



All Payer Claims Database Advisory Group Special Meeting
Meeting Minutes

Date: Wednesday, March 4, 2015
Time: 9:00 a.m. – 10:30 a.m. EST
Location: Hilton Hartford Hotel, Connecticut Ballroom, Salon C

Members Present

Dr. Tamim Ahmed, Dr. Robert Aseltine, Mary Ellen Breault for Thomas Leonardi, Demian Fontanella for Victoria Veltri (phone), David Guttchen for Ben Barnes (phone), Matthew Katz (phone), James Iacobellis (phone), Kimberly Martone for Jewel Mullen (phone), Michael Michaud for DMHAS, Dean Myshrall for Mark Raymond, Jean Rexford (phone), Dr. Robert Scalettar (phone), Robert Tessier (phone), Dr. Victor Villagra (phone),

Members Absent

James Wadleigh (Acting Chair), Dr. Mary Alice Lee, Joshua Wojcik for Kevin Lembo

Other Participants

Diane Aye (in attendance to represent the Department of Public Health with designee, Kimberly Martone), Phyllis Hyman (in attendance to represent Commissioner Bremby, Department of Social Services), Tyler Kleykamp (in attendance to represent the Office of Policy and Management, with designee David Guttchen), Access Health CT: Robert Blundo, Frank Hoefling, Christen Orticari

I. Call to Order and Introductions

Dr. 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 February 18, 2015 Meeting Minutes

Dr. Ahmed asked for a motion to approve the February 18 meeting minutes. **Mary Ellen Breault moved to accept the minutes. Matthew Katz seconded. Motion passed.**

IV. CEO/ ED Updates

Dr. Ahmed stated that special meeting was convened, per member request at the February 18 APCD Advisory Group special meeting. The meeting purpose was to amend and approve the proposed APCD Web Reporting Mission Statement, come to an agreement on the member and to review and respond to the reporting inventory and the timeline and approach for development. In addition, he encouraged members to share their thoughts on the report catalogue format, level of detail, and member feedback process.

V. Development of Mission Statement

Dr. Ahmed summarized key points from the enabling legislation and explained how the 11 proposed reports were defined to incorporate strategic direction from the legislative mandate for reporting. He explained how the first 10 reports were designed to

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satisfy the goals referenced in the legislation. For instance, APCD data was needed for population health and price and quality transparency reporting. Then Dr. Ahmed reviewed the revised version of the amended mission statement for the web report development process. It was modified to reflect feedback received at the February 18 meeting. Members deliberated ways to further clarify the purpose of the mission, as it was to serve as the guiding principles for the report development process in reference to the strategic direction from the legislative mandate. Dr. Robert Aseltine, Robert Tessier, and Matthew Katz proposed changes to amend the mission. **Dr. Robert Scalettar motioned to adopt the Mission Statement for Connecticut APCD Web Reporting as amended. Matthew Katz seconded. Motion passed unanimously without abstention.**

Mission Statement for Connecticut APCD Web Reporting:

The following version was accepted by the APCD Advisory Group as amended. Please note that amendments were marked in the bold text, below.

*The APCD Advisory Group will provide strategic guidance to the Connecticut APCD in identifying web reports that enhances understanding of population health, **provides price and quality transparency, provides information on access and utilization of health care**, addresses disparity of care and health care determinants for consumers, state agencies, insurers, employers, health care providers and researchers from academic and research organizations.*

VI. Proposed Report Inventory, Timeline

Dr. Ahmed presented a proposed Report Inventory, which was organized by report purpose, audience, measurement and projected level of effort. Reports were sequenced based on the expertise, time, resources and complexity needed for development. The proposed reporting timeline outlined when each report could be completed given the level of effort required for development. He noted that the reports in yellow boxes fell under the price transparency category while those in peach boxes were more focused on public health matters. Price transparency reports required more time to develop than others as they required significant technical expertise and availability. Members asked for more detail on report specifications. Staff offered to circulate a document explaining the technical terms and definitions behind reports. Robert Blundo added that details about data elements were available online in the published Data Submission Guide (DSG)

VII. Report Development Process

a. Inputs from Members

Dr. Ahmed thanked members for their feedback and summarized key points from the responses staff received by email. Members discussed reporting purpose statements. Members deliberated reporting priorities, confirmed the first 10 reports for publication and agreed that the fourth report needed for future discussions regarding inclusion/exclusion in the suite. In addition, members deliberated the reassignment of reports to ensure they were appropriately categorized as consumer-focused reports or population health reports. Members commented that five of the reports in the Reporting Suite, not three, merited the nomenclature 'Price/Quality Transparency' reports. Staff made the appropriate report name and re-categorization changes to the Reporting Suite and circulated the revisions after the meeting.

b. Report Inventory Request Form Structure

Dr. Ahmed invited members to submit recommendations and use cases to support the development of the next 10 reports. The **criteria**, outlined below, were suggested as guidelines that may be used when drafting new report recommendations.

- Report Purpose, Goal
- Intended Audience
- Measurement Strategy
- Estimated Level of Effort
- Examples, Citations of existing work

VIII. Next Steps

Dr. Ahmed reiterated the following next steps, based on meeting discussion, decisions and takeaways.

- Dr. Scalettar asked members to review the APCD Manual recently published by the APCD Council. Staff agreed to distribute a copy of the document and post a link to the manual on the APCD Advisory Group Membership [page](#).

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- Staff planned to circulate the following materials: (1) the approved Mission Statement for Connecticut APCD Web Reporting, (2) a technical document of report terms, definitions and specifications, and (3) an updated version of the Reporting Suite.
- With reports 11 through 20 not yet defined, Dr. Ahmed encouraged members to send ideas and use cases for additional reports.
- Members expressed interest around the Web Design process. Dr. Ahmed suggested that this topic be addressed at the next meeting.

IX. Future Meetings

The next regular meeting of the APCD Advisory Group was scheduled for May 14th from 9:00 to 11:00 a.m.

X. Adjournment

Dr. Ahmed asked for a motion to adjourn the meeting. Mr. Katz motioned. Jean Rexford seconded. Motion passed unanimously. Meeting adjourned at 10:30 a.m.