

**Delaware Health Information Network  
Executive Committee Meeting  
June 19, 2019  
10:00 a.m. – 11:30 a.m.**

\*In-Person

Christiana Data Center  
One Reads Way  
New Castle, DE

**Minutes**

**I. CALL TO ORDER**

Randy Gaboriault called the meeting to order at 1:30 p.m.

**II. APPROVAL of March 14, 2019 MINUTES**

Dr. Kaufmann motioned for the minutes to be accepted as presented. Dr. Lawless seconded the motion. Minutes were approved unanimously.

**III. Management Report**

**IV.**

**Status of FY19 Goals:**

**Financial:** Introduce pricing structure that incentivizes sending us data

**Customer:** Complete all phases of the tech refresh (CHR, Mirth Results)

**Enhance at least one current service or introduce a new service to attract new customer segments**

**Process:** Implement the Health Care Claims Database

**Learning:** At Least 30% of DHIN Employees will become ITIL certified at intermediate level in at least on additional course and will produce process maps, RACI charts, CSFs and KPIs for at least 70% of the defined ITIL processes

**Technology Refresh:**

DHIN's contract with Medicity ends on June 30, 2019. We have completed three of the four waves of rollouts. Only five new issues detected since first wave; 33 non-show-stopper issues were found during pre-deployment testing; Ai has committed to a resolution by June 30, 2019. In addition, three pieces of functionality that were to be delivered by June 1, 2019 have still not been delivered.

- CCDA create/download
- Filters in Clinical Inbox
- User Management

Dr. Lee presented the Executive Committee with the Proposed FY20 Budget. As always, a "worst case" scenario for the upcoming year which only includes committed revenue, and estimates expenses on the high side.

DHIN is requesting to increase head count by three, two of which would be covered by the federal match for the HCCD.

We have an ambitious operational work plan for FY20, which cannot be fully executed with current staff, even with the three additions. DHIN would like to be able to augment with contract temps if revenue becomes available to support it.

Several significant sources of new revenue are looking very promising.

1. DHIN shall continue, subject to any further recommendations from JLOSC
2. Continue to pursue MOUs with DHSS, DPH, DMMA, and DHCC permitting their access to HCCD data. Explore possible partnerships and MOUs with other agencies to strengthen research and data for the HCCD.
- ✓ Continue to work with DMMA to leverage the \$2M HCCD appropriation to get federal matching funds. If the IAPD is unsuccessful, work with JLOSC to ensure continued access to the \$2M appropriation for work on the HCCD.
4. Submit an annual HCCD Status Report to the Governor and GA, and post it on the DHIN website beginning Jan 1, 2020:
  - a. Analysis of strengths and weakness of HCCD.
  - b. Current status and future plans of HCCD.
  - c. Detailed Budget for HCCD operations.
  - d. Grant applications and status for HCCD operational funding.
  - e. Status of contracts with vendors supporting HCCD operations.
  - f. Number of data access requests submitted and granted.
5. JLOSC will sponsor a bill to make technical corrections to DHIN's entire governing statute, Title 16, Chapter 103

6. JLSOC will create and chair a task force to draft bills that will:
- a. Maximize the number and types of claims that are submitted to the Delaware HCCD.
  - b. Permit more detailed reporting of claims related to sensitive diagnoses (by, for example, identifying DHIN as an appropriate holder of data associated with an HIV-related test (16 Del. C. § 717) or genetic testing (16 Del. C. § 1205)).
  - c. Maximize the number and types of entities that submit clinical information to the DHIN.
  - d. Permit use of clinical data for public health reporting and research.
  - e. Permit the use of de-identified clinical data for appropriate research purposes.
  - f. Ensure that pharmacy prescription fill data is provided to the DHIN.
  - g. Permit DHIN to provide data to the Gift of Life program on potential organ donors

**FY20 Goals:**

Dr. Lee presented the proposed the following FY20 Goals to the committee members:

**Financial:**

Develop a board-approved three-year sustainability and business plan for the HCCD

**Customer:**

Provide Public Access to at Least Five Reports Generated from HCCD Data

Join a National Network

**Process:**

Achieve HITRUST Recertification

Develop a Dashboard with at Least Three Measures for each DHIN Service for Presentation at the July 2020 Board of Directors meeting

**Learning & Growth:**

70% of DHIN managers will progress to ITIL Expert Level (or v4 equivalent by end of year

Formulate a 3-year Technology Roadmap that Addresses:

- Refresh of Current Technology
- Implementation of New Tools
- Adoption of ONC Interoperability Standards
- Includes Cost Estimates

Dr. Lawless motioned for the FY20 Goals be approved. Rich Heffron seconded the motion. DHIN's FY20 Goals were unanimously approved and will be presented at the July 2019 Annual Board of Directors Meeting.

Dr. Lee presented the proposed FY20 Budget. After reviewing the presented budget, Dr. Kaufmann motioned for the approval of the proposed FY20 Budget. Dr. Lawless seconded the motion. DHIN's FY20 Budget was unanimously approved and will be presented at the July 2019 Annual Board of Directors Meeting.

**IV. NEXT EXECUTIVE COMMITTEE MEETING**

The next Executive Committee Meeting will be held on August 19, 2019 at Christiana Data Center.

**V. Other Business:**

**VI. Adjourn:**

**Attendance:**

**Executive Committee Present:**

Randy Gaboriault  
Rich Heffron  
Jonathan Kaufmann  
Stephen Lawless

**DHIN Present:**

Jan Lee  
Ali Charowsky

**Executive Committee Phone:**

James Collins

**Executive Committee Absent:**

Bill Kirk  
Meredith Stewart-Tweedie