Quality Improvement Case Review Handbook for Regional Time Sensitive Emergency Committees
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>3</td>
</tr>
<tr>
<td>About the Open Meeting Law</td>
<td>4</td>
</tr>
<tr>
<td>QI Case Review Checklist</td>
<td>5</td>
</tr>
<tr>
<td>Confidentiality Statement</td>
<td>6</td>
</tr>
</tbody>
</table>
Purpose

This Quality Improvement Case Review Handbook was developed by the Time Sensitive Emergency (TSE) program staff with the aid of the Idaho Attorney General’s office to assist regional TSE committees in conducting case reviews within the scope of the law.

Any questions or concerns not covered in this manual can be submitted to the TSE program staff or to the Idaho Attorney General’s office for clarification.

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About the Open Meeting Law

Regional QI Case Review meetings are not required to be open to the public.

All meetings of a governing body of a public agency shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by law.

Governing body is defined to mean the members of any public agency with the authority to make decisions for or recommendations to a public agency regarding any matter.

Public agency is defined to encompass various categories of governmental entities and subdivisions at all levels of government. The governing bodies of public agencies that are created by or pursuant to statute, as well as public agencies that are created by the Idaho Constitution, are subject to the Open Meeting Law.

A sub-agency of a public agency is subject to the Open Meeting Law if the sub-agency itself is created by or pursuant to statute, ordinance or other legislative act. Thus, the TSE is considered a sub-agency because it is created by statute.

The Open Meeting Law defines meeting to mean “the convening of a governing body of a public agency to make a decision or to deliberate toward a decision on any matter.” Decision is then defined to include “any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.”

Thus, Regional QI Peer Review meetings are not required to be open to the public under Idaho law because such meetings do not include the governing body of the TSE and such meetings are not held to make a decision or to deliberation toward a particular decision on a matter.
Use This Checklist Before Going into a QI Case Review

If this is an open meeting, you must go into Executive Session.

☐ State that an executive session for case review is authorized under the Idaho Open Meeting Law for the purpose of considering records that are exempt from disclosure as provided by law.

☐ Hold a vote to go into executive session which be at least 2/3 in favor.

Once in Executive Session, or a closed meeting, you must do the following.

☐ Verify that each person participating in the review has signed the confidentiality agreement (see next page).

☐ Remind those participating via telephone or other digital or electronic device that no other persons may have access to the information under discussion.

☐ Remind all participants that the purpose of the case review is to improve patient care and not intended to result in punitive action.

After the QI case review,

☐ Regional committee officers must destroy all case review documents.

☐ If the Regional committee determines further review is needed, the case may be submitted to the State TSE Council.

I, the undersigned, as a member of the __________________________ Regional TSE Committee, acknowledge that the records utilized in the review of Time Sensitive Emergency cases are legally confidential, and the information contained thereon may not be revealed in writing, verbally, or by reproduction, except as authorized by the source of the record. I also state that I have read and understand the portions of IDAPA 16.02.01, addressing confidentiality of information and penalties.

I understand that if I choose to participate in these reviews via telephone or other digital or electronic device, I am responsible for ensuring that no other persons have access to the information under discussion.

As a member of the __________________________ Regional TSE Committee, I agree to hold confidential and private all information from all records used in the review of TSE proceedings.

________________________________________
Printed Name of Member

________________________________________
Signature of Member    Date
Forms Available Online

at http://tse.idaho.gov/

- Confidentiality Statement
- Case Review Checklists
- Trauma Case Review Template
- Stroke Case Review Template
- STEMI Case Review Template