

**Delaware Health Information Network
Executive Committee Meeting
Friday, June 22, 2018
10:00 a.m. – 11:30 a.m.**

In-Person

**Christiana Data Center
One Reads Way, New Castle, DE
Conference Room 205**

Meeting Minutes

I. CALL TO ORDER

Randy Gaboriault called the meeting to order at 10:14 a.m.

II. APPROVAL of May 18, 2018 MINUTES

Bill Kirk motioned for the minutes to be accepted as presented. James Collins seconded the motion. Minutes were approved unanimously.

III. Management Reports

FY18 Goals:

Financial:

Total annualized FY17 technology costs will be reduced by at least 5% beginning in FY19 through contracting activities occurring in FY18.

DHIN has estimated a net savings in FY19 technology costs of \$1.3M through the technology refresh.

Secure new revenue-generating contract(s) with an annualized value of at least \$175K:

Several new contracts have been generated: Cigna - \$42K; Envera - \$19K; Avero Diagnostics - \$1K; MedHx - \$6K+; Legal Shield - \$14K; AGH - \$19K; Provider fees - \$196K

Customer:

Develop a business pro forma to inform the Board of Directors go/no-go decision regarding implementation of the HCCD:

On April 25, 2018, the DHIN Board of Directors approved implementation of the HCCD pending State funding commitment.

- \$470,430 in SIM AY4 funds has been unrestricted
- Another ~\$1M in SIM carryover funds is expected
- SB236 earmarks \$2M for implementation of HCCD; expands required reporting to all DE lives covered (barring ERISA exclusions)

- SB 227 (Primary Care bill) requires universal reporting of claims to DHIN HCCD; requires use of this data to evaluate effectiveness of measures introduced in SB 227 to strengthen primary care
- Contract negotiations under way with MedicaSoft; goal is to have a SOW ready for signature as soon as above bills are known to have passed

Process:

Execute Year 2 of the Strategic Plan:

Implement ITIL/ITSM Framework tools and processes specific to the Strategy, Design and Continuous Service Improvement stages of the ITSM life cycle:

ITIL process owners have been assigned; key inputs, outputs, CSFs and KPIs identified and process maps have been created and signed off by all DHIN managers.

Perform Competitive Market Analysis: Competitive market analysis on target for completion by June 30, 2018

Technology Refresh Plan B:

- RFP and vendor selection took place in FY18; partial implementation in FY18 and complete in FY19
- All historical data has been ingested into the NXT Platform, terminology services applied and data is indexed

Technology Refresh:

- All 10+ years of historical data migrated to AWS cloud
- Clinical Gateway replaced (Audacious Inquiry)
- Medication History - keeping current vendor – HCS
- Image Sharing - keeping current vendor – Vital
- HISP – extending with Medicity
- Mirth Results -

Technology Refresh - Community Health Record:

- Contract extension with Medicity is signature-ready
- Kick-off meeting held with Audacious Inquiry June 18, 2018
- Cadence and content of sprints is planned
- Expecting a demo ready prototype in time for BOD meeting July 25, 2018
- Go-live planned for December 2018

Learning:

Each staff member will take at least one ITIL/ITISM course at the intermediate level and at least 90% will achieve an intermediate level certification:

DHIN's goal for 26 staff members to be certified at intermediate level is currently at 25; several are scheduled for testing next week.

IV. FY19 Budget:

Donna Goodman requested a motion to approve the FY19 Budget. Bill Kirk motioned for the FY19 Budget to be approved as presented. Rich Heffron seconded the motion. FY19 Budget was unanimously approved.

V. Executive Session: [Pursuant to DE Code – Title 29, Chapter 100, §10004 (b)(9)]

At 10:55 a.m., Randy Gaboriault moved, pursuant to DE Code - Title 29, Chapter 100, §10004(b)(9), that the Committee go into Executive Session to discuss end of fiscal year personnel matters. The motion was unanimously approved. At 11:08 a.m. the Executive Committee voted to exit Executive Session.

VI. Next Executive Committee Meeting: August 24, 2018 at 10:00 a.m. @ CDC

VII. Other Business:

VIII. Adjourn

The meeting adjourned at 10:45 a.m.

Attendance:

Executive Committee Members Present:

James Collins
Randy Gaboriault
Donna Goodman
Rich Heffron
Bill Kirk
Dr. Stephen Lawless
Meredith Stewart-Tweedie

DHIN

Jan Lee
Ali Charowsky
Scott Perkins