



## Monterey County Board of Supervisors

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

### Board Order

**Agreement No.: A-14108**

Upon motion of Supervisor Adams, seconded by Supervisor Salinas and carried by those members present, the Board of Supervisors hereby:

- a. Authorized the Deputy Purchasing Agent for Natividad Medical Center (NMC) or his designee to execute amendment No.1 to the agreement with Pam Ishimoto for Consulting with NMC Trauma Department on the National Trauma Data Bank and Trauma Quality Improvement, extending the agreement an additional four (4) year period (October 16, 2018 through October 15, 2022) for a revised full agreement term of October 16, 2017 through October 15, 2022, and adding \$575,000 for a revised total agreement amount not to exceed \$675,000.
- b. Authorized the Deputy Purchasing Agent for NMC or his designee to execute up to three (3) future amendments to the agreement which do not significantly alter the scope of work and do not cause an increase of more than ten percent (10%) (\$10,000) of the original cost of the agreement.

PASSED AND ADOPTED on this 11th day of September 2018, by the following vote, to wit:

AYES: Supervisors Alejo, Salinas, Phillips and Adams

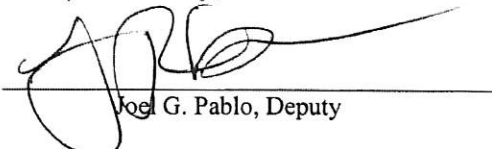
NOES: None

ABSENT: Supervisor Parker

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 81 for the meeting September 11, 2018.

Dated: September 13, 2018  
File ID: A 18-387

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California



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Joel G. Pablo, Deputy

**AMENDMENT NO. 1  
TO SERVICES AGREEMENT  
BETWEEN PAM ISHIMOTO AND  
NATIVIDAD MEDICAL CENTER  
FOR  
CONSULTING WITH NMC TRAUMA DEPARTMENT**

This Amendment No. 1 to the Services Agreement ("Agreement") which was effective on October 16, 2017 is entered into by and between the County of Monterey, on behalf of Natividad Medical Center (hereinafter "NMC"), and Pam Ishimoto (hereinafter "CONTRACTOR"); (collectively, the County, NMC and CONTRACTOR are referred to as the "Parties"), with respect to the following:

**RECITALS**

**WHEREAS**, the Agreement was executed for Consulting with NMC Trauma Department on the National Trauma Data Bank and Trauma Quality Improvement Services with a term October 16, 2017 through October 15, 2018 and a total Agreement amount not to exceed \$100,000; and

**WHEREAS**, NMC and CONTRACTOR currently wish to amend the Agreement to extend it for an additional four (4) year period through October 15, 2022 to allow for services to continue with changes to the original scope of work attached hereto as "Revised Exhibit A" per Amendment No. 1" with a \$575,000 increase for the added services for a total Agreement amount of \$675,000.

**AGREEMENT**

**NOW, THEREFORE**, the Parties agree to amend the Agreement as follows:

The Agreement is hereby renewed on the terms and conditions as set forth in the Original Agreement incorporated herein by this reference, except as specifically set forth below.

1. Paragraph titled, "PAYMENTS BY NMC" shall be amended to the following:  
*"NMC shall pay the CONTRACTOR in accordance with the payment provisions set forth in REVISED EXHIBIT A as per Amendment No. 1 attached hereto this Amendment No. 1. The total amount payable by NMC to CONTRACTOR under this Agreement shall not exceed the sum of \$675,000."*
2. The first sentence of Paragraph titled, "TERM OF AGREEMENT" shall be amended to the following:  
*"The term of this Agreement is from October 16, 2017 through October 15, 2022, unless sooner terminated pursuant to the terms of this Agreement."*
3. Except as provided herein, all remaining terms, conditions and provisions of the Original Agreement are unchanged and unaffected by this Amendment No. 1 and shall continue in full force and effect as set forth in the Agreement.
4. A copy of this Amendment No. 1 shall be attached to the Original Agreement.
5. This Amendment No. 1 shall be effective July 1, 2018.

IN WITNESS WHEREOF, the Parties hereto are in agreement with this Amendment No. 1 on the basis set forth in this document and have executed this Amendment No. 1 on the day and year set forth herein.

NATIVIDAD MEDICAL CENTER

By:   
Gary R. Gray, DO, CEO

Date: 7/2/18

APPROVED AS TO LEGAL PROVISIONS

By: \_\_\_\_\_  
Monterey County Deputy County Counsel

Date: \_\_\_\_\_

APPROVED AS TO FISCAL PROVISIONS

By: \_\_\_\_\_  
Monterey County Deputy Auditor/Controller

Date: \_\_\_\_\_

CONTRACTOR

\_\_\_\_\_  
Pam Ishimoto

**CONTRACTOR's Business Name**

\*\*\*See instructions below\*\*\*

By:   
(Signature of: Chair, President, or Vice-President)

TRAUMA DATA ANALYST

\_\_\_\_\_  
Name and Title

Date: 08/17/18

By: \_\_\_\_\_  
(Signature of: Secretary, Asst. Secretary, CFO, Treasurer, or Asst. Treasurer)

\_\_\_\_\_  
Name and Title

Date: \_\_\_\_\_

\*\*\*Instructions\*\*\*

If **CONTRACTOR** is a corporation: including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers (two signatures required).

If **CONTRACTOR** is a partnership; the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership (two signatures required).

If **CONTRACTOR** is contracting in an individual capacity, the individual shall set forth the name of the business, if any and shall personally sign the Agreement (one signature required).

IN WITNESS WHEREOF, the Parties hereto are in agreement with this Amendment No. 1 on the basis set forth in this document and have executed this Amendment No. 1 on the day and year set forth herein.

**NATIVIDAD MEDICAL CENTER**

By: [Signature]  
Gary R. Gray, DO, CEO

Date: 9/10/18

**APPROVED AS TO LEGAL PROVISIONS**

By: [Signature]  
Monterey County Deputy County Counsel

Date: Aug 24, 2018

**APPROVED AS TO FISCAL PROVISIONS**

By: [Signature]  
Monterey County Deputy Auditor/Controller

Date: 8/27/18

**CONTRACTOR**

Pam Ishimoto  
**CONTRACTOR's Business Name**  
\*\*\*See instructions below\*\*\*

By: \_\_\_\_\_  
(Signature of: Chair, President, or Vice-President)

\_\_\_\_\_  
Name and Title

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of: Secretary, Asst. Secretary, CFO, Treasurer, or Asst. Treasurer)

\_\_\_\_\_  
Name and Title

Date: \_\_\_\_\_

**\*\*\*Instructions\*\*\***

If **CONTRACTOR** is a corporation; including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers (two signatures required).

If **CONTRACTOR** is a partnership; the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership (two signatures required).

If **CONTRACTOR** is contracting in an individual capacity, the individual shall set forth the name of the business, if any and shall personally sign the Agreement (one signature required).

## REVISED EXHIBIT A – Scope of Services/Payment Provisions

This Scope of Services is entered into by and between Natividad Medical Center, hereinafter referred to as (“NMC”) and Pam Ishimoto, hereinafter referred to as (“Contractor”) pursuant to the Services Agreement between NMC and CONTRACTOR attached hereto and is subject to the terms and conditions of the Agreement.

### **I. Description of All Services to be Rendered by CONTRACTOR:**

- A. Assess and evaluate 2016 and 2017 trauma registry to meet NTDB/TQIP data collection requirements.
- B. Develop a data dictionary to outline data abstraction processes to meet NTDB/TQIP data collection requirements.
- C. Design and develop validation reports to verify current trauma data coding against AIS 05 and ICD-10 codes.
- D. Create a mapping document to identify and determine the distribution of trauma data to NTDB/TQIP.
- E. Evaluate trauma data collection processes to identify patients collected as outlined in the 2017 NTDB Data Dictionary.
- F. Provide technical assistance to trauma registry to maintain NTDB/TQIP requirements for a Level II trauma center.
- G. Create advanced reporting from the trauma registry for the Trauma Program Manager and hospital needs.
- H. Create PRQ reports in Trauma One for ACS site visit.
- I. Partner with PI Coordinator and Injury Prevention Coordinator to assist with audit reports and performance improvement data.
- J. Serve as the liaison between NMC and Lancet Technologies.
- K. Facilitate and prepare data for NTDB/TQIP quarterly data submission.
- L. Manage and update ongoing registry changes.
- M. Provide statistical reports and analyze data essential to trauma services strategic planning and business development activities.
- N. Partner with NMC IT to provide input and support to evaluate interface options with Trauma One.

### **II. CONTRACTOR Deliverables:**

The following phases are as follows:

#### **A. ASSESSEMENT/EVALUATION (10 - 12 weeks)**

- 1. Analyze, evaluate, assess current trauma registry.
- 2. Identify changes and updates to meet NTDB/TQIP data dictionary requirements.
- 3. Evaluate current trauma abstraction processes with registrars to identify best possible locations for data abstraction.
- 4. Assess current data flow of registry to minimize and reduce the number of data entry points entered.

5. Compare number of data points currently collected with NTDB/TQIP requirements to reduce redundancy and create a more efficient flow of data.
6. DELIVERABLE: NMC Trauma Data Dictionary to outline data abstraction processes to meet NTDB/TQIP data collection requirements.

\* Timelines are dependent on tools/systems and data/subject matter expert availability.

#### **B. DESIGN/DEVELOPMENT OF DELIVERABLES (12 - 20 weeks)**

1. Work with subject matter experts to gather information on existing work flow processes.
2. Redesign registry screens to reflect effective data flow and collection
3. Create a mapping document to identify and determine the distribution of trauma data to NTDB/TQIP.
4. Create PRQ reports in Trauma One for ACS site visit.

DELIVERABLE: Mapping document to identify the locations of where trauma data is being distributed.

DELIVERABLE: Redesign trauma registry screens and data flow of registry; including auto-fills

DELIVERABLE: PRQ reports for ACS site visit

\* Timelines are dependent on tools/systems and data/subject matter expert availability; Deliverables are subject to change dependent on evaluation and customer needs.

#### **C. IMPLEMENTATION/EVALUATION (10- 20 weeks)**

1. Create validation reports to check data accuracy of trauma registry.
2. Synthesize and analyze quarterly data for NTDB/TQIP submission; create reports to validate submission frequency reports from NTDB Validator.
3. Partner with trauma registrars to create and develop an inter-rater reliability process to validate abstraction.

DELIVERABLE: Validation reports and inter-rater reliability form.

DELIVERABLE: Inter-rater reliability form.

DELIVERABLE: Audit reports to support trauma service performance improvement activities and injury prevention programs.

\* Timelines are dependent on tools/systems and data/subject matter expert availability.

#### **D. SUPERVISION OF TRAUMA REGISTRARS**

1. Monitor productivity of registrars
2. Work prioritization
3. Assign registry projects for staff
4. Validate contract registrar work

#### **E. TQIP DATA SUBMISSION**

1. Run data cleanup of each abstracted month for data submission period
2. Build reports to support cleanup
3. Run submission frequency reports
4. Build report to validate the data being submitted to NTDB/TQIP

DELIVERABLES:

- Primary liaison with registry vendor to facilitate all registry updates and improvements.
- Complete update and redesign Trauma registry to work for NMC, eliminate unnecessary data collection fields, adding missing required fields, and creating a faster process for abstracting.
- Update the registry to match 2018 NTDB requirements.
- Update the PI pages with the vendor to ensure output is up to date and PI data collection is reportable for reviews.
- Update mapping to ensure the correct data is sent to NTDB/TQIP.
- Train and guide the registrars to abstract in a leaner process to reduce the amount of time to close a chart.
- Train registrars how to clean data, how to prepare for TQIP submission.
- Train Administrative Assistant and Injury prevention coordinator how to use chalkboards in the registry.
- Develop BASICS process to daily input of new trauma patients into registry.
- Provide general overview to registrars on AIS and ICD-10 coding rules.
- Build OPPE reports on physicians and NPs.
- Build reports to verify Himage's data collection.
- Build PRQ reports for ACS site visit.
- Build reports to clean the cohort patients to prepare for site visit.
- Assist in development of data dictionary.
- Design and build Performance Report.
- Design and build Dashboard Report.

**III. Pricing/Fees:**

Description	Rate	Type
Consulting Services	\$75.00	Hourly

- CONTRACTOR warrants that the cost charged for services under the terms of this contract are not in excess of those charged any other client for the same services performed by the same individuals.
- Payment may be based upon satisfactory acceptance of each deliverable, payment after completion of each major part of the Agreement, payment at conclusion of the Agreement, etc.
- County may, in its sole discretion, terminate the contract or withhold payments claimed by CONTRACTOR for services rendered if CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.
- No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by County.
- There is no travel reimbursement under this Agreement.