

MEETING AGENDA

eLicensure Statewide Steering Committee



DATE: JANUARY 18, 2018
TIME: 1:00 PM TO 2:30 PM
LOCATION: MIEMSS HQ ROOM 212

FACILITATOR: TERRELL BUCKSON

1. INTRODUCTIONS

2. APPROVAL OF MINUTES

3. THE EXPECTED IMPACT OF OPENING THE ELECTRONIC AFFILIATION FORM

4. PROBLEMS ASSOCIATED WITH INCOMPLETE APPLICATIONS IN THE SYSTEM

5. DESIRED IMPROVEMENTS

- APPROVAL LOG
- REMOVING PROVIDERS FROM SERVICE ROSTERS
- FAQ

6. BLS CERTIFICATION DATES

7. PROBLEMS ASSOCIATED WITH IE

8. CHANGE OF INFORMATION UPDATE

9. OPEN DISCUSSION – NEW/EXISTING CONCERNS

10. ADJOURNMENT

Maryland Institute for Emergency Medical Services Systems

eLicensure Statewide Steering Committee Meeting

January 22, 2018

A meeting of the eLicensure Statewide Steering Committee was held on January 18, 2018, at MIEMSS.

Present

Terrell Buckson, Venetia Roberts, David Stamey, Curtis Wiggins, Michael Cooney, Jason Cantera, Dave Balthis, Jim Darchicourt, Marty Johnson, Lisa Chervon

GoToMeeting

Brian LeCates, Todd Dyche, Wayne Tiemersma, Ron Lewis, Paul Massarelli, Chris Truitt, Linda Dousa, Bobby Pattison, John Barto, Kathleen Harne, Kara Merkel, Joseph Hayunga, Heather Howes, Chad Packard, Colleen Lull, Charles Duran, Bill Collins

Call to Order

Meeting opened at 1:00 PM with introductions. On behalf of the MIEMSS Co-Executive Directors, Terrell extended appreciation for the patience displayed by the EMS community and others as we transitioned to the new licensure system. Having been duly convened, the committee was ready to proceed with business.

The meeting proceeded as follows.

Discussion

The minutes from the last meeting were approved. Terrell put forth a proposal to open the electronic affiliation form and monitor performance over the next 30 days. Also, during this period jurisdictions opting for a three-tier affiliation approval process will forward the names of all service representatives who will serve as designated signatories for affiliation approval for each individual company. Acceptance of the paper affiliation form will still generally be available during this period. Representatives from Garrett, Allegany, Frederick, Carroll, Harford, Anne Arundel, Cecil, Talbot, Caroline, Somerset, and Montgomery Counties, BWI, and Baltimore City voted in favor of opening the electronic affiliation form by the middle of next week.

Incomplete applications continue to remain open in the licensure system. It was determined that the forms do not interfere with functionality, but Terrell will continue to work with Image Trend to establish a trigger that will allow the system to routinely seek and withdraw incomplete forms.

The FAQ page is in the process of being developed. The integration has been completed and content is being added that will be released early next month. MIEMSS is finalizing the Statement of Work for the addition of the “Approval Log” and functionality that will allow service directors to remove members from a company’s roster.

During the processing of BLS renewal applications, it was noted that the issued and expiration dates in the service directors’ view were transposed. A report was generated in the licensure system to locate all BLS records that were impacted. The records in question were corrected. If any other records in the system display this error, please contact Terrell Buckson. Terrell advises that the records will be corrected immediately.

Terrell reported that there are functionality issues when navigating the licensure system in Internet Explorer. For example, while creating a profile and moving data points to the slush box (e.g. race), if an error is made where the wrong point is selected, the system will not allow the data point to be deselected. ImageTrend is aware of this problem and feels very strongly that the issue will be resolved when the company moves to “.net.” In the meantime, users are advised to open the licensure system in a different browser during account set-up. According to the company, Google Chrome appears to allow for a more seamless navigation.

A change of information application is no longer required to make routine changes to demographic information in the system. The electronic application is still required for name and social security number changes, as legal documentation is required to accompany the application.

Jason reported an update on the certification extension process. When providers are approved for a six-month extension, the certification status will show as “Extended,” but the certification expiration date will now reflect the expiration date of the extension period. For example, an EMT with an expiration date of 12/31/17 applies for extension and is granted approval. The expiration date will no longer display as 12/31/17, but it will reflect the six-month extension and display as 6/30/18.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 1:54 PM. The next meeting will be held at MIEMSS on Thursday, March 15, 2018, at 1300 hours.