



## Regional Performance Improvement Case Review Request

**Instructions:** You may submit any concern you deem as a regional/system performance improvement issue needing review. The PI Committee, however, may decide the issue is not appropriate for system discussion and recommend it be managed internally at your facility or agency. You will be notified when your case is up for review. If you have any questions, please email PI@strac.org.

1. Please fill out the attached Regional Performance Improvement Case Review Request Form.
2. Email an encrypted form to PI@strac.org. If you do not have the ability to encrypt the message, FAX with a cover sheet to (210) 233-5822.
3. Please include your contact information to ensure we can reach you for any questions about the submission.

### What happens to my submission?

1. Once your request has been received, you will receive confirmation within one business day from the STRAC PI Committee Project Coordinator or their representative that your submission is being processed.
2. Your request will be forwarded to the appropriate Committee Chair (Behavioral Health, Cardiac, Stroke, or Trauma as applicable), Co-Chair, and the STRAC Executive Director for review.
3. The Committee Chair (Behavioral Health, ED-Ops, Cardiac, Stroke, or Trauma as applicable), Co-Chair, and STRAC Executive Director will make the determination if the case warrants presentation at PI (Behavioral Health, ED-Ops, Cardiac, Stroke, or Trauma as applicable) Committee.
4. All parties involved will be notified.
5. If the case will be reviewed at the respective PI Committee, STRAC will compile any associated documents and/or recordings necessary to provide to the respective PI Committee.
6. All parties will be notified when the case is up for review and invited to the meeting.
7. A report of the discussion and results/outcomes of the review will be provided to the committee membership.

### Confidentiality:

- This document may contain CONFIDENTIAL information.
- All proceedings and records of the Southwest Texas Regional Advisory Council Performance Improvement Committee are confidential. All professional review actions and communications made to or from the Southwest Texas Regional Advisory Council Performance Improvement Committee are privileged communications under Texas and federal law. TEX. OCC. CODE ANN. Chps. 151 and 160; Tex. Health and Safety Code § 161.032; and 42 USC § 11101.
- Your signature below indicates you understand that you are not to discuss any committee business outside of the committee, to include any/all written information, discussions, verbal testimony, etc. You also understand that failure to uphold these laws may result in criminal charges.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

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**Southwest Texas Regional Advisory Council  
Regional Performance Improvement Case Review Request**

**Today's date:** \_\_\_\_\_

**Your Name and Title:**  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

**Name and Title of Person Referring the case:**  
(if different)  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

**Your Facility or Agency Name:**  
\_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Your Contact Phone Number and Email:**  
\_\_\_\_\_  
Phone Number  
\_\_\_\_\_  
Email

**Type of Event: (circle one)**

- Behavioral Health    Community Staffing    ED/FEC    Cardiac    Stroke    Trauma    Other**

*Note: the PI Committee reviews system issues. You may submit any concern you deem a regional/system issue needing review. The PI Committee, however, may decide the issue is not appropriate for system discussion and recommend it be managed internally at your facility or agency.*

**Please describe the event:**

**What actions have you taken to address the problem?** (Example: contacted agency PI person and requested run sheet/chart; talked with PI person and informed them of issue, etc.)