Project Description

Project Objectives

- Utilization for declared MCI
- Mass gatherings
- System improvement plan

Project Sponsor

CRCOG

Stakeholders/Roles & Responsibilities

- Implementation Team: Design, plan and implement patient tracking system
- Steering Committee: Executive decision makers
- UAWG: Review
- CRCOG/CREPC: Procurement, funder, review
- Region 3 Medical Advisory Committee: Review
- Appropriate State Agencies: Advisory
- Boston, Springfield and Worcester MMRS: Mutual Aid

Communication Plan

- Steering Committee will meet monthly on the first Thursday, 0930-1100 EST
- Implementation Team will meet weekly on a flexible schedule
- Email
- Phone
- Webinar

Change Control

- Changes to scope will be brought to the Implementation Team for review and response
- Final changes will be decided by the Steering Committee

Project Scope

In Scope (Phase 1):

- Electronic patient tracking for emergencies. Tracking patient movements from initial assessment through EMS disposition for:
  - Mass casualty events
  - Special Operations Event management

Approved: March 3, 2011 by EPT Steering Committee

Revised:
Out of Scope (Phase 1):
- Vaccination clinics (Phase 2)
- Public Health Response (Phase 2)
- Hospital evacuation (Phase 3)
- Family Reunification (Phase 4)

Major Deliverables
See Work Breakdown Schedule

Assumptions/Constraints
- Phased in implementation process (see scope outline)
- Product and process will need aggressive marketing
- Focus of Phase 1 will be training and education
- Sufficient funding for Phase 1
- Future EMS courses will need to add EMTrack module
- QA will be on-going throughout use of system
- Demographic of workgroup will need to be revised with each phase
- Concept may not be 100% supported by stakeholders
- Implementation Team time is limited
- HIPAA constraints when information is transferred

Risks or Opportunities Plan
See Risk Response Plan

Dependencies with Other Projects
Exercise in June
Spring and Summer events may pull resources

Acceptance Criteria
- Surveys:
  - Training
  - Determine successful completion of survey (i.e. 50%) and those who will be surveyed
- Completion of all major deliverables
- Completion of AAR on drill
- Agreement from Steering Committee that Phase 1 is completed based on work outline
- CMEDS are ready to make this operational at a moments notice

Notes

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