

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

**Tuesday, May 5, 2020**  
**2:00 p.m. - 4:00 p.m.**

**Virtual Zoom Meeting**

**Meeting Minutes**

**CALL TO ORDER:**

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

**October 24, 2018 MEETING MINUTES:**

Bill Kirk moved to accept the January 22, 2020 meeting minutes. Jonathan Kaufmann seconded the motion. Minutes were unanimously approved.

**COMMITTEE STATUS REPORTS:**

Executive Committee: The Executive Committee met on April 13, 2020 and approved a request to apply for WSFS PPP Application.

HCCD Committee: The HCCD committee met on March 2, 2020 and approved an application from Christiana Care Value Institute for a study on the impact of a community cognitive screening program.

On May 4, 2020, the HCCD committee met and approved an application from the Delaware Child Death Review Commission.

**MANAGEMENT REPORTS:**

FY20 Financial Statements:

**Statement of Cash Flows**

DHIN's cash balance decreased in the third quarter to \$4.8M due to an increase in receivables from data senders during the quarter as well as payment to Audacious Inquiry for maintenance expenses held in dispute due to performance issues - the issue has since been resolved. DHIN had a positive net income of \$306K.

**P&L**

DHIN's operational revenue continues to be on target, with slightly higher revenue than expected from the Guidehouse Project. In addition, DHIN will be closely monitoring its operational revenue during the COVID-19 pandemic.

With the advent of the Coronavirus, DHIN will monitor its operational revenue closely.

DHIN has applied for and received funds for the CARES Act / Paycheck Protection, which equates to \$505,567 in support. Expenses are lower than expected due to salary vacancy related to the delay in hiring 2 claims database staff members as well as one additional staff vacancy. Expenses are also lower than planned due to lower than expected national network costs, of which some will be moved to FY21 as well as lower than expected HCCD analytics expenses. DHIN will continue to monitor unplanned expenses and work effort related to the Coronavirus, which may displace other planned projects.

**Action Item:** January 22, 2020 Meeting Minutes were unanimously approved.

**Balance Sheet**

DHIN's balance sheet position remains strong, with 4.8M in the bank that I discussed previously as well as an additional 1.4M in Accounts Receivable for various Payer (700K) and Data Sender (600K), Guidehouse (50K), and provider payments, all which are all, expected to be collected. This offset by \$0.77M in accounts payable related to vendor license and maintenance expenses, CHR implementation expenses, and claims database expenses. DHIN's unrestricted Net Assets as of March 31, 2020 stands at 5.6M, which equates to 261 days (over 8 months) of operating expenses.

**STATUS OF FY20 Organizational Goals:**

**FINANCIAL:**

1. Develop a Board Approved 3-Year Sustainability and Business Plan for the HCCD: [HCCD Sustainability Plan](#).

The IAPD approved by CMS in late May 2020 will continue through FY21; it can be renewed repeatedly but must be re-applied and re-justified each time. The IAPD provides for enhanced federal financial participation at a mix of 90/10 and 75/25 federal/state match. By Year 3, we should need ongoing 25% of operational expenses through a State appropriation to secure ongoing 75% federal match. The \$2M one-time State appropriation will cover required State match through February 2023. In addition, we will also plan for paying customers.

Meredith Stewart-Tweedie moved to accept the HCCD Sustainability and Business Plan. Steve Lawless seconded the motion. HCCD Sustainability and Business Plan was unanimously approved.

**Action Item:** HCCD Sustainability & Business Plan was unanimously approved.

**CUSTOMER:**

2. Provide public access to at least five reports generated from HCCD Data: [HCCD Public Facing Reports](#).

Jonathan Kaufmann moved to accept the HCCD Public Facing Reports. Meredith Stewart-Tweedie seconded the motion. HCCD Public-Facing Reports were unanimously approved.

**Action Item:** HCCD Sustainability & Business Plan were unanimously approved

3. Join a National Network:

DHIN will be joining eHealth Exchange as a CRISP Participant at a much-reduced cost and time. We will be moving forward in three Phases:

- Phase 1: Respond to queries from other eHE Participants; we are currently in-active testing and expect to go live by June 4, 2020.
- Phase 2: Initiate queries by DHIN end users from within the CHR.
- Phase 3: Join Carequality and completing Phases 2 and 3 in FY21.

**PROCESS:**

4. Achieve HITRUST Recertification:

HITRUST assessments are performed by any of several authorized assessors. The Process is pre-assessment, documentation upload and assessment, HITRUST reviews, and issues certification. DHIN selected Drummond as our assessor; however, due to compliance issues, Drummond was placed on hold by HITRUST.

Drummond has since been re-instated as a HITRUST assessor; due to the setbacks beyond DHIN's control, HITRUST has agreed to expedite DHIN's review to enable us to meet our end of year certification.

- Early advice given by Drummond staff is now being contradicted by other Drummond staff – now asking for much different types of documentation – would take us 1-2 months to revise everything
- Ongoing discussion with both Drummond and HITRUST; the outcome not yet certain, but completion of certification by end of year is at high risk

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

Erica Hutchinson, DHIN's Network and Operations Analyst, will demonstrate the progress we have made on the dashboard. Board members will receive login credentials; and we are on track for completion for this goal by the end of the year.

**LEARNING GOALS: 70% of DHIN managers will progress to ITIL Expert Level or v4 equivalent) by end of year:** DHIN Managers have met this goal.

Formulate a 3-year technology roadmap that addresses:

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

[July 2020 BOD\DHIN Three-Year Technology Roadmap.pdf](#)

Rolling 3-year Roadmap:

- Looking at termination dates of current contracts
- Looking at supported lifespan of current tools (Mirth Results)
- Looking at **capacity planning** estimates of future needs
- Looking at evolving industry standards (ONC, TEFCA, HITRUST)
- Looking at emerging needs of DHIN; Automation opportunities and Other?

Customer Satisfaction: Sixty-nine surveys were received, ranging from Excellent to World Class

COVID-19 Update:

DHIN is providing daily updates to DPH on new hospital admissions for COVID-19. In addition, we are seeking a role to support testing and contact tracing during phased reopening of the State.

New DHIN Employees:

Krishna Vasireddy, Pharm D: Acharyal Nagarjuna University, Guntur, India,  
Master of Science in Health Informatics, Indiana University

Gurpreet Kaur, MD: Residency in Anesthesiology, Inst. Of Medical Sciences, India;  
MBA, Sikkim Manipal University, India; MS in Health Promotion Management,  
American University, USA

Legislative Update:

DHIN has been released from Sunset review; pending legislation to address:

- Gift of Life
- Telemedicine
- Link DHIN to PDMP
- Add dental claims to HCCD
- SNFs send data to DHIN
- Send genetic data to DHIN
- Legal framework to permit use of DHIN clinical data for analytics (would still require contracts w/ data senders)

Final Rules from ONC and CMS printed in Federal Register 1 May 2020; and includes the Final Information Blocking Rule.

CMS will require as a CoP, that hospitals provide discharge notifications to providers, downstream institutions. DHIN will perform this service on behalf of hospitals for no additional fee. Our biggest challenge is working with practices to receive the notifications.

Next Five-Year Strategic Plan:

DHIN's RFP for engaging a facilitator has been posted and we are requesting proposals due back to DHIN by the close of business on May 29, 2020.

There will be a scoring committee created; and Dr. Lee has asked for board member volunteers to participate in the committee.

**DHIN Board of Directors Education:**

At all future Board of Directors meetings, Dr. Lee will present an educational piece on DHIN Services. See Link: [DHIN Services](#).

**Other Business:** None

**PUBLIC COMMENT:** No one from the public offered comments.

**NEXT BOARD MEETING:**

The next DHIN Board of Directors Meeting will be July 22, 2020.

**ADJOURN:**

The meeting adjourned at 3:58 p.m.

**Attendance:**

**Board Members Present**

James Collins  
Steven Costantino  
Randy Gaboriault  
Jeffrey Hawtof  
Rich Heffron  
Jonathan Kauffman  
Bill Kirk  
Stephen Lawless  
Troy McDaniel  
Dean Matt

**Board Members Absent**

Randeep Kahlon  
Remy Richman

**DHIN Staff Present**

Jan Lee  
Randy Farmer  
Scott Perkins  
Stacey Schiller  
Mike Sims  
Ali Charowsky

Nathan Merriman  
Faith Rentz  
Meredith Stewart-Tweedie

Terri Lynn Palmer  
Garrett Murawski  
Michele Ribolla

