

**Delaware Health Information Network
Board of Directors**

**Wednesday, July 20, 2016
10:00 a.m. – 12:00 p.m.**

**Christiana Data Center
One Reads Way, New Castle, DE
Conference Room 400**

Meeting Minutes

CALL TO ORDER:

Board Chair Randy Gaboriault called the meeting to order at 10:02 a.m.

January 27, 2016 MEETING MINUTES:

Bill Kirk moved to accept the meeting minutes of the April 27, 2016 DHIN Board of Directors' meeting as presented. Donna Goodman seconded the motion. Minutes were approved unanimously.

MANAGEMENT REPORTS:

Financial Report

Mike Sims presented the Statement of Cash Flows and noted that DHIN's cash balance decreased in the final quarter due to a planned negative net income and a delay in payment from one of the Medicaid MCO payers. DHIN has been partnering with Medicaid to resolve the situation and as a result, the issue has been escalated to the State's Division of Medicaid and Medical Assistance (DMMA). In addition, we have approximately \$300K in receivables due from ONC for incurred expenses. DHIN currently has \$6.5 million in cash on hand; and as noted on the balance sheet an even higher amount of reserves.

Profit and Loss Statement: In the mid-year reforecast, DHIN had planned to make \$518K in full year net income, which included a \$760K loss in the 4th quarter; however, DHIN posted a negative net income of \$105K. As expected, DHIN spent funds on both the strategic planning and technology evaluation. In addition, DHIN aggressively budgeted for the ONC grant expenditures, planning to spend \$900K of the \$2.7M grant in the quarter; and for the entire year, we originally planned to spend \$1.4M.

Due to the downtime while working through the software upgrade, we found that our ONC expenses were much lower than anticipated, driven primarily by more effective and cost-efficient CCD exchange capabilities. DHIN was able to hit all of our CCD goals at a fraction of the projected cost. As of June 30th, our ONC expenses totaled \$727K, or 26% of our grant total, compared to the \$1.4M that we had projected to spend. In addition to the ONC grant savings, DHIN received the \$165K software upgrade credit, and an additional \$20K credit as Medicity failed to meet its service level requirements from February to May. Compared to what was originally expected, DHIN had a good quarter. Overall, DHIN finished the year with positive net income of nearly \$1.5M.

ACTION ITEM:

April 27, 2016 Board of Directors meeting minutes were approved unanimously.

DHIN's balance sheet position remains strong; and as of June 30th our net assets are \$7.2M. In addition, DHIN has prepaid its licensing with Audacious Inquiry and has recently entered into a series of year-long agreements, which span over multiple fiscal years, prompting the need to establish a significant Prepaid Expenses balance. Due to work from Gartner for our Strategic Planning and an Infrastructure assessment, DHIN has a significant Accounts Payable balance.

In addition, there is also an accrual for DHIN performance incentives. DHIN ended the year with \$7.2M in reserves, which puts us in a strong position to move forward with investments in our infrastructure in FY2017.

CEO Update

Grant Activities and Targets

Behavioral Health/Long Term Post-Acute Communities

DHIN continues working with both Behavioral Health and Long Term Post-Acute Communities in executing our grant outcomes. It has been a very slow process, but we continue to move forward step-by-step. The major purpose of the grant is to bring both communities into the digital ecosystem and establish them with Direct Secure Messaging; the ability to securely communicate protected health information point to point. In addition, DHIN is standing up a statewide provider directory for new users to find exchange partners for sending and receiving secure messages.

Eligible Professionals: One of DHIN's goals is to have eligible professionals sending CCDs at the conclusion of each encounter. We continue to make great progress on all portions of the grant execution with Eligible Professionals to include the Event Notification System and CCDs.

The common provider scorecard is a key technical component of the State Health Innovation Plan. The first release of Version 2, which contains additional functionality and updated/new clinical quality measures, was released to the original 21 pilot practices. Of the 21 practice pilot group, five have agreed to validate the measures using their EHR data and billing data. The overall agreement was positive; however, there was a small handful of measures that were of concern and we have gone back for a deeper dive to understand the disconnects. The May release included Highmark Commercial, United and Medicaid. In the September release, we hope to bring AETNA in as an additional participating payer.

Consumer Engagement

The Consumer Engagement initiative overlaps with the State Health Innovation Plan and DHIN's grant funds will be used to implement the statewide patient portal for consumers. An RFP was posted on July 11, 2016, with proposals due back by August 11, 2016. Three vendors will demonstrate their production-ready product to the Selection Committee on August 31, 2016, with the final evaluation and vendor selection on September 7, 2016. DHIN expects the contract start date of September 30, 2016. The selection criteria were heavily weighted toward on technical quality/completeness and cost/business sustainability.

Grant Execution Financials

DHIN's Cooperative Agreement spend down has been slow due to upgrade issues, engaging both Behavioral Health and Long Term Post-Acute communities and the lower costs of which we anticipated for implementing CCD exchange. ONC has been very satisfied with the overall progress and continues to release funds. DHIN is currently at 26% spend down.

Status of FY 16 Goals

Generate \$75K in revenue from services tied to IMAT platform

DHIN has received payments totaling \$202,780 from the Healthcare Commission to cover costs for the licensing, hosting and maintenance of the provider scorecard.

Implement clinical data feeds to 2 paying network participants.

We have implemented feeds to Aledade; and continue working on getting additional participants. Nanticoke and Beebe have been added to the CCHS feed.

Increase out of state exchange partnerships by 2 organizations

DHIN has implemented an exchange partnership with the District of Columbia. In addition, DHIN has joined the CommonWell Alliance as a general member; and have executed an MOA with NJSHINE, which is the HIE for southern New Jersey.

Ensure certification of all MU functionality supported by DHIN

DHIN is currently in a good position for FY15 through FY17 as a result of the recently announced Final Rule for modified Stage 2 of Meaningful Use. DHIN is currently positioning for 2018 and Stage 3 of Meaningful Use requirements to ensure certification requirements are met.

Develop an executable plan for a unified landing page for all customer-facing end-points sponsored by DHIN (eg CHR, Scorecard, etc.)

The prototype has been demonstrated by MEDfx. DHIN is currently awaiting the determination of fit with the strategic architecture.

Delaware Health Claims Database Considerations

SB 238: Delaware Health Care Claims Database establishes a Health Care Claims Database (HCCD) to be administered and operated within the existing framework of the DHIN.

- Authorizes the DHIN Board or subcommittee to administer the APCD, to review and approve/deny a request for claims data.
- The determination by the DHIN Board shall be made in accordance with the goals and purposes of the statute and with its bylaws, including those pertaining to the conflict of interest recusal, and is not subject to appeal or to any other private right of action.
- *Revenue-neutral and will be funded with grant money and other independent funding sources to be identified by DHIN, in accordance with the DHIN's existing statutory authority.

Please join us on July 21st at the DHIN office in Dover, as Governor Markell signs SB 238, which establishes a Delaware Health Care Claims Database within the Delaware Health Information Network.

Funding Opportunity Announcement

Dr. Lee requested approval from the Board of Directors to apply for a new grant that ONC recently announced. The new grant has a very short timeline and will be supplemental to our current grant. The grant is only being offered to the twelve HIEs that currently have a grant under ONC; a total of four grants will be awarded in the amount of \$625,000; and the announcement will be made in mid-September.

ONC is also looking for grantees to develop a trust and legal framework that can be scalable nationwide, achieve standardization of the ADT messages that would allow for exchange nationwide to fuel Event Notification and clinical quality measure reporting, and Provider Directory for Direct Secure Messaging that crosses state borders. When we begin crafting the agreement with Pennsylvania, we want to ensure that we can frame a trust bundle that can be used across the nation. Once announced, the period of performance will be ten months.

The purpose of this grant is to expand the exchange of ADT files and the notification services driven by ADTs. Delaware is fortunate that our neighboring state, Maryland also has a very mature and robust state-wide HIE. Based on the state residence of the patient, Delaware receives ADTs from all Maryland hospitals and Maryland receives ADTs from Delaware hospitals, enabling both states to use the shared data to fuel our ENS. However, our biggest population is in New Castle County which borders the Pennsylvania line.

DHIN would like to approach Health Share Exchange (HSX), the HIE for the five counties of Southeastern Pennsylvania, in hopes they would commit to this grant opportunity and work with us to exchange ADTs between the five counties of Southeastern Pennsylvania and Delaware.

Rich Heffron motioned for approval to pursue the new grant opportunity with ONC; and reach out to HSX for a letter of commitment. Meredith Stewart-Tweedie seconded the motion. Approval to apply for ONC Grant and reach out to HSX was unanimously approved.

ACTION ITEM: Board of Directors approved the request to apply for the ONC supplemental grant.

Committee Status Reports

Executive Committee

Strategic Plan: DHIN has been working with Gartner Consulting on a five-year Strategic Plan. At the June Executive Committee Meeting, Gartner consultants presented their findings. The Executive Committee recommended the findings of the five-year plan to be presented to the DHIN Board of Directors at the Annual Meeting in July. The below five domains were addressed:

- Vision, Mission, Strategy
- Governance, Program Management
- Organization & Staffing
- Core Service Offerings
- IT Capabilities, Architecture, etc. (A deep scrub of our current platform and services connected)

The DHIN Board of Directors felt that more time is needed to review the five-year Strategic Plan and the findings of Gartner. Gary Siegelman motioned for the Board to revisit the Strategic Plan at the October Board meeting. Dr. Hawtof seconded the motion. Motion to review and discuss DHIN's five-year plan at the October meeting was unanimously approved.

Revisit Strategic Plan at the October Board of Directors Meeting

DHIN FY17 Goals

Successfully execute grant outcomes and spend down. There is currently \$2M left to spend in FY17 on ONC approved activities, which may be adjusted over the course of the grant. Rationale:

- The grant represents a contractual obligation
- Elements of the grant support the State Health Innovation Plan
- Important for DHIN's reputation recovery

Develop governance and technical specifications in support of a health claims database. Rationale:

- Supports the State Health Innovation Plan
- Supports a State statute – increase relevance to the State
- Supports the transition to value based payment and risk bearing

Achieve HITRUST security certification. Rationale:

- Required for UHC data sharing agreements for Scorecard
- Recognized in the industry as a high standard for data security
- Important for DHIN's reputation recovery

Develop required scorecard functionality and release quarterly. Releases planned for September 2016; November 2016; and February 2017. New functionality to include: goal-setting, statewide benchmarking, practice disaggregation, practice transformation milestones and practice enrollment. Rationale:

- Supports the State Health Innovation Plan
- Represents a contractual obligation to HCC
- Supports providers entering value-based payment contracts

Execute Year One elements of 5-year strategic plan and technology platform refresh.

To include: New staff hires, Staff training/certification in ITIL/ITSM, segmented customer/stakeholder communications, stand up formal portfolio management process and RFP for technology refresh. Rationale:

- Will position us for full execution of remaining elements of the strategic plan

Finance Committee

The Finance Committee was unable to meet in June. Therefore, Donna Goodman presented the proposed FY17 Budget to the Executive Committee for approval. Donna Goodman noted that FY17 will be the final year of the ONC Grant; in addition to the last installment of 1M from Highmark. Budget includes growth in DHINs personnel to include an Enterprise Architecture and full time Marketing Director.

In addition, should Delaware Health Care Claims Database pass, DHIN will need one additional person, and salary will be supported by the grant.

Since the FY17 Budget is tied to both the Strategic Plan and FY17 goals; the Board of Directors proposed that documentation be reviewed prior to the October Board meeting; at which time a final decision/approval can be made on the FY17 Budget, Strategic Plan and FY17 Goals.

Revisit FY17 Goals at the October Board of Directors Meeting

Therefore, Steven Saville requested a motion for the temporary approval of a three month operational budget to include the hiring of a Marketing Director. All other budgetary expenses will be reviewed at the October meeting. Dr. Siegelman made a motion for approval of the temporary operational budget. Dr. Hawtof seconded the motion. Motion for the three month operational budget was unanimously approved.

Board Development Committee

Rich Heffron presented the slates of nominations:

DHIN Officer Nominations: Chair: Randy Gaboriault; Vice Chair: Stephen Lawless; Treasurer: Donna Goodman; Secretary: Meredith Stewart-Tweedie.

DHIN Executive Committee Nominations: A. Richard Heffron; Bill Kirk; Tom Trezise.

Dr. Hawtof moved that the slates of nominations for both the DHIN Board Officers and the DHIN Executive Committee be approved as presented. Meaghan Brennan seconded the motion. Nominations for DHIN Board Officers and DHIN's Executive Committee were unanimously approved.

OTHER BUSINESS:

EXECUTIVE SESSION

At 12:01 p.m., Randy Gaboriault moved, pursuant to DE Code - Title 29, Chapter 100, §10004(b)(9), that the DHIN Board go into Executive Session to discuss end of fiscal year personnel matters. Dr. Hawtof seconded the motion. The motion was approved unanimously.

At 12:21 p.m., the DHIN Board of Directors voted to exit Executive Session.

Randy Gaboriault advised that the DHIN Board of Directors took action in the Executive Session on personnel matters and approved all matters which were recommended.

NEXT BOARD MEETING:

The next DHIN Board of Directors Meeting will be held on October 19, 2016 from 2:00 p.m. to 4:00 p.m. at DHIN, Dover, DE.

PUBLIC COMMENT:

No one from the public offered comments.

ADJOURN:

The meeting adjourned at 12:28 p.m.

ACTION ITEM: Board of Directors approved three month operational budget.

ACTION ITEM: Board of Directors approved FY17 Slate of DHIN Officer Nominations and the Executive Committee nominations

DHIN Board of Directors voted to go into Executive Session

ACTION ITEM: All matters in the Executive Session were approved as recommended

Attendance

Board Members Present

Meaghan Brennan
Randy Gaboriault
Donna Goodman
Dr. Jeffrey Hawtof
Rich Heffron
Michael Hojnicky
Laura Howard
Bill Kirk
Dr. Stephen Lawless
Dr. Nathan Merriman
Kimberly Reinagel-Nietubicz
Steve Saville
Dr. Gary Siegelman
Dr. Terri Steinberg
Meredith Stewart-Tweedie

DHIN Staff Present

Dr. Jan Lee
Ali Charowsky
Randy Farmer
Mark Jacobs
TerriLynn Palmer
Mike Sims

DHIN Staff (Phone)

Lori Broome
Erica Hutchinson
Lynn Misener
Michele Ribolla
Richard Wadman

Board Members Absent

Kathleen Matt
Tom Trezise

Guests Present

Monica Horton, Attorney General's Office