

MEETING MINUTES

Delaware Health Information Network
Data Access Review Committee Meeting
Monday, October 6, 2025
3:00 pm to 4:30 pm

Meeting Objectives:

- Educate DARC on improvements to the data release process, including:
 - Standard Limited Data Set
 - Application Decision Tree
 - Application to Request Data From DHIN

Attendance: See Attendance List at End of Minutes

Agenda Item	Time	Lead Presenter
1. Call to Order and Welcome Jonathan Kaufmann called the meeting to order at 3:01 pm.	3:00 – 3:05	Jonathan Kaufmann
2. Approval of August 2025 Minutes Janice Bourgault presented minutes from August. Meridith Stewart Tweedie motioned to approve the August minutes. Stephanie Hartos seconded the motion.	3:05-3:10	Jonathan Kaufmann
3. Standard Limited Data Set (SLDS) Matt Enright discussed that the standard limited data set will be a yearly refreshed data set including date of service and 5 digit zip code. All requests for the standard limited data set will continue to be reviewed for approval through the Committee. The standard limited data set will be requested at the table level with optional tables for financial, provider identified and member identified. Other states offering standard data sets include Colorado, Rhode Island, Maine, New Hampshire, and Washington. Bernie Inskeep asked if the Committee would still review a clear list of requested fields, or will they need to navigate links to find them when reviewing an application. Matt responded that a comprehensive, searchable Excel list of all fields, organized by category (<i>standard and limited data sets</i>), will be posted on the SharePoint site. For each request, reviewers will receive a specific list of the exact fields requested, just as they do now. Dan Elliot commented that it would be helpful to add a visual or structural way to show how data elements are related across categories (<i>e.g., how hospital-visit-related elements progress across</i>	3:10-3:30	Randy Farmer and Matt Enright

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<i>levels of identifiability</i>). This would help reviewers understand the “connectedness” of fields and identify where a request stops (e.g., <i>level 1, level 2, etc.</i>). Matt responded that additional tools or documentation to illustrate these relationships will be explored.		
4. Application Decision Tree Matt shared that applications are in a format that will make it easier for rubric review by the Committee. All requestors will use the same application regardless of type of requestor.	3:30-3:45	Matt Enright
5. Data Release Application Matt shared the application is in four distinct parts and is locked to limit for easier applicant editing. Clinical data is listed in categories with additional details to be added by the applicant. All custom request fields have been separated based on type of fields for review.	3:45-4:15	Matt Enright
6. Public Comment No public comments.	4:15-4:25	Jonathan Kaufmann
7. Next Steps and Adjourn Jonathan Kaufmann will be leaving his role as DARC Chairman and will become the DHIN board Chairman. Meridith Stewart-Tweedie motioned to adjourn the meeting and Stephanie Hartos seconded the motion. The meeting was adjourned. The next HCCD meeting is scheduled for November 3 rd , 2025, 3:00-5:00 pm.	4:20 – 4:30	Jonathan Kaufmann

Attendance:

Committee Member	Present	Absent
Tanika Smith	X	
Bernadette Inskeep	X	
Jonathan Kaufmann (Chair)	X	
Stephen Lawless		X
Jan Lee	X	
Kathleen Matt	X	
Troy McDaniel	X	
Meredith Stewart-Tweedie	X	
Daniel Elliot	X	
Stephanie Hartos	X	

Next Meeting: November 3, 2025, 3:00 – 5:00 pm