

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

**Wednesday, October 20, 2021
2:00 p.m. - 4:00 p.m.**

Virtual

Meeting Minutes

CALL TO ORDER:

Board Chair Randy Gaboriault called the meeting to order at 2:09 p.m.

WELCOME & INTRODUCTIONS: Mike Cole was introduced as DHIN's newest board member. Mike will be replacing Remi Richman and will be representing AETNA.

July 16, 2021, MEETING MINUTES: ACTION ITEM

Bill Kirk moved to accept the July 16, 2021, meeting minutes. Meredith Stewart-Tweedie seconded the motion. Minutes were unanimously approved.

Management Reports:

DHIN's FY22 first quarter financials are on target against the approved budget. The current unrestricted net assets equate to 299 days of operating expenses. 2021-10-20 Financial Package as of September 2021

<https://dhin.org/wp-content/uploads/2022/01/DHIN-September-2021-Financial-Package.pdf>

Status of FY22 Organizational Goals:

Financial:

Apply - or assist State to apply for federal \$2.5M APCD grant, per application instructions: Application instructions are expected in January 2022.

Automate internal management reports and apply a user-friendly GUI to enable ease of use across the organization, eliminating at least 100 hours a month of manual work: DHIN has currently attained 5% for this goal and we anticipate we will be 35% to 40% complete by Thanksgiving.

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: The first draft has been written with management feedback provided and the second draft is now in progress.

Internal Process:

Address all FY22 HITRUST CAP issues:

Progress has been made on all 14 CAP items. The Interim HITRUST assessment has begun, DHIN's spot-check of evidence of 19 controls, plus all CAP issues. Project to be completed by the end of November 2021.

ACTION ITEM:

The Board unanimously approved the July 16, 2021, meeting minutes.

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):

The requirements gathering has been completed and the design work is in progress.

Learning and Growth:

Conduct a comprehensive competency review of DHIN staff; develop a plan to close gaps: The competency review is approximately 20% completed.

Customer Satisfaction: DHIN’s survey response rates continue to be low at 2%. However, scores are trending upward since improvements have been made to the PHR.

Care Coordination Value Story: A six-month pilot with Highmark:

Goal: Improve member contact rates to solicit enrollment:

Baseline 40%; Target 47%; and we have achieved 58%.

Goal: Increase number of members who enroll in care coordination:

Baseline 50%; Target: 57%; and we have achieved 83%.

Highmark currently has 404 total enrollments in a care coordination program. The pre-pilot run rate would have yielded 166 enrollments which is a 143% increase in placement of members into a care coordination program.

Legislative Updates:

The Consolidated Appropriations Act of 2021 includes a one-time \$2.5M grant over three years to eligible states to establish or improve an existing APCD. The State will apply to Secretary (HHS), format and content have yet to be determined. The grant requires data be made available for research, quality improvement/cost containment studies, and data for public consumption. Access to aggregate, deidentified data sets must be free of charge and customized reports must be provided “at cost.” Prohibitions against disclosure of individually identifiable data, proprietary financial information, and reidentification. A committee will prepare a standardized reporting format for ERISA plans to voluntarily submit data (seen as a forerunner to eventual legislation requiring ERISA plans to participate in applicable APCD’s). DHIN anticipates further guidance on the APCD grant application in January 2022

ONC has released proposed terms of the Common Agreement for public comment

All DHIN bills were passed in last legislative session and have been signed by the Governor:

SB 87: DHIN and Anatomical Gifts allows the State’s designated Organ Procurement Organization (OPO) access to data on potential anatomic donors for any purpose identified in Delaware’s Uniform Anatomical Gift Act.

SB 88: DHIN and Protection and Use of Information unambiguously brings State statute into harmony with recent federal legislation. Clarifying 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 the privacy of PHI.

SB128: Technical Corrections as a result of the Sunset Committee, it has been recommended to amend DHIN’s chapter to conform existing law with the standards of the Delaware Legislative Drafting Manual.

Proposed revisions to DHIN regulations were published in the September Register and open for public comment through October 29, 2021.

SB94: Modernizes the State’s open meetings requirements. Meetings can now be held virtually if there is a physical “anchor” location open to the public and at least one board member is physically present; virtual attendance by the public is at the discretion of the board chair. During states of emergency, meetings may be completely virtual with no anchor location. However, once we are past the current emergency, the DHIN office located at 107 Wolf Creek Blvd., Suite 2, Dover, Delaware will be the anchor location with one board member present.

COMMITTEE STATUS REPORTS:

Executive Committee Update: The Executive Committee met in September 2021. Items of discussion:

- Approval for 2 additional employees for the Analytics team. Both positions will be funded by state and federal funds.
- Executive Committee approved Mike Pellin’s appointment to HCCD Committee and will be ratified by DHIN’s Board of Directors at the October meeting. **ACTION ITEM:**
- DHIN Officer Nominations: **ACTION ITEM:**
<https://dhin.org/wp-content/uploads/2022/01/FY22-Officer-Nominations.pdf>

Steven Costantino motioned for the approval of: Chair: Randy Gaboriault; Vice Chair: Steve Lawless; Treasurer: Meredith Stewart-Tweedie; Secretary: Jonathan Kaufmann. Bill Kirk seconded the motion. DHIN Officer Nominations as stated were unanimously approved.

ACTION ITEM:
DHIN’s FY22 Officer Nominations were unanimously approved.

HCCD Committee Update:
<https://dhin.org/wp-content/uploads/2022/01/2021-10-20-HCCD-Update.pptx>

Other:

HCCD New Committee Nomination: Mike Pellin, will be representing Aetna as DHIN’s newest committee member. Meredith Stewart-Tweedie motioned for the ratification of Mike Pellin as an HCCD Committee member. Jonathan Kaufmann seconded the motion. Motion for Mike Pellin as an HCCD committee member was unanimously approved.

ACTION ITEM: HCCD Committee nomination, Mike Pellin, was unanimously approved.

PUBLIC COMMENT:

No one from the public offered comments.

NEXT BOARD MEETING:

The next DHIN Board of Directors Meeting will be held virtually on January 19, 2022

ADJOURN:

Bill Kirk motioned to adjourn at 3:00 p.m. Steve Lawless seconded the motion.
Meeting adjourned at 3:00 p.m.

Attendance:

Board Members:

Joey Bonano
Mike Cole
Steven Costantino
Randy Gaboriault
Jeffrey Hawtof
Rich Heffron
Jonathan Kaufmann
Bill Kirk
Stephen Lawless
Troy McDaniel
Faith Rentz
Meredith Stewart-Tweedie

Board Members Absent:

Kathy Matt

DHIN Staff:

Dr. Jan Lee
Ali Charowsky
Denise Bowe
Kevin Carlin
Brian Cohen
Randy Farmer
Ashley Green
Erica Hutchinson
Mark Jacobs
Terri Lynn Palmer
Scott Perkins
Jeff Reger
Stacey Schiller
Rich Schroder
Mike Sims

Guest:

Dr. Rahul Sukumar: DPS