

Delaware Health Care Claims Database Committee Monthly Meeting

Monday October 1, 2018
3:00pm - 5:00pm ET

Delaware Health Information Network
107 Wolf Creek Blvd., Suite 2
Dover, DE 19901

Meeting Minutes

CALL TO ORDER:

Committee Chairperson Meredith Stewart-Tweedie called the meeting to order at 3:04 p.m.

WELCOME AND INTRODUCTIONS:

Ms. Stewart-Tweedie welcomed everyone to the meeting of the Delaware Health Care Claims Database Committee and invited everyone to introduce themselves. See attached [attendance record](#). A quorum was achieved.

HCCD OVERVIEW:

Ms. Bernstein provided an overview of the goals of the meeting:

- Vote to Adopt or Amend Draft HCCD Data Application and Data Use Agreement
- Discuss fee schedule components
- Review Interagency Agreement between DHIN and Collaborating State Agencies

Action items

Conflict of interest Statement:

All Committee members were reminded to complete the conflict of interest statement

HCCD Application for Data: vote to adopt/amend application

Data is expected to be available for release early 2019; DHIN has already received inquiries. Finalizing the application is the responsibility of this Committee, per Delaware regulation.

The draft application has three parts:

- Part One includes the requestors' contact information and is to be completed by all requestors: project details, data linkage and re-disclosure/dissemination plans of data requested.
- Parts Two and Three are only required for those asking for limited or identified data sets. Part two asks for detailed information, with justification, for each requested data element. It also asks for details regarding the requestor's data management and security safeguards.
- Part three is used to identify any third-party vendor or access to the data.

All sections of the application cite text from associated regulations.

The Committee reviewed the application draft in detail, including Highmark's comments. The Committee made the following edits to the draft application:

- added disclosure of financial or competitive relationships that might be relevant to the application
- language and restrictions pertaining to Personal Health Information (PHI) was expanded to include Personal Identity Information (PII), since the terms are often used interchangeably
- reordered some sections and added relevant terminology that improved clarity and continuity.

A Data Dictionary will also be added to the application in the future to enable precise data element requests.

If an application is approved, the requestor will need to sign a legally binding Data Use Agreement, which will include the application as an attachment. This DUA will include specific language regarding adherence to all applicable state and federal laws, including HIPAA, HITECH and Delaware regulations.

Expedited Review Discussion

Certain requests for de-identified data will be handled by expedited review vs. full committee review. This expedited procedure will be operationalized through the structure of the application itself. If a requestor asks for de-identified data, they will only be required to complete Part One of the Application. DHIN staff will confirm that the request is for de-identified data, no pricing or sensitive information is included in the request, and the request is not being made by an out-of-state commercial entity whose aims to not benefit Delaware residents. If these stipulations are met, the request will be considered eligible for expedited review and will not need to go before the HCCD Committee. A Data Use Agreement will still be required in all cases, including expedited data requests.

Web Application for Requests

Applications for data will be available via the DHIN website for download. In the future, fully automated web applications may be available.

Update of HCCD Development

DHIN is required to produce summary reports using HCCD data by 10/31 to receive state appropriations. These summary reports will be developed prior to the next HCCD Committee meeting on Nov. 12th. The DHIN team will distribute reports to HCCD Committee as a courtesy prior to public distribution. The reports are expected to be demographic distributions depicting the data contained within HCCD, using only de-identified data.

Minutes of August 23

Motion to approve prior meeting minutes was accepted and approved.

Public Comment

No one from the public offered comments.

Next Committee Meeting November 5, 2018

Items for Review:

- Fee Schedule
- Data Use Agreement. The format of the DUA was modeled after the DHSA – Health Science Alliance.

ADJOURN:

Committee Chairperson Meredith Stewart-Tweedie adjourned the meeting at 4:59 p.m.

Attendance Record:

<i>Committee Member Present</i>	<i>Representing</i>	<i>10/1/2018</i>
Meredith Stewart-Tweedie	Hospital System	phone
Jonathan Kaufmann, MD	Hospital System	In person
Jan Lee, MD	DHIN	In person
Kathleen Matt	Research	phone
Faith Rentz	State	In person
Jill Hutt	Coalition	In person
Liz Staber	Payer	Absent
Bernadette Inskeep	Payer	In person
Karen Kane	Payer	In person
Stephen Lawless, MD	Hospital System	phone
James Spellman, MD	Cancer Consortium	Absent
Count in Attendance Onsite-In Person		6
In person Quorum >51%		55%
<i>Guests Present</i>		
Tanya Bernstein		y
Mary Jo Condon		y
<i>DHIN Staff Present</i>		
Erica Hutchinson		y
Jamie Rocke		y
Jeff Reger		y
Lynn Misener		y
Michael MacDonald		y
Michael Sims		y
Pier Straws		y
Randy Farmer		y
Scott Perkins		y
Stacey Schiller		y
TerriLynn Palmer		y