



SETRAC Neonatal & Maternal Program Managers Subcommittee

Tuesday, October 3, 2023
Virtual Meeting

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TOPIC	DISCUSSION/RECOMMENDATION	ACTION/FOLLOW-UP
Presenters: Kate Drone/Audrey Barnett/Theresa Walters/Alice Gonzalez Topic: Call to Order and Approval of Minutes	Kate welcomed everyone to the meeting. Attendance will now be tracked by going to www.setrac.org/perinatal . This is where you will also enter your code words.	The committee has no further recommendations
Presenter: Jorie Klein (DSHS) Topic: Designation Guidelines	Kate reminded the members of the purpose of this group is to support each other with ongoing program maintenance and compliance. She mentioned working with SETRAC to create a shared drive, where information can be shared and accessible to all members. Kate welcomed Jorie Klein and her team (Elizabeth, Debbie & Dorothy) from DSHS to have an open discussion and answer questions on the Texas Designation Survey Guidelines. Jorie starting off discussing the budget, she stated there isn't much clarity on that, so she explained what it means. She discussed the difference between fixed hrs. vs. flex hrs. Fixed hours are for activities your required to do, ex: fixed FTE (40hrs a week). Flex hours are based on patient volumes from historical pictures (annually, quarterly, monthly), which is typically how people set up their budget. A member asked a question on what determines patient volume. There was open discussion and different examples of how to establish and determine patient population. There was a question about the wording on Appendix K: Staffing "Considerations" being changed as it isn't a strong enough word, which leaves it open to lots of discussion. Jorie, stated the wording was already changed from, requirements to guidelines to considerations. From a surveyor perspective it's a better wording to keep facilities from feeling overwhelmed from these surveys when they don't have the necessary resources. Jorie discussed and reviewed preparing survey documentation, specifically budget. There was more questions and open discussion about stronger language ex, recommendation vs. guidelines. Jorie talked about looking a complicated patient and the QAPI process. She informed the members of the importance of defining the time and the people to perform these tasks. Jorie talked about the importance of having an organizational chart. There was discussion on the possible future	The committee has no further recommendations



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	changes when it comes to perinatal data. There was a question asked if NRP training would be considered outreach education for the survey. Jorie stated that DSHS does consider that as outreach education, as it shows what's being done in the region. Jorie reviewed and discussed the Neonatal Required Screening Events document. Kate Drone thanked Jorie for reviewing the survey with the members and answering question in today's meeting. Jorie invited the members to join the DSHS monthly calls to ask any questions they might have. Jorie stated the guidelines were put together with the intent to be helpful. She stated there's lots of background information and information on what other states are doing. She encourages the members to review all the documents and start asking questions.	
Presenter: Topic: Open Discussion	Kate drone thanked Jorie again, there was no other open discussion.	The committee has no further recommendations
Adjourned/Next Meeting	There being no other items for discussion, the meeting was adjourned. Next meeting will be Wednesday, November 7, at 9:00am-10:00pm	Code Words Jorie