Central DuPage Emergency Medical Services System

Electronic Data Collection

INTRODUCTION AND APPROVAL: 4/08	EMS MEDICAL DIRECTOR: _____
REVIEW & APPROVAL: _____	EMSS COORDINATOR: _____
REVISION & APPROVAL: 2/09	

PURPOSE:

The purpose of this policy is to provide a written agreement on the electronic data collection system between Central DuPage Hospital and the EMS Providers within the CDEMSS System Plan as of January 1, 2009. This policy does not pertain to any future EMS Provider that joins CDEMSS after January 1, 2009.

POLICY:

1. CDH will lock in pricing with HealthWare Solutions for one (1) year on the LifePak12 interface, if any provider would like to purchase it.

2. CDH will provide each Provider with a mechanism for the Provider's administrators to access their field data.

3. CDH will purchase the initial software licensing on the CDH provided field devices.
   3.1. EMS Solutions (MS Access database)
   3.2. EMS Manager
   3.3. Microsoft SQL 2000 Client

4. CDH will be responsible for paying the support and maintenance fees on the field devices software licenses that are licensed to CDH.

5. CDH will purchase the initial Panasonic Toughbooks, and the replacement of them due to aging of equipment. However, if the unit is damaged due to recurrent misuse or abuse, the replacement of the unit will be negotiated between CDH and the Provider.

6. CDH will support the field devices.

7. CDH will have 2 replacement field devices available to the Providers for use should their assigned field devices require service.

8. CDH will provide the initial vehicle docking stations for the in-service and reserve ambulances. These are to be installed by the “Provider” and at the “Provider” expense.

9. Field devices, vehicle docking stations and required software licensing, including software support and maintenance fees, for additional/future stations or vehicles will be at the expense of the Provider.

10. CDH will provide and support a wireless LAN (Local Area Network) at each existing in service Provider site for the field devices to connect to the CDH network via the Providers Internet Service Provider. It is the responsibility of the Provider to maintain their ISP.

11. Should the need arise for the Provider to move any piece of the wireless LAN installed and supported by CDH at one of the Provider sites, the Provider is required to notify CDH with a minimum of four (4) weeks notice.

12. CDH will pay for the initial data export from EMS Solutions to FIREHOUSE v.5 software.

13. CDH field devices, docking stations and software provided can not be used for any other function by the Provider without the permission of CDH.

14. If the Provider terminates using CDH as their resource hospital, all hardware and software provided by CDH must be returned in good working order.

EXPECTATIONS:

1. Each provider is to assign a super user / IS representative who will be involved from start to finish of this project. This person will:

   1.1 attend the project kick off meeting and other regularly scheduling project status meetings,
   1.2 participate in the setup of the system,
   1.3 attend training provided by the vendor,
   1.4 train co-workers (Train the trainer),
   1.5 attend the CDH / Provider EMS Solutions group / committee meetings, as needed after go-live, to ensure the system is being used to its maximum capability (i.e. review suggested changes to drop down tables, reports, etc.),
   1.6 point person for your department to go to for questions involving functionality of EMS Solutions, before CDH support is called.

2. Each provider should add funds to their budget to send their super user to at least one HealthWare Solutions User Group Meeting each year. The registration fee this year is around $200, which includes your breakfast and lunch for that day. This is a

great opportunity to learn from other users their tips and techniques that they have found helpful, hear the future vendor plans for the application, preview new functionality in the upcoming release, etc.

3. For those providers with an EMS Solutions export to FIREHOUSE v5, a shared network drive will need to be enabled for data transfer from the CDH PC to the provider network.