

COUNTY OF SANTA CLARA, CA
Emergency Medical Services Agency
EMS System Data Assessment Project
Status Report: 01-Mar to 31-Mar-2009

Activities Completed To-Date

The following tasks/deliverables have been completed and/or are currently underway:

- Data System Survey – Collected 18 completed surveys from 16 unique responders. Reminder notices forwarded to remaining groups. Imported the responses into database application; currently analyzing the data and developing executive summary reports.
- Steering Committee Meeting – Attended March 17th Steering Committee Meeting; provided overall project status, reviewed EMS Provider Workshop objectives, described and secured approval for final deliverable designs.
- EMS System Market Analysis – Gathering information on existing market solutions and surveying local CA counties and other States on EMS system technologies.

Status on Major Project Milestones

KEY ACTIVITY/MILESTONE	RAG	STATUS	NOTES
Goals, Project Plan	(green)	Complete	
Survey	(green)	Active	18 responses as of 03/23
System Inventory	(green)	Active	
Status Reports	(green)	Active	
System Architecture Design Options	(green)		
Final Recommendation	(green)		

Issues/Risks

ISSUES, RISKS, DELAYS	MITIGATION
Delays in workshops may occur if documentation is not received.	Send reminder email to EMS providers.

Schedule of Upcoming Activities

ACTIVITY	PURPOSE	PARTICIPANTS
Project Management meeting	Review project status, discuss staffing roles and responsibilities, plan for upcoming activities	Project Management Team
Analyze EMS System Data Assessment survey responses	Collect data system information from providers	EMS Providers, PSAPs, Registrars
Review data system documentation	Collect data system documentation (e.g., CAD, PCR) from County stakeholders. Requested documents on 03/18.	Pre-hospital data system stakeholders
Workshop meetings	Conduct workshops with data system stakeholders to analyze data, process, and application systems. Workshops planned from mid-April to mid-May. Proposed format includes: Workshop (reviewing and validating draft processes and architecture), Review (resolving questions or process gaps as well as validating findings and recommendations), and Follow-up (as needed to be conducted via telephone).	Pre-hospital data system stakeholders