

**Delaware Health Information Network
DHIN Board of Directors**

**Wednesday, July 22, 2020
2:00 p.m. - 4:00 p.m.**

**Virtual
Meeting Minutes**

CALL TO ORDER:

Board Chair Randy Gaboriault called the meeting to order at 2:05 p.m.

WELCOME & INTRODUCTIONS:

May 5, 2020 MEETING MINUTES:

Bill Kirk moved to accept the May 5, 2020 Board of Directors Minutes in BoardEffects. Rich Heffron seconded the motion. Minutes were unanimously approved.

ACTION ITEM: May 5, 2020 meeting minutes were unanimously approved.

COMMITTEE STATUS REPORTS:

Executive Committee:

- Adjustment of Deadline to Meet HITRUST FY20 Goal: **Action Item**
- FY21 Proposed Goals: **Action Item**
- FY21 Proposed Budget: **Action Item**

HCCD Committee:

James Collins moved to approve the request to extend the FY20 HITRUST Goal to December 2020. Bill Kirk seconded the motion. FY20 HITRUST Goal was unanimously approved for an extension through December 2020.

ACTION ITEM: DHIN's FY20 HITRUST Goal was approved for an extension.

FY20 FINANCIALS:

- FY20 Approved Budget and DHIN's Net Income = \$0 (break-even)
- FY20 Mid-Year Reforecast Net Income = \$79,710
- FY20 Actual EOY Position Net income = \$930,141; 265 days of operating reserve which exceeds the board targeted request by 46%.

FY20 Financials

Status of FY20 Goals:

Financial:

Develop a board-approved three-year sustainability and business plan for the HCCD
The HCCD three-year sustainability and business plan were approved at the May 5, 2020 Board of Directors Meeting.

Customer:

Provide public access to at least five reports generated from HCCD data and Join a National Network.

The six reports available to the public: <https://dhin.org/healthcare-claims-database/>

- Emergency Department Visits
- Emergency Department Visits for Opioids
- EPI Pen
- HCCD File Summary
- Top Prescriptions in Delaware
- Top Diagnosis in Delaware

In addition, DHIN is currently exchanging data as a responder on the eHealth Exchange Network.

Process:

Achieve HITRUST Recertification: DHIN did not meet this goal by the end of FY20.

Process: pre-assessment documentation upload assessment HITRUST reviews, issues certification. DHIN's assessor, Drummond, was placed on hold by HITRUST due to compliance issues – project was stalled until resolved.

Drummond was re-instated as a HITRUST assessor; HITRUST agreed to expedite DHIN's review once assessment is completed. However, Drummond continued to give conflicting guidance. We are now working on twelve DHIN policies which must be rewritten to incorporate into 2020 HITRUST requirements. There will be changes in formatting only, not in content, but drives a 30-day "burn-in" before formal assessment can begin. See attached letter from HITRUST: [**HITRUST Letter**](#)

Develop a dashboard with at least three measures for each DHIN service for presentation at the July 2020 Board Meeting:

Each BOD member was sent their login credentials for the dashboard. A special thanks to Erica Hutchinson for the development work! [**Dashboard View**](#)

Learning:

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

Formulate a three-year technology roadmap that addresses:

- Refresh of current technology
- Implementation of new tools
- Adoption of ONC interoperability standards
- Includes cost estimates

[**FY20 Notable Highlights**](#)

COVID-19 Update: DHIN's Role:

- Deliver COVID test results to ordering provider (normal operations)
- Expanded Clinical Gateway reporting for several customers to include COVID data

- Electronic reporting to DPH on behalf of DE and MD hospitals & currently adding two independent labs
- Enriching labs to DPH with demographic data (race, ethnicity)
- Daily updates to DPH on number of new COVID hospital admissions – reported on “My Healthy Community” website
- Final common data pathway to the Delaware Contact Tracing database
- Working with DPH on de-identified reports regarding underlying conditions in COVID deaths
- Use of DHIN PHR by DPH labs for patient access to their COVID results

FY21 Financials:

Profit & Loss: FY21 will prove to be another eventful year for DHIN as it monitors the effects of the COVID-19 pandemic to the healthcare community, including a possible second wave of exposure. For the first time in its history, DHIN is not planning on hiring any incremental staff in FY21. Several key initiatives planned have increased our FY21 expenses: Completing a new Strategic Plan as well as impact of Value Assessment; and Implementation of a Consent Registry which will meet Consent Management requirements for Mental Health and Substance Abuse data. As in prior years, DHIN is conservatively planning for a worst-case scenario for both revenue and expenses. Even in this scenario, DHIN will still meet its reserve requirements.

Balance Sheet: DHIN will end FY21 with \$5.4M in unrestricted net assets despite the net income loss of \$635K due to the expected forgiveness of a PPP loan that DHIN successfully applied for in FY20. The PPP loan was a payable on DHIN's books as of June 30, 2020; and will be released into cash reserves during FY221. DHIN is projected to end the year with 220 days of operating reserves, well above our 180-day target.

2021 Budget

Meredith Stewart-Tweedie moved to accept the FY21 Budget. Stephen Lawless seconded the motion. DHIN’s FY21 Budget was unanimously approved.

FY21 Organizational Goals:

Financials:

Generate at least \$275K in revenue from services related to the HCCD

Customer:

Develop and deploy a consent management tool in support of reporting and use of behavioral health and substance use disorder data

Internal Processes:

Complete the migration of results delivery to AWS and conversion from Mirth Results to insourced and DHIN-managed solution.

Develop a new five-year strategic plan for Board Approval at the April 2021 Board of Directors Meeting

ACTION ITEM: DHIN’s FY21 Goals were unanimously approved

Learning and Growth:

70% of DHIN employees will progress to at least one additional ITIL certification

Commission an independent 3rd party Evaluation of DHIN's value and benefit

Rich Heffron moved to accept the FY21 Goals. Stephen Lawless seconded the motion. DHIN's FY21 Goals were unanimously approved.

Strategic Planning Overview:

PUBLIC COMMENT:

No one from the public offered comments.

NEXT BOARD MEETING:

The next DHIN Board of Directors Meeting will be virtual on January 20, 2021.

At 3:46 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. The motion was unanimously approved.

At 4:08 p.m., the DHIN Board of Directors voted to exit Executive Session. Dr. Lawless advised that the DHIN Board of Directors acted in the Executive Session on all FY20 personnel matters and approved all items recommended.

ADJOURN:

The meeting adjourned at 3:59p.m.

Attendance:

Board Members Virtual

James Collins
Steven Costantino
Randy Gaboriault
Jeffrey Hawtof
Rich Heffron
Jonathan Kaufmann
Bill Kirk
Steve Lawless
Troy McDaniel
Faith Rentz
Remy Richman
Meredith Stewart-Tweedie

Board Members Absent

Kathy Matt

DHIN Staff Virtual

Dr. Jan Lee
Kevan Browne
Ali Charowsky

ACTION ITEM: DHIN's FY21 Goals were unanimously approved.

ACTION ITEM: DHIN's end of year personnel matters were unanimously approved.

Randy Farmer
Erica Hutchinson
Mark Jacobs
Mike MacDonald
Lynn Misener
Terri Lynn Palmer
Scott Perkins
Jeff Reger
Michele Ribolla
Jamie Rocke
Stacey Schiller
Ed Seaton
Mike Sims
Krishna Vasireddy

Guest

Pam Arlotto
Kevin Martin