



KCER Meeting Minutes

ATTENDEES

<i>Shane Perry</i>	<i>Leah Skrien</i>	<i>Donna Swenson</i>	<i>Cathy Long</i>
<i>Glenda Harbert</i>	<i>Sherilyn Burris</i>	<i>Jim Curtis</i>	
<i>Melinda Hayes</i>			

KCER MEETING MINUTES

Date: May 22, 2008	Time: 12:30 EDT	Location: Conference call	
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Patient and Provider Tracking Response Team

TOPIC	DISCUSSION	PLAN OF ACTION	RESPONSIBLE	DUE
Welcome	Shane welcomed the team to the first of many conference calls			
Team Charter	The team reviewed the Charter, and agreed that it was appropriate as written	Each Response Team member will be asked to sign an acknowledgement that they have read and understood the Response Team Charter. The Team Leader will sign a copy of the Charter and submit that the KCER Coalition.	All	
Review comments received from the Brain Storming emails	<ol style="list-style-type: none"> Ensuring that the data elements we've developed get incorporated into CROWNWeb Developing consensus on SIMS data entry in emergency situations Determining what will be the office CMS/KCER 			

	<p>tools/recourses for use by networks and disseminate these directives to all facilities</p> <p>4. Getting the LDOs and Independents (through NRAA) to produce and disseminate to patients the emergency core data set. (NRAA contact listed as Tony Messana)</p>			
2008 KCER Drill –	KCER will be holding a mock disaster drill for all response teams on July 17th, 12 to 4 PM EST	Participate in Drill	All	7/17/08
Emergency Data Set	Glenda Harbert (NW14) reminded the group there was a verbal commitment among the large dialysis organizations (LDOs) to support and disseminate the “Emergency Data Set”. Leah Skrien (NW16) found some LDO contact information. It is the plan of the Response Team to approach both the corporate level disaster planning coordinators and the information service directors for their support in implementing the “Emergency Data Set”			
National Disaster Preparedness Month	Jim Curtis (KCER) and Sherilyn Burris (NW7/KCER) shared with the group that September is “National Preparedness Month”, developed by the Department of Homeland Security,	This Response Team may be able to collaborate with the Patient Assistance and Communications Teams to develop materials for distribution.	Jim Curtis	
Disaster Patient Activity Report (DPAR)	In times of emergency, a hardcopy Disaster Patient Activity Report (DPAR) may be preferred over entering information into CROWNWeb at the facility level. It is important to stress that the tracking of patient activity is only required after five days of an adverse event.	Education is needed on the use of the DPAR and should be provided as a PowerPoint presentation on the Response Team’s Internet page		
Training on the use of dialysisunits.com website	The Network 14 PowerPoint training presentation on the use of DialysisUnits.com will be posted to the Response Team’s Internet page. This will help us providing standardized training and communicating the process of tracking provider open or closed status.	The Response Team will also send out an email to every Network asking if they know their DialysisUnit.com ID and Password. We will work with Dr. Fadem to ensure every Network has access		

<p>Transplant Emergency Data Set</p>	<p>There is a great need for a Transplant Emergency Data Set. Our team will interface with the Patient Assistance group in the development of the standardized form. Also, KCER will have a presence at the National Association of Transplant Coordinators meeting in September. This presents another opportunity to partner with the community in the development of the Transplant Emergency Data Set.</p>	<p>to this tool.</p>		
<p>Additional Notes (Provided by Leah Skrien, NW16)</p>	<p>What I gathered from the meeting this is the Action items: You are meeting with LDOs; meeting with Patient & Provider Education Response Teams; working on Core Data Set for Transplant patients.</p> <p>Some thoughts:</p> <p>If you meet with the patient & provider education response teams -</p> <ul style="list-style-type: none"> ◆ What information do you want them to distribute (Ideas: Emergency Core Data Set along with timeline/instructions as to when it should be completed; Copy of DPAR; Link to these on the website; How to access and use nephron.com/dialysisunits.com) ◆ Learn how they provide outreach to non-LDO facilities vs LDO facilities <p>What information Networks might be interested in:</p> <ul style="list-style-type: none"> ◆ Information on updating Nephron.com (Only Networks update this, not dialysis facilities); on accessing password ◆ Information on DPAR - where it can be found on the website; when it should be used; how it is being distributed to facilities. <p><i>You may want to shoot an e-mail out to the DM group or some group to see how many people actually know about the DPAR and what is expected of them. I don't remember it ever being communicated to the Networks,</i></p>			

although I get a lot of e-mails and many just go in and out of my brain.

Right now the DPAR and the Emergency Core Data Set are nowhere in our Network's emergency plan. I can see about posting the DPAR and Emergency Core Data Set on our website - but if it has accompanying information (timeline/instructions) I would wait for those. (I just spoke to our ED and she would be fine with putting it on our website, but she had never heard of the DPAR until last week when it came up randomly).

Emergency Data Set for Transplants:

Are you going to contact your local transplant coordinators (with a copy of the current Core Data Sets) to see if they have ideas for what should and should not be included for transplant patients

Note - while nephrologists are the common link, I don't think it would be easy to task them with providing this information on a semi-annual/annual basis. It will also be difficult since transplant patients are not necessarily tied to the transplant facility and may go all over the country. How to find a common location that would have this information and would disseminate it on an annual/semi-annual basis could be very difficult.

Data in the CROWNWeb environment -

I agree that nothing can be decided until CROWNWeb goes live and that the hardcopy should continue to be sent to the Networks to do with what they want. However, we should keep it in the back of our heads as we move forward how CROWNWeb will impact this process. Pre-batch - It makes more sense for the Networks to enter data in a disaster situation. Post-batch - we could recommend if

	feasible in a disaster situation that LDO dialysis facilities do more batch transmissions than usual. We'll see - but the LDOs seemed to be able to upload their batch data to CSC fairly quickly to be put in CROWNWeb. They uploaded on Thursday and it was in CW Friday.			
New Business				
Next Meeting				