



SETRAC Neonatal & Maternal Program Managers Subcommittee

Tuesday, December 5, 2023
Virtual Meeting

Page 1 of 2

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 minutes from the last meeting on November 7, 2023, were approved.	The committee has no further recommendations
Presenter: Kate Drone/Audrey Barnett Topic: New Business ○ Designation Guidelines ○ Presentation • Tabitha DeWolfe	Kate started the meeting with a thank you to all the members that participated throughout the year, as this is the last meeting of the year. Audrey reminded the committee members to sign up for perinatal program managers listserv to ensure they receive all future correspondence. She posted the link in the chat. For new business, Kate reminded the members that as of January 1st DSHS survey guideline are in place. She talked about Jorie (DSHS) coming back to talk with the group again about the survey guidelines. She gave suggestions on questions; what a good organizational chart would be or what would be a good budget are a few good questions to ask Jorie. She opened the floor to the members for any questions or thoughts for Jorie to get additional sessions scheduled. She shared a new change to the DSHS survey guidelines with the members. As of January, all information must to be with the organization 45 days prior to the onsite survey. There was little discussion on that. Kate stated she would love the members that will be surveying this year, to share their survey experience during this upcoming year. Melanie reminded the members that the Perinatal Committee meeting scheduled for tomorrow December 6 th is ZOOM ONLY. There was a question about a shared folder. Melanie stated that it does already exist on Teams. She will work with the leaders on giving access to all members in this shared space. Audrey previously requested Tabi presentation on Loop Closure. Tabi DeWolfe from Methodist the Woodlands Hospital presented and showed slides on Loop Closure process. She discussed Action Plan vs. Loop Closure. Tabi showed a slide from Microsoft Teams for tracking of opportunity. She also stated she created a Team based audit, for staff to help. She stated it was something very simple and	The recommendation is to form a workgroup to establish a shared folder to share information.



SETRAC Neonatal & Maternal Program Managers Subcommittee

Tuesday, December 5, 2023
Virtual Meeting

Page 2 of 2

TOPIC	DISCUSSION/RECOMMENDATION	ACTION/FOLLOW-UP
	just 1 page, 5 mins or less to review and complete. She stated that it helped when staff turned it back in, as it showed whether they were moving in the right direction. Tabi also showed a slide on demonstrating Loop Closure on survey. There was open discussion on her presentation between the members.	
Presenter: Audrey Barnett Topic: Old Business 2024 Smart Goals	Audrey gave an update on the 2024 smart goals. She stated that there will be a group meeting right after this meeting to establish smart goals that must be sent to Dr. Eason by tomorrow.	The committee has no further recommendations
Topic: Open Discussion	There was open discussion on the Perinatal Team site. Melanie did let the members know the 2024 dates and new Perinatal structure will be discussed at the Perinatal Committee meeting on 12.6.23. Melanie did a screen share to review the Teams site with the members. There was open discussion about the teams site purpose, usage, and access.	The committee has no further recommendations
Adjourned/Next Meeting	There being no other items for discussion, the meeting was adjourned. Next meeting will be Tuesday, January 16, 2024, at 9:00am-10:00am	Code Words Happy/ Holidays