

AGENDA
Delaware Health Care Claims Database (HCCD)
HCCD Committee Monthly Meeting
Monday, November 12th, 2018
DHIN Office: 107 Wolf Creek Blvd., Suite 2, Dover, DE 19901
3-5pm ET

Meeting Objectives:

Agenda Item	Time	Lead Presenter
1. Call to Order and Welcome a. Action Item: Approval of October 1, 2018 Meeting Minutes	5 mins	Meredith Stewart-Tweedie, Committee Chairperson
2. HCCD Data Use Agreement a. Action Item: Vote to adopt/amend Data Use Agreement	30 mins	Tanya Bernstein, APCD Consultant, Freedman HealthCare
3. HCCD Data Fee Schedule - Discussion a. Application Fee b. Price Per File or Price Per Project c. Discounts	60 min	
4. HCCD Interagency Agreement a. Review current draft	20 mins	Scott Perkins, DHIN Legal Counsel
5. Adjourn	5 mins	Meredith Stewart-Tweedie, Committee Chairperson

1. Call to Order and Welcome

Quorum was achieved.

DHIN's new Clinical Informatics Officer, Dave Channin, was introduced to the Access Committee.

Motion to approve the minutes was accepted and approved.

2. HCCD Data Use Agreement Review

- a. **Format review:** The Committee accepted the format where the approved data requester would be required to initial each clause within the DUA. There was concern about the process of ensuring that all items would be initialed. Jan Lee stated that DHIN would manage this process and ensure that all initials are received. The Committee would not need to review the executed DUA.
- b. **Content Review:** The Committee reviewed each section of the proposed DUA and made edits. Section A
 - i. 2 – no edits
 - ii. 3 – no edits
 - iii. 5 – Strike out everything after – “will not contact individuals”

- iv. 6 – Fee schedule does not yet exist. Committee agreed, however, that a reference to pricing/cost should be included in the DUA so that the fact that there is a cost is clear. Additionally, there may be an application fee to cover the cost of processing applications.
 - c. Section B.
 - i. 7 – Add the clause that “Any disclosure or output derived from the HCCD Output requires Access Committee approval.”
 - ii. 8 and 9 approved with no edits.
 - d. Section C
 - i. 10. Concern not to require notification more stringently than the HIPAA rules. Team agrees to 5 days.
 - ii. 11. Accepted Highmark additions
 - e. Termination
 - i. 12. Agreed to terminate for no cause rather than for a breach of the agreement only.
 - ii. 13. Remove the “termination for breach or other just cause”
 - f. Data Ownership
 - i. 14 – no edits
 - g. Indemnification
 - i. 15 Accepted Highmark’s edits except for the deletion of the word “claim,”
 - h. Additional edits:
 - i. Added Laws of the State of Delaware
 - ii. Accept Attestation comment
3. Motion to approved and accept the DUA with the above mentioned edits.

Fee Schedule Document Review

- 1. Will there be a non-refundable application fee?
 - a. This fee is to account for the administrative review of the applications before they are passed to the Committee. The fee also controls to ensure serious applicants only.
 - b. The fee should not be prohibitive
 - c. Committee agreed to an application fee.
- 2. Pricing methodology
 - a. Pricing schemas were discussed, including pricing on a case by case basis, and developing a price per file or price per project. To aid in this discussion, the Committee reviewed a document which included how other state APCD’s price their data products
 - b. The Committee agreed that there should be a fee schedule and preferred the price by project approach.
 - c. The Committee deferred the fee schedule decision to the DHIN Board. Committee will expect that the DHIN provide a budget forecast

Draft of Interagency Agreement

This agreement is needed to release data to State of Delaware partner agencies. The State users of the data would sign this Interagency Agreement in lieu of going in front of the Access Committee.

First draft is with Secretary Walker and collaborating agencies.

The Committee chairperson adjourned the meeting at 4:47pm.

Attendance:

Committee Member Present

Meredith Stewart-Tweedie
Karen Kane
Jonathan Kaufmann
Jan Lee
Faith Rentz
Bernadette Inskeep

Committee Members on the Conference Line

Stephen Lawless
Liz Staber

Committee Members Absent

Jill Hutt
Kathleen Matt
James Spellman

DHIN Staff Present

Dave Channin
TerriLynn Palmer
Scott Perkins
Michael Sims
Pier Straws

Guests Present

Tanya Bernstein
Mary Jo Condon
Linda Green

DRAFT