

**Delaware Health Information Network
Executive Committee Meeting
June 21, 2021
11:00 a.m. –12:30 p.m.**

Virtual Meeting

Minutes

- I. Call to Order:** Randy Gaboriault called the meeting to order at 11:05 a.m.
- II. Approval of Minutes:** May 19, 2021 **ACTION ITEM**
Bill Kirk motioned for the approval of the May 19, 2021 minutes. Randy Gaboriault seconded the motion. Minutes were approved unanimously.

III. Management Reports:

FY21 Goals Summary: DHIN has met four of our five goals for FY21:

- Mirth Results replacement
- New Five-Year Strategic Plan
- Value Study Completed
- 70% of DHIN employees have achieved additional ITIL certification
- \$275K revenue from Health Care Claims Data Base (HCCD)

The one goal that remains to be completed: Deploying the Consent Registry and we do not anticipate any risks. Testing is going well - we expect to go into production by the end of FY21.

FY22 Proposed Organizational Goals:

At the June 2021 Executive Committee Meeting, Randy Gaboriault requested that DHIN Management provide a description of the FY22 Goals and a listing of initiatives and the value that they will provide to DHIN going into FY23 and beyond, as well as cash flow schedule to ensure that DHIN maintains the necessary liquidity in the upcoming years. [FY22 Proposed Goals & Rationale v2.docx](#)

Financials:

Apply, or assist State to apply for federal \$2.5M APCD grant, per application instructions

Automate internal management reports and apply a user-friendly GUI to enable ease of use across the organization - eliminate at least 100 hours a month of manual work

Customer:

Draft a new Data Sender Master Agreement that addresses recent legal and regulatory changes, especially the Information Blocking Rule, and circulate to all Data Senders for execution

Internal Processes:

Address all FY22 HITRUST CAP issues

Enhance current consent management tool to enable patient consent to share their “Part 2” health data at a granular level (provider/practice level of detail)

Learning and Growth:

Conduct a comprehensive competency review of DHIN staff; develop a plan to close gaps

Randy Gaboriault motioned for the approval of the revised FY22 Goals. Meredith Stewart-Tweedie and Bill Kirk seconded the motion. DHIN’s FY22 Goals were unanimously approved.

IV. Financial Matters:

Due to COVID, DHIN currently has a large backlog of desired work; as well as special staffing issues this year:

- Many hours of carryover PTO
- One developer will have 3 months of maternity leave
- Terri Lynn is retiring: We have planned for a 3 month overlap with her replacement for continuity

[FY22 Proposed Work Plan Projects with Rationale for Inclusion.xlsx](#)

Developing Budget Scenarios:

DHIN always presents a worst-case scenario with the budget, and we estimate revenue conservatively and expenses aggressively. Overall positions have improved since last month’s projection, but a worst-case budget still gives a negative net income for the year.

We currently have a placeholder of 800 hours for “popup” projects and > 1,000 project hours earmarked for specific “hot prospects” but no signed contract yet. Executing those contracts would bring an additional revenue to support paying for contractors to do the work. However, failure to execute the contracts would remove the need for contractor support for that workload. The expense of the projects is reflected in the budget, but the revenue from the contracts to support them is not.

Three Budget Options:

Option #1: (Preferred by DHIN Management)

- Workplan includes all desired projects
- Add two employees and one contractor
- Net income est. (\$61,018) = 267 days of reserve at the end of the year

[DHIN - Scenario 1 PL and Balance Sheet \(002\).pdf](#)

Option #2:

- Work plan includes all desired projects
- Add one new employee and 2 contractors
- Net income est. (\$139,544) = 265 days serve at EOY

[DHIN - Scenario 2 P&L and Balance Sheet.pdf](#)

Option #3:

- Work plan omits a number of projects from year one of our New Five-Year Strategic Plan
 - One new employee, one part-time contractor
 - Net income = \$0 (**break-even**) = 270 days reserve at EOY
- [DHIN - Scenario 3 P&L and Balance Sheet.pdf](#)

Note: There is a three-day difference in the net operational reserve between #1 which is the preferred option and #3 which is the breakeven and several projects will need to be removed from the work plan. [2021-06-21 Projected Work Plan.pptx](#)

Dr. Lee requested a motion for the approval of Option #1 which will allow DHIN to execute all desired items on the work plan. In addition to the hiring of two employees, one current contractor converting to a full-time employee and one additional part time contractor. Randy Gaboriault motioned for the approval as presented by Dr. Lee. Bill Kirk seconded the motion. Option #1 of the Financial P&L Balance Sheet was unanimously approved.

Legislative Update:

SB87: DHIN and Anatomical Gifts has passed and has gone to the Governor for signature. The state's designated organ procurement organization (OPO) access to data on potential anatomic donors for any purpose identified in Delaware's Uniform.

SB 88: DHIN and Protection and Use of Information has passed and has gone to the Governor for signature. Brings State statute into harmony with recent federal legislation, clarifies allowable uses to include treatment, payment, operations, disclosures to public health authorities, and for other purposes allowable under HIPAA and other federal laws and regulations pertaining to privacy of PHI.

SB 128: Technical Corrections to DHIN's enabling statues has passed Senate and reported out of House Sunset Committee.

Bills Unlikely to Pass:

SB 118: DHIN and Long-Term Care Facilities
Requires LTC facilities that provide services in DE to enroll in and provide care summaries to DHIN

SB 119: HCCD and Dental Insurers
Adds dental insurers to the list of HCCD mandatory reporting entities

SB 121: DHIN and Dept of Corrections
Requires DOC and/or its contracted providers to provide both clinical and cost data to DHIN.

Other Business: None

Public Comment: None

VI. Next EXCOM Meeting: Virtual meeting June 21, 2021

VII. Adjourn: Randy Gaboriault motioned to adjourn. Bill Kirk seconded motion. Motion to adjourn was unanimously approved.

Attendance:

Executive Committee Present:

Randy Gaboriault
Jonathan Kaufmann
Bill Kirk
Faith Rentz
Meredith Stewart-Tweedie

DHIN:

Jan Lee
Jeff Reger
Mike Sims
Ali Charowsky

Executive Committee Absent:

Rich Heffron
Stephen Lawless