

**8208****Data Standards
Advisory Committee****Administrative Policy**Last Reviewed: **October 4, 2022**Last Revised: **December 1, 2023****PURPOSE**

To charter an advisory committee to the Riverside County Emergency Medical Services Agency (REMSA) Medical Director to monitor and evaluate data standards in Riverside County.

REMSA Data Standards Committee

1. The REMSA Data Standards Advisory Committee:
 - a. Shares best practices and establishes data collection standards and initiatives for prehospital care in Riverside County.
 - b. Works collaboratively in making improvements within the EMS system for improved outcomes.
 - c. Maintains systemic awareness, delivers education, and provides feedback to field personnel regarding data standards.
2. The Committee reports to:
 - a. REMSA
 - b. The EMS Agency Administrator
 - c. The EMS Agency Medical Director
3. The Committee's responsibilities include:
 - a. Providing feedback to EMS personnel.
 - b. Reviewing and commenting on policy changes.
 - c. Communicating with REMSA on all issues, concerns, and ideas regarding data collection methods and initiatives.
 - d. Establishing data collection standards related to NEMSIS 3.4 and 3.5, to be submitted to CEMSIS.
4. Membership:
 - a. The Chairperson will be the Lead REMSIS Administrator.
 - b. The committee is open to all hospital and prehospital care personnel in Riverside County.
 - i. Committee membership will consist of provider agency appointed EMS Coordinators, CQI Managers, Operations officers and/or agency Medical Advisors.
 - c. On an ad-hoc basis, subject matter experts may be invited to attend and/or present at the meetings
5. Attendance:
 - a. The committee will meet at least once (1x) per month, or as scheduled.
 - b. Members must notify the REMSIS Lead Administrator in advance of any scheduled meeting(s) they will not be able to attend. Should an attempt to contact the REMSIS Lead Administrator prove unsuccessful, members may call the REMSA Help Desk to facilitate notification to the REMSIS Lead Administrator.
6. Voting:

When a vote is necessary for a formal recommendation to the REMSA Medical Director or REMSA Administrator, a simple majority of meeting participants will carry the authority needed for the recommendation. One (1) vote from each organization will be counted.

For members that are unable to attend a meeting, proxy voting by email is permitted; however, at a minimum, the meeting transcript must be reviewed after the fact to ensure full understanding of any proposals that were made. In addition to examining the meeting minutes, REMSA recommends members view the video recording of the meeting that they were unable to attend.

7. Committee Documentation:

Meeting minutes will be kept by REMSA and will be made available to committee members upon request.

8. Confidentiality:

- a. All proceedings, documents and discussions at the Data Standards Advisory Committee are confidential and are covered under Sections 1040 and 1157.7 of the California State Evidence Code. The prohibition relating to discovery of testimony provided to the Committee shall be applicable to all proceedings and records of this committee, which is one established by a local government agency to monitor, evaluate, and report on the necessity, quality, and level of specialty health services, including but not limited to Specialty care, 911 Response, and Interfacility Transport providers.
- b. Data standards issues requiring system input may be sent to the Lead REMSIS Administrator for consideration and/or presentation at the Data Standards Advisory Committee.