access health CT
analytics

All Payer Claims Database Advisory Group Meeting
Meeting Minutes

Date: Thursday, February 5, 2015
Time: 9:00 a.m. – 11:00 a.m. EST
Location: Hilton Hartford Hotel, Hartford Commons Room

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Members Present
James Wadleigh (Acting Chair), Tamim Ahmed, Robert Aseltine (phone), Mary Ellen Breault for Thomas Leonardi, David Guttchen for Ben Barnes, Matthew Katz, Mary Alice Lee, Kimberly Martone for Jewel Mullen, Robert Scalettar (phone), Mary Taylor, Victor Villagra (phone), Joshua Wojcik for Kevin Lembo
Members Absent
Roderick Bremby, James Iacobellis, Dean Myshrall for Mark Raymond, Patricia Rehmer, Jean Rexford, Robert Tessier, Victoria Veltri
Other Participants
Robert Blundo, Frank Hoefling, Christen Orticari

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I.   Call to Order and Introductions
Tamim Ahmed called the meeting to order at 9:00 a.m. Members introduced themselves.

II.   Public Comment
There was no public comment.

III.   Approval of November 13, 2014 Meeting Minutes
Mary Ellen Breault moved approval of the November 13, 2014 meeting minutes. Kimberly Martone seconded the motion. **Motion passed unanimously without abstention.**

IV.   CEO/ ED Updates
Mr. Ahmed reported a brief status update on APCD implementation and accomplishments, including near complete infrastructure development. Agile methodology was applied to make efficient use of development resources and to expedite progress along the nine service lines. Mr. Ahmed introduced Frank Hoefling, a consultant with extensive industry experience in both the IT and health care sector, brought on to help manage APCD implementation.

V.   Overview of the APCD Implementation

1. Project Management
Mr. Hoefling discussed the project management disciplines utilized for the APCD project. Mr. Hoefling reviewed project management tools utilized such as a master project plan to comprehensively manage all aspects of the project along their corresponding System Development Lifecycle (SDLC) delivery phases, risk and issues logs, and a change control process were implemented.
Christen Orticari presented an approach to promote advisory member communication throughout the APCD implementation process. AHA planned to send monthly updates with content similar to public meeting presentations. In addition, there were opportunities for feedback. The goal was to consistently bring members up to speed on implementation progress, accomplishments and future objectives to round out the scope of communications.

2. Data Collection - Carriers On-Boarding
Robert Blundo gave an update on the data collection process, timeline, and accomplishments to date. He gave an overview of data submission preparation activities, categorized as communication activities, aimed to make the process as efficient as possible for submitters, or as administrative activities, which were required from a technical policy and process standpoint. Mr. Blundo indicated that online carrier registration for 2015 was being scheduled. He also indicated an outreach campaign was to be formulated for entities not registered in 2014.

3. Data Management Infrastructure
Mr. Blundo provided an update on hardware and software procurement, and APCD infrastructure development progress. Dr. Villagra asked if Access Health Analytics (AHA) received any guidance from the Connecticut State Innovation Model Initiative (SIM), or other entities, regarding their data requirements, and asked if there was a process in place to cross-check its availability. He recommended that AHA maintain a record of data requirements from entities and keep track of data gaps. Mr. Wadleigh asked that the data gap list be added to the list of APCD presentation items for AHCT Board Meetings, and be reported from the Center for Medicare and Medicaid Innovation (CMMI) and SIM perspectives. Mr. Ahmed replied that conversations with SIM were initiated about the availability of APCD data for analysis to support SIM reporting.
Members voiced their concern about the significant portion of the population not able to be captured in the APCD without Medicaid data. Mr. Ahmed informed members that the Department of Social Services (DSS) continued their research for opportunities to provide Medicaid data.

4. Consumer Research & Communication
Mr. Ahmed gave an update on the two focus group sessions moderated by Communicate Health, a health education and communication firm specializing in health literacy improvement and a co-vendor for Onpoint. Focus group research was integral to the design of the website and navigational characteristics. Arrangement of information of the new APCD site needed to be dynamic, easy to use and conform to the way consumers focus on content. Ms. Orticari added that focus group findings at the summary level would be circulated to members.

5. Web Design
Mr. Ahmed informed members that the focus group information was analyzed and reported by Communicate Health. The Atom Group (TAG) and Communicate Health were tasked to collaboratively design the website and TAG was responsible for its build. Dr. Mary Alice Lee asked if other focus groups were planned. Mr. Ahmed replied that additional focus groups were planned to test ease of use on completion of the first website wireframes.

6. Test Environment build for AHCT
Mr. Ahmed described the managed test environment purpose and features, and explained the benefit it may present to stakeholders with interest in APCD reporting capabilities. This was the additional environment, or test platform built to enable greater reporting productivity since the Connecticut APCD may create custom reports within the secured environment.

7. Data Analytics & Reporting
Mr. Ahmed provided an overview of the first 10 proposed reports. Members asked for clarification on who determined the reports, why they were selected, what data and information sources they were based on, and whether additional report opportunities were available for member consideration. Members deliberated report prioritization impact on content given that Medicaid data was not available for the APCD system initial go-live date. Membership had a conversation on report specifications and asked to be more engaged in the report definition and specification process. Mr. Wadleigh asked AHA to create a summary document outlining the selection criteria and rationale, contents, applicable definitions, intended audience, and goal for each of the 10 reports. By February 20, the APCD Advisory Group was to regroup for a discussion on the proposed APCD reports and process.

VI. Status of Subcommittees
Mr. Ahmed gave an update on the January 8 Privacy and Security Subcommittee meeting. Members discussed the data application and data use agreement constructs, review and release processes and proposed Data Review and Release

Committee representation. Feedback from membership was collected following the meeting. Staff continued to work with Shipman and Goodwin to compose amendments to the Policies and Procedures for data review and release in preparation for proposing it at the next subcommittee meeting on March 18.

Dr. Robert Scalettar announced that Ms. Taylor requested that her position on the Privacy and Security Subcommittee be replaced by her colleague, Tracey Scraba, due to travel constraints. The change was acknowledged by the Subcommittee.

VII.   Next Steps
An off-cycle meeting was to be scheduled by February 20 for members to discuss APCD proposed reports.

VIII. Future Meetings
The next regular meeting of the APCD Advisory Group was May 14 from 9:00 to 11:00 a.m. Future meetings were listed on the **APCD webpage**.

IX.   Adjournment
Mr. Ahmed entertained a motion to adjourn the meeting. Ms. Martone motioned. Ms. Taylor seconded the motion. Motion passed unanimously. The meeting was adjourned at 11:00 a.m.