

**Delaware Health Information Network
Meeting of the DHIN Board of Directors**

**Wednesday, April 19, 2017
2:00 p.m. - 4:00 p.m.**

**DHIN
107 Wolf Creek Blvd., Suite 2
Dover, DE 19901**

Meeting Minutes

CALL TO ORDER:

Board Chair Randy Gaboriault called the meeting to order at 2:06 p.m.

January 25, 2017 MEETING MINUTES:

Randy Gaboriault motioned for approval of the January 25, 2017 DHIN Board of Directors' meeting as presented. Tom Trezise seconded the motion. Minutes were unanimously approved.

COMMITTEE STATUS REPORTS:

Executive Committee: The Executive Committee met on March 17, 2017. Dr. Lee informed the committee members of a potential conflict of interest. As a previous employee of NextGen (the parent company of Mirth) she currently owns stock. Dr. Lee has spoken with Monica Horton (DOJ) regarding her responsibilities and they have agreed the best thing to do is divest herself of the stock.

Randy Gaboriault requested the approval of DHIN Resolutions for Meaghan Brennan, Kimberly Reinagel-Nietubicz and Dave Walczak for their outstanding commitment to the Delaware Health Information Network. Donna Goodman seconded the motion. Resolutions were unanimously approved.

Finance Committee: The Finance Committee met by conference call on April 11, 2017 to review the March 2017 Financial Package; and an overview of grant spending. In addition, it was noted that the Finance Committee is looking to fill committee positions.

MANAGEMENT REPORTS:

Financial Report

Statement of Cash Flows: Mike Sims presented DHIN's financial statements for March 2017 and noted that DHIN's cash balance decreased in the third quarter primarily due to a prepayment of vendor expenses for the following quarter as well as a quarter of amortization of the \$1M payment received from Highmark earlier in the year. Mike noted that DHIN had \$5.8M in cash on hand as of the end of the period.

Profit and Loss Statement: DHIN earned \$564K in net income during the first three quarters of the year, with operating & grant revenue on target. It was noted that contractual expenses were lower than planned due to a delay with HSX (Southeastern Pennsylvania HIE) in executing the ADT exchange contract and beginning the associated work. DHIN has signed the contract with HSX and expected work to be completed by the end of the grant, which is in July 2017.

ACTION ITEM:

January 25, 2017 Board of Directors Meeting minutes were unanimously approved.

ACTION ITEM:

Resolutions were unanimously approved.

Other drivers of the variance included lower than planned analytics platform contractor expenses and a slight delay in the ONC-funded claims database environment assessment project. Mike noted the variances in the Ongoing License and Maintenance and New Functions expense categories were driven by timing issues, but with some savings.

At the end of March 2017, DHIN had \$7.8M in unrestricted net assets. Mike noted DHIN's \$1.4M accounts receivable balance, driven by DHIN making significant progress in its spending for its ONC grants, and as a result it has \$682K in accounts receivable from ONC. The remaining amount is from balances due from data senders/payers, which are all expected to be paid. Mike noted the Prepaid Expenses asset item mentioned in the Statement of Cash Flows discussion and indicated that DHIN ended the quarter at \$7.8 million in reserves. Mike also provided an overview of the spending for the remainder of the grants which end on July 26, 2017; and provided insight into some of DHIN's expenditures for Fiscal Year 2018.

CEO Update

FY17 GOALS:

Successfully Execute Grant Outcomes and Spend Down: DHIN was awarded two grants, a primary grant and a supplemental grant, both ending in July 2017. Due to the software upgrade and issues that we faced, our spend down on the initial grant was very slow; nonetheless, we are currently on target.

The supplemental grant, which has additional restrictions, is currently \$80,000 short of the target. DHIN continues to look for appropriate ways to meet our goal and, ONC has been happy with our outcomes and continue to release funds.

We are tracking 49 metrics on both grants. We have met or exceeded 55% of our metrics; solidly on track for 26% of our metrics; and at risk for 18% of our metrics.

Grant Notes:

Interstate Exchange of ADTS:

Along with the expansion of on-boarding additional organizations to send ADTs and the increase of Event Notifications, DHIN is also expanding interstate exchange.

DHIN has executed an agreement with HSX (Health Share Exchange for the five southeastern counties of Pennsylvania) for inter-state exchange. However, scope is limited and we will not exchange solely on geography.

Through CRISP (Maryland's HIE) we are in the process of adding West Virginia (WVHIN) and Southern New Jersey (NJSHINE); and continue negotiations with Utah and Strategic Health Information Exchange Collaborative (SHIEC) for a multistate agreement.

In addition, DHIN has a verbal agreement with Missouri Medicaid and we are currently in legal review.

Telehealth

DHIN has executed agreements with MDLive, along with CCHS regarding AmericanWell for the employee & family plan.

Personal Health Record (PHR)

DHIN initially marketed the PHR through practices that are sending CCDs. Additional clinical data will be viewable in the PHR as soon as we can pass it through our MPI (Master Patient Index). St. Francis and Union Hospital have both expressed interest in using this as their organizational patient portal.

Achieve HITRUST Security Certification:

DHIN submitted the final documentation for HITRUST certification March 31, 2017; DHIN expects notification of certification by June 2017.

Develop Required Provider Scorecard V2 Functionality and Four Releases:

The fourth release went into production in February 2017. DCHI is now in the process of deliberating the future path of the scorecard.

Develop Governance and Technical Specifications in Support of the Health Claims

Data Base:

DHIN's By-Laws were revised to stand up the governance. With ONCs permission, DHIN has been able to repurpose grant dollars to retain Freedman Consulting; Freedman has worked with sixteen All-Claims Data Bases. We are asking them to advise us on:

- Suitability of IMAT platform for claims database will occur in FY18
- Technical specs for file formats, frequency of submission
- Staffing plan
- Development of SOW or RFP (in FY18)

Sidebar Discussion: Financial Risk

As stated during past meetings, this will be the last year that DHIN receives Highmark's annual contribution of \$1M.

Rollback of Medicaid expansion (9,686 members) and disbanding of the Individual Marketplace (21,272 members), totaling \$31K per year.

Costs associated with Claims Database are currently unknown until an RFP is proposed. However, estimates based on similar size states totals \$400K to \$600K per year.

Potential Mitigations

Negotiating with Highmark, could secure some level of commitment for FY18, but we are uncertain whether or how much may be secured.

The Repeal of the Affordable Care Act (ACA) is uncertain, and timing even if repealed is uncertain which may not affect us in FY18.

The SIM grant has funds to partially support HCCD for 2 years, which leaves us exposed thereafter unless we develop a good sustainability plan.

Also unknown, is the savings expected following our tech refresh, FY18 will actually cost more as we run two systems in parallel.

FY17 Roadmap Tasks:

Execute Year 1 Elements of Strategic Plan and Technology Refresh:

New Staff Hires:

- Director of Marketing: Stacey Schiller
- Clinical Informaticist: Angie Kaiser
- Integration Analyst (Mirth certified): Evaluating resumes
- Chief Innovation Officer (EA, Tech): Working on PD

Staff Development:

DHIN's Management team has been certified in ITIL Foundation. Mid-February the team was off-site to strategize implementation of ITIL principles in a small organization and create a multi-year staff development plan. DHIN's multi-year staff development plan will include additional selective training in FY18-FY19; DHIN's Management team will certify at expert level by FY19.

Segmented Marketing and Stakeholder Communications:

In December 2016, DHIN held a Leadership Summit. We have been following-up with individuals for face-to-face meetings; and continue working to meet with population health and other business units of hospitals; key legislators and heads of State agencies. We have met with the Medical Society's leadership team and Governor Carney's transition team.

Roadmap FY17/FY18

Stand up formal portfolio management by exploring technology tools.
Begin technology refresh activities by controlling the data flow.

FY17

Control the data by implementing the CDR in the Amazon GovCloud incidental to the patient portal; acquiring historical data from Medicity; Mirth Results pilot has been completed and the contract executed.

FY18

DHIN is evaluating current vendors for the Community Health Record (provider portal).

Ensure modular solutions are readily available to replace specific ancillary functionality such as Medication History, Image Sharing and HISP.

Summary of Mirth Results Pilot

Proof of concept that DHIN can leverage Mirth Results to replace Medicity EMR interfaces to 237 practices. A total of 194,607 messages were tested into Mirth Results across all data senders/data types and all were processed correctly.

Piloted EMR Vendors and Practices: STI, The Vein Center at Eden Hill; eCW, Christiana Spine Center; iKnowMed, Medical Oncology Hematology Consultants and Connexin, Just Kids Pediatrics.

Conclusion: Mirth can do everything Medicity does, including mapping, transformations, and auditable record of deliveries.

Next Steps

Prepare for the remainder of FY17:

- Execute contract – NLT 31 Mar
- Budget planning for FY18 – Apr
- Procure hardware, software, licenses – by Jun 15
- Prepare communication plan for practices
- Develop a detailed project plan

Execute throughout FY18

All interfaces must be converted by Jun 30, 2018 in order to avoid lapse of service or contract extension with Medicity

Additional anticipated FY18 work:

- Select and implement a CHR front end
- Select and implement solutions for ancillary functionality (Med Hx, Images)
- Continue to propagate adoption of the PHR
- Implement the HCCD

Miscellaneous:

The MOA with United Health Care (UHC) has been finalized. UHC has paid most of their accounts receivable with a remaining balance of \$67K.

Doctors Pathology Service (DPS) is our second subscriber to iSpecimen, which is expected to generate a modest revenue.

CIGNA has verbally agreed to the business terms and legal review is currently under way.

Lease / location options: DHIN's current office lease will be ending in June 2017; and as we continue to grow, space has become limited. We have found an office building (Rudnick Road, Dover, DE) that will accommodate our criteria and enable us to continue expanding. DHIN has reached out to Becker Morgan to assist in the office planning; and looking at an FY18 move for the entire staff.

OTHER BUSINESS:

Randy Gaboriault motioned for approval of a three-year term for the following DCHI Board Members: Ms. Cindy Bo, Nemours Children's Health System; Nicholas A. Moriello, Health Insurance Associates. Tom Trezise seconded the motion. Motion for approval of new DCHI Board members was unanimously approved.

Randy Gaboriault motioned for approval of the revised DCHI By-Laws as presented. Brenda Lakeman and Donna Goodman seconded the motion. Motion for approval of the revised DCHI By-Laws was unanimously approved.

ACTION ITEM:

Approval of three-year term for DCHI Board members was unanimously approved.

ACTION ITEM:

Approval of DCHI By-Laws was unanimously approved

NEXT BOARD MEETING:

The next DHIN Board of Directors Meeting will be held on July 19, 2017 from 2:00 p.m. to 4:00 p.m. at the Christiana Data Center.

PUBLIC COMMENT:

No one from the public offered comments.

ADJOURN:

The meeting adjourned at 3:59 p.m.

Attendance

Board Members Present

Randy Gaboriault
Donna Goodman
Dr. Jeffrey Hawtof
Laura Howard
Brenda Lakeman
Dr. Gary Siegelman
Dr. Terri Steinberg
Meredith Stewart-Tweedie
Tom Trezise

Board Members Absent

James Collins
Rich Heffron
Bill Kirk
Kathleen Matt
Dr. Nathan Merriman
Stephen Saville

Board Members on Phone

Dr. Stephen Lawless

DHIN Staff Present

Dr. Jan Lee
Ali Charowsky
Randy Farmer
Mark Jacobs
Lynn Misener
Cathy Paulish
Stacey Schiller
Mike Sims

Guests Present

Jason Clarke, DTI
Dr. Kara Odom Walker, DHSS Cabinet Secretary

DHIN Staff Phone

TerriLynn Palmer
Michele Ribolla