



**Hospitals-Protocol for Sexual Assault
Medical Forensic Examinations and
Planning Committee
(SAFE Committee)**



Meeting Minutes

Date: December 16, 2014
Time: 10:00 AM – 11:50 AM
Chairperson: Carole Ann Mays RN, MS, CEN
Co – Chair: Joyce Dantzler MS, MCHES
Members Present: Joyce Dantzler, Carole Mays, Greta Cuccia, Christine Jackson, Brian McGarry, Mark Arsenault, Lisae Jordan, Casey Nogle, Verlin Meekins, Gail Reed, Eunice Esposito, Tiwanica Moore, and Amy Robinson
Members on Call: Kathleen O’Brien
Guests Present: Subha Chandar (DHMH), Lynda King (MCASA), Jody Sheely (DHMH), Katie Jones (DHMH), Jim Brown (MIEMSS), Delegate Ariana Kelly (Montgomery County)
Members Excused: Mary Lou Watson, Susan Kraus

TOPIC	DISCUSSION	ACTION	PERSON/S RESPONSIBLE	STATUS 12/16/2014
Attendance	None	Completed via sign-in	Amy Robinson	CLOSED
Welcome and Introductions	Roundtable Introductions	None	Carole Mays	CLOSED
Open Meetings Message	Excerpts from the “Maryland Open Meetings Act” were read. No member of the public attending the open session may participate unless specifically requested by a committee member for subject matter expertise. Public comment will be accepted at future meetings to be determined by the Public Input Committee. Please also note that today’s meeting (and all hereafter) will be recorded.	Information & Reference	Carole Mays Joyce Dantzler	ONGOING



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<p>Review of Previous Minutes</p>	<p>The following amendments were made to the November meeting minutes:</p> <p>Ground rules, page 2: Though this is an open meeting, please be discreet when discussing sensitive topics outside of the Committee meetings (Dantzler).</p> <p>Page 3: The Committee should consider accepting a designated attendee on behalf of members who cannot attend (appointed by said member). Voting rights would not be transferrable (Jordan).</p> <p>RECAP:</p> <p>We will have a call-in number available at all meetings but will not have a video conference option.</p> <p>Future meeting dates and locations were approved and</p>	<p>Amendments will be made and the November minutes will be redistributed.</p> <p>Clarification: Designees will not count toward member attendance but may attend to observe. If requested by the Committee, specific information may be relayed by designees on behalf of their Committee representative.</p>	<p>Tiwanica Moore</p> <p>Amy will re-confirm designee guidelines for attendance.</p>	<p>OPEN</p> <p>OPEN</p>



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	<p>calendar invitations were sent for all of 2015.</p> <p>Sub-Committees were assigned and legislative deliverables were reviewed:</p> <ul style="list-style-type: none"> -Review hospital protocols; -Examine barriers for providing care; -Study reimbursement issues; -Examine EMS and Law Enforcement protocols; -Determine best practices for public education; -Make recommendations for SAFE practitioner caseloads; -Consider geographic differences as it relates to the provision of SAFE services; -Consider hospital reporting requirements; -Review other state practices of SAFE services; -Develop and recommend protocol for victims' rights and privacy; -Receive public testimony from stakeholders; and <p>Adopt recommendations consistent with State Medicare and Medicaid contracts.</p>			
<p>Open Issues Review</p>	<p>Travel reimbursement guidelines and a sample travel reimbursement form have been distributed today. Please submit your reimbursement forms monthly to either Tiwanica or Amy.</p> <p>The suggestion was made to have quarterly meetings as opposed to monthly (Kathleen).</p>	<p>Submit monthly travel reimbursement requests.</p> <p>Review: The Committee chose monthly meetings due to the work necessary</p>	<p>Tiwanica or Amy</p>	<p>CLOSED</p> <p>CLOSED</p>



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	<p>A motion was made to reopen the discussion regarding attendance requirements (Arsenault, Jordan).</p> <ul style="list-style-type: none"> - The 50% attendance requirement cannot be overruled. The decision between in-person attendance versus conference call is up to the Committee. - Previously decision was to allow 2 call-ins to count as SAFE meeting attendance. This was based on the need for active engagement in discussions (Dantzler). - Monthly meetings are necessary to cover the amount of work that must be completed in the next calendar year (Mays). <p>Geographic diversity was the main intent of creating this committee and is necessary to have a successful final report. Having a conference call option for attendance purposes would help to ensure representation (Guest: Delegate Kelly).</p> <ul style="list-style-type: none"> - The original decision for limiting attendance to 2 call-ins was made to promote active engagement in meeting discussions (Dantzler). - Allowing 2 call-ins will require members to attend only 4 in-person meetings; meeting 50% attendance (Jackson). - There is still an attendance concern for travel distances and work conflicts (Esposito, O'Brien). 	<p>to meet draft report completion by June 2015.</p> <p>Motion: For the requirements of membership, attendance is considered in-person or via conference call. (Arsenault, Jordan).</p> <p>Yay: 10 Abstain: 1 Nay: 1 Not Present: 2</p> <p>Final: Effort for in-person will be made, but a call-in option will be available at all Committee meetings and will count toward member attendance.</p>		<p align="center">CLOSED</p>
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<p>SAFE Committee Timeline</p>	<p>Distributed draft timeline for Committee deliverables.</p> <p>Draft report should be completed for June 2015. Final Governor’s Report is due December 2015.</p> <p>Public testimony should be received prior to Committee recommendations being drafted (Jordan).</p> <ul style="list-style-type: none"> - It was suggested that public comment be requested at the adjournment of the Committee meetings (Mays). Local programs may help to provide victim representation. It is imperative to collect victim testimony, as this Committee’s recommendations will greatly affect them (Reed, O’Brien). - There was limited victim testimony at the legislation hearing (Guest: Delegate Kelly). - What was the impetus for this legislation? (Arsenault) - Delegate Kelly had multiple concerns that led to this; riding along in Montgomery County brought to light facility documentation concerns, issues presented by staff, victim testimony, etc. (Guest: Kelly). 	<p>Committee Staff will begin drafting the Report template for which information will be entered every month.</p> <p>Delegate Kelly was asked to provide the public hearing testimony to the Committee.</p>	<p>Amy / Tiwanica</p> <p>Decisions regarding the receipt of public testimony will be finalized by the Public Input Sub-committee.</p> <p>Delegate Kelly</p>	<p>OPEN</p> <p>OPEN</p> <p>OPEN</p>
<p>SAFE Sub-Committee Deliverables</p>	<p>A work plan template was distributed by Joyce to the Sub-Committee chairs prior to this meeting. This was created to help each group focus on the following: documentation, definitions, current statute, current Maryland and national best practices, any gaps in practice, and proposed changes.</p>	<p>Review current practices; Identify gaps to care; Identify best practices and references; Make suggestions, edits and/or changes to the</p>	<p>Sub-Committee Members</p>	<p>ONGOING</p>



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		statewide care of sexual assault victims.		
SAFE Sub-Committee Reports: Victim Care/Hospital Protocols	<p>Victim Care / Hospital Protocols (Meekins):</p> <ul style="list-style-type: none"> - The group has not yet met but members have been contacted to begin collecting information. - Joyce contacted Katie Wunderlich at MHA to collect all protocols in anticipation of the Jan 8 meeting. - It was suggested to invite the International Alliance of SAFE Examiners to speak on national standards (Jordan). - The State of New Jersey has Program Coordinators who follow guidelines passed down by the AG's office. This is not the only state that follows statewide standards (Esposito, Reid). - Facility transports should be reviewed for both victim experience and reimbursement issues (Jordan). 	Continue to collect protocols and documentation for review.	Sub-Committee Members	OPEN
SAFE Sub-Committee Reports: Law Enforcement & EMS (LE/EMS)	<p>Law Enforcement & EMS (LE/EMS) (Nogle):</p> <ul style="list-style-type: none"> - The EMS Medical Director (Dr. Alcorta) asked for a listing of resource centers to help guide EMS patients to the proper facility. Carole completed this in the summer. <p>There is EMS protocol for trauma centers, but none for SAFE facilities. Guidance for EMS providers regarding transport to SAFE Centers should be protocol (Arsenault).</p>	This documentation will be provided for cross-referencing.	Carole Mays	OPEN



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	<ul style="list-style-type: none"> - Some law enforcement organizations have specific written protocol (McGarry). - EMS providers were some of the strongest supporters of this bill and must be included in public commentary (GUEST: Delegate Kelly). <p>The purpose of this Committee is to improve access and make the SAFE process more effective/efficient, not necessarily to have a SAFE program at every hospital (Dantzler).</p>	Current EMS protocols should be reviewed.	Carole will provide to the Sub-Committee.	OPEN
SAFE Sub-Committee Reports: Reimbursement	<p>Reimbursement (Dantzler):</p> <ul style="list-style-type: none"> - Kathleen was nominated but has not yet responded to the offer. Joyce has offered to co-chair with Kathleen. Kathleen was no longer on the conference line to comment. 	Continue to collect protocols and documentation for review.	SAFE Committee Members	OPEN
SAFE Sub-Committee Reports: Public Input	<p>Public Input (Mays):</p> <ul style="list-style-type: none"> - Carole has been unable to reach Susan Kraus, nominated chair. <p>Survey Monkey (with open message space) was suggested as a way to collect public testimony (GUEST:</p>	<p>Current best practices and proposed changes should be submitted to the Sub-Committee.</p> <p>Schedule conference call for Sub-Committee.</p> <p>MCASA could do a Survey Monkey for receiving public</p>	<p>SAFE Committee Members</p> <p>Carole Mays</p> <p>Lisae Jordan / MCASA</p>	<p>OPEN</p> <p>OPEN</p> <p>OPEN</p>



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	Delegate Kelly).	testimony (Jordan).		
New Business	All travel reimbursement requests should be completed and returned for reimbursement monthly.	Submission of Travel Forms	Amy or Tiwanica	ONGOING
December SAFE Meeting Recap	<ul style="list-style-type: none"> - Minutes will be amended and distributed prior to January meeting. - Timeline changes will be made as Sub-Committees begin their projects. - Sub-Committees will begin work on deliverables and will share data with Amy for insertion into the draft report. - Sub-Committees will begin to identify their individual work plans. - Please be sure to include Joyce and Carole on Sub-Committee work and correspondence. - Please send Amy any corrected contact information for her to update and distribute. - Please send travel reimbursement documentation to Tiwanica. <p>The next meeting will be on Thursday, January 8, at this same location in Room 401 (upstairs).</p>			