

Minutes, PT Frequency Subcommittee call 18

DATE: April 10, 2009 at 1:00 p.m. EST

Subcommittee members in attendance (6): D Tholen (chair), J Lowry, G DeChant, C Wibby, R Haynes, R Karimi,
Associate members: K McCracken, Shawn Kassner

Dan Tholen opened the meeting at 1:02 p.m. (EST). He noted that with 6 of the 8 members in attendance, there is a quorum.

The minutes of call 17 were approved unanimously, without change (Lowry/Haynes).

1. Dan revised the clarification paper to read like a report from the Subcommittee rather than from him. He questioned whether the subcommittee should send this revised version, or endorse the previous version. The committee unanimously approved the Subcommittee version, and directed Dan to send it to Kirstin, for distribution to ELAB and the PT Expert Committee (Lowry/Wibby). There were no changes suggested by the group during the call, but comments accepted through Monday, 4/13.
2. Dan made a few minor edits to the Draft Final Report, in the conclusions section, as discussed at the last meeting. There were no comments. The draft final report will be edited as work progresses.
3. Dan sent out the request for State-by-State data (4/09) for calculating overall summary information on rates of unacceptable results. It may take longer than 2 weeks for some providers to respond. Even with delays, Dan hope to have data summarized by mid May, revised and complete by mid June.
4. Dan will contact Chuck to discuss how to process the performance data received from Wisconsin. He will report on this before the next meeting.
5. Kirstin asked when we will be finished with our work. Dan guessed that we could complete the analyses and report by the end of June. Kirstin wants the PT Expert Committee to make a recommendation on the comments for TIA, before the TNI meeting in August. No further comment.
6. Next meeting on May 1 or 8 after, depending on data availability before then.

There being no further business, the call was adjourned at 1:17 pm EDT

Action Items:

1. Meeting 17 minutes approved; Dan to send to Kirstin.
2. Clarification paper approved (Subcommittee version), Dan to send to Kirstin;
Subcommittee comments to Dan by Monday by 4/13;
3. Final report draft OK for now, wait to edit as work progresses;
4. Wait receipt of PT State-by-State data; Dan to receive and process by 5/15;
5. Wisconsin data: Dan to call Chuck, then Dan to analyze by 4/17;

6. Target completion of work by 6/30.

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1. Approve minutes the last meeting.
2. Review Clarification memo: edit and approve? or edit and endorse previous draft?
I revised the "clarification" memo to reflect it as a Subcommittee position paper. In my opinion, this may not be the best approach, since it really happened that it was my opinion, and is hardly as objective as a subcommittee might produce in collaboration. Please check it out (changes are ubiquitous, and not tracked, to make it flow, and read like a committee document. The alternative approach would be to send my original paper (edited), and have a subcommittee endorsement. Either way is OK with me, please consider it.
3. Review draft final report (again).
I made one change that was discussed at the last meeting, tracked, in the conclusions.
4. Progress on State-by-State
Addresses of NELAP labs from Hickman, sent on to PT providers
5. Adjourn by 2:00.

Item	Action Item activity from call 17	Person Resp.	Date to be completed
1	Prepare minutes for meeting 17	Dan	3/20
2	Send Minutes of call 16 to Kirstin	Dan	3/20
3	Revise draft final report per comments from M.K.	Dan	3/20
4	Send preliminary NELAP lab study findings to Dan (cost data and opinions)	Judy	3/27
5	Review Wisconsin data concerning performance for NELAC and other WI labs	Chuck, Dan	Not completed
6	Request participation in the study of performance by State, with data from all PT providers.	Dan	4/09
7	Notify ELAB about concerns with the "White Paper" distributed by Jeff Flowers, and the Subcommittee decision to prepare a document to clarify issues.	Dan	3/20
8	Review draft report, suggest edits	All	4/01
9	Review "clarification" document for "White Paper"	All	3/23
10	Schedule next meeting for April 10	Dan	3/20

completed