I. **Data Management Taskforce Purpose**

Utilize data available through the state trauma registry, EMS registry data, vital statistics, stroke data, and cardiac data available to define meaningful reports and data to assist the GETAC efforts of advancing the trauma and emergency health care system and improving outcomes.

II. **Data Management Taskforce Chair**

The chair of the Trauma System Committee will chair the data management taskforce.

III. **Data Management Taskforce Members**

GETAC committees will appoint a member to the taskforce with the goal of defining data needs that assists their committee in meeting the objectives assigned to their committee through the Texas Emergency Healthcare System Strategic Plan.

1. EMS Committee
2. Medical Directors Committee
3. Education Committee
4. Trauma System Committee
5. Pediatric Committee
6. Stroke Committee
7. Cardiac Committee
8. Injury Prevention Committee
9. Developing Perinatal Committee

A. Each member is expected to attend 75% of the scheduled until the completion of the taskforce.

B. Each taskforce member will receive direction from their perspective committee regarding their data needs and be prepared to discuss the data needs, purpose and utilization.

IV. **Data Management Taskforce Deliverables**

A. Define the data reports necessary to review the performance, activity and utilization with in the Texas trauma and emergency health care system.

B. Define the reports requested for the GETAC committee meetings.
C. Identify barriers in data request and utilization of data from the existing trauma registry and define solutions.
D. Provide recommendations to improve data validation, accuracy and timeliness of data.

V. Data Management Taskforce Procedures

A. The taskforce will conduct its business in a respectful, organized, productive manner.
B. Taskforce meetings are open meetings.
C. The date, time and location of all scheduled taskforce meetings will be posted a prior to the meeting on the DSHS website.
D. The taskforce will meet during the GETAC meetings and has the option of scheduling additional taskforce meetings to meet the demands of the deliverables.
E. Agendas and minutes are the responsibility of the chair.
F. Sign-in sheets will define members present and taskforce guest.
G. Minutes and activities will be reported to GETAC committees by their appointed member.