	\$ 20,000	
<b>Total:</b>	<b>\$ 736,440</b>	<b>\$ 736,440</b> 8 months
<b>New Projects and System Support</b>		
Web-based Trauma Registry	\$ 49,550	See attached budget sheet.
Bishop+Associates	\$ 110,750	See: Scope of Work
National Foundation for Trauma	\$ 1,500	Annual membership
Telemedicine	\$ 200,000	Partnership for Telehealth
National Science Foundation Center for Health Organization Transformation (CHOT)	\$ 50,000	EMS Dynamic Mutual Aid System Study
Pediatrics	\$ 200,000	Broselow system
<b>Total:</b>	<b>\$ 611,800</b>	<b>\$ 611,800</b>
<b>Projected Earmarks Total:</b>		<b>\$ 1,493,408</b>
<b>Remains in Reserve</b>		<b>\$ 691,592</b> For additional contracts, a reserve for budget short fall accomodation or above costs adjustments *, **
<b>Total</b>	<b>\$ 2,185,000</b>	Available GTCNC operations and administrative budget
<p>approved on 30 July</p> <p>approved on 20 August</p> <p>remains outstanding and unapproved</p> <p>adjusted dollar amounts (red font)</p> <p>* fourth quarter FY 2010 remaining reserves will be redirected and distributed to trauma centers/physicians according to formula adopted by GTCNC</p> <p>** Reserves will accommodate 4%, 6% and 8% budget shortfalls</p>		

Possible FY 2010 Revenue Shortfall Amounts**			
	4% reduction	6% reduction	8% reduction
	920,000.00	1,380,000.00	1,840,000.00
<b>Relation to 5%</b>	<b>230,000.00</b>	<b>(230,000.00)</b>	<b>(690,000.00)</b>