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Group Charter

All-Payer Claims Database Advisory Group

August 11, 2022

Article 1: Name

Section 1: The name of this this workgroup is the All-Payer Claims Database Advisory Group (APCD-AG), legislatively established in 2012 as the APCD Advisory Council, and then on October 31, 2017 as a workgroup of the Health Information Technology Advisory Council (HITAC).

Article 2: Purpose

Section 1: Connecticut General Statute Section [\(CGS §\) 17b-59f](#) established the HITAC to advise the executive director of the Office of Health Strategy (OHS) and Connecticut’s Health Information Technology Officer in developing priorities and policy recommendations to advance CT’s health information technology and health information exchange efforts and goals. The APCD-AG, as set forth in this Charter, was established as a working group of the HITAC by subsection (e)(1) of CGS § 17b-59f to “implement a state-wide multipayer data initiative to enhance the state’s use of health care data from multiple sources to increase efficiency, enhance outcomes and improve the understanding of health care expenditures in the public and private sectors.” [CGS § 19a-755a-b](#) enumerates the goals of CT’s APCD program:

- To collect, assess and report health care information relating to safety, quality, cost-effectiveness, access and efficiency for all levels of health care;
- To provide health services consumers in the state information on the cost and quality of health care services to aid economically sound and medically appropriate health care related decision-making;
- To be made available to any state agency, insurer, employer, health care provider, consumer, or researcher to review healthcare services utilization, costs and quality while protecting patient privacy; and
- To provide a consumer health information website that supplies information on the cost and quality of health care services.

The purpose of the APCD-AG is listed at [CGS §19a-755a\(b\)\(6\)](#) and [CGS §17b-59f \(e\)\(2\)](#): provide strategic guidance, recommendations, and ongoing support to the HITAC and OHS including but not limited to:

- a. contracting for, planning, implementing and administering the CT APCD;
- b. obtaining claims data from the State's medical assistance program and Medicare Part A or B;
- c. contracting for the collection, management or analysis of data received from reporting entities;
- d. any action to obtain Medicaid and CHIP data; and
- e. *enhancing the state's use of data to increase efficiency, improve outcomes and the understanding of health care expenditures in the public and private sectors.*

Article 3: Membership

Section 1: Membership in the APCD-AG is enumerated in [C.G.S. § 17b-59f\(e\)](#). The group consists of up to 20 members:

1. The Secretary of the Office of Policy and Management or designee
2. The Comptroller or designee
3. The Commissioner of Public Health or designee
4. The Commissioner of Social Services or designee
5. The Commissioner of the Department of Mental Health and Addiction Services or designee
6. The Insurance Commissioner or designee
7. The Healthcare Advocate or designee
8. The Chief Information Officer or designee
9. A representative of the Connecticut State Medical Society
10. A representative(s) of health insurance companies
11. A representative(s) of health insurance purchasers
12. A representative(s) of hospitals
13. A representative(s) of consumer advocates
14. A representative(s) of health care providers, and
15. The Health Information Technology Officer appointed members

Section 2: Members of the APCD-AG shall initially be appointed by the OHS. Thereafter or if there is a vacancy, the Chair or Co-Chair, in consultation with OHS, shall appoint members based on the categories enumerated in Article 3 Section 1 of this Charter.

Section 3: As determined by the Chair or Co-Chair of the APCD-AG, additional subject matter experts may be sought on a permanent or periodic basis for areas the Group identifies as needed, such as in the subject of claims data management.

Section 4: OHS shall review membership annually to determine adequacy to support the purpose and goals of the APCD-AG.

Section 5: Group membership is not time limited. Recognizing that consistent participation in APCD-AG meetings is critical for success, members will be administratively discharged for not attending at least 50% of meetings in a calendar year or are absent for three consecutive meetings. Members will be notified of their membership status after their second absence in the calendar year, a third absence shall result in consideration for removal from or disqualification to serve.

Members should notify the Chair or Co-Chair if they will be absent from a meeting.

Members serve on a voluntary basis, without compensation and may resign at any time.

Section 6: A member other than the Chair or Co-chair may be removed for cause by a two-thirds vote of a quorum at any regularly scheduled or special meetings of the APCD-AG. This may appear as an item on the agenda in accordance with the rules for meeting/agenda notification.

Section 7: Any member choosing to leave the group shall submit a letter or send an e-mail of resignation to the Chair or Co-Chair. Resignation by notice shall take effect on the date of receipt of such notice by the Chair.

Article 4: Officers

Section 1: The Chair and Co-Chair shall be selected by OHS.

Section 2: The Chair or Co-Chair will be responsible for setting meeting agendas, establishing regular meeting schedules, appointing subcommittees as needed, and acting as liaison between the APCD-AG, OHS, and the HITAC.

Article 5: Subcommittees

Section 1: Subcommittees of the APCD-AG may be formed as needed by the Chair or Co-Chair, in collaboration with OHS designated staff. Subcommittee leaders will be appointed by the Chair or Co-Chair, in collaboration with OHS designated staff. The subcommittee lead member is responsible for organizing subcommittee meetings, with assistance from OHS staff, as necessary. The subcommittee lead member will report subcommittee findings and recommendations to the full APCD-AG for their information or action.

Article 6: Duties of the APCD-AG

Section 1: Members of the APCD-AG agree to fulfill their responsibilities through attending and participating in workgroup meetings, studying the available information, and advising OHS on work related to the workgroup's charge.

Section 2: Members agree to participate in good faith and to act in the best interests of the APCD-AG and its charge. To this end, members agree to place the interests of the State above any organizational affiliations or other interests during discussions.

Section 3: Members accept the responsibility to collaborate in developing potential

recommendations that are fair and constructive. Members are expected to consider a range of issues and options to address them, discuss the pros and cons of the issues/options presented, and deliver advice.

Section 4: Members acknowledge that their role is to provide advice and frame report design choices and that final decisions on APCD-AG recommendations, if any, rest with OHS and HITAC.

Section 5: Specific APCD-AG member responsibilities include:

- Reviewing background materials and analysis to understand the issues to be addressed in the review process.
- Attending workgroup meetings.
- Working collaboratively with one another to explore issues and develop recommendations.
- Considering and integrating OHS and HITAC direction into advice as appropriate.

Article 7: Operating Procedures

Section 1: The APCD-AG operates as a standing committee of the HITAC. All records of the APCD-AG will be transmitted as soon as practical to OHS for inclusion in HITAC matters as appropriate.

Section 2: The OHS may establish procedures to allow members to participate in meetings by videoconference or teleconference.

Section 3: Meetings will be governed by Robert's Rules of Order, Abbreviated (Appendix 1). One half of the membership shall constitute a quorum. Action on agenda items may be taken by no less than a majority of members present at the meeting.

Section 4: The Chair or Co-Chair may solicit agenda items from members in advance of a meeting and establish agendas in collaboration with the OHS designated staff.

Section 5: All meeting information will be published on the Connecticut Public Notice web site and on the OHS web site. Meeting changes will be sent by email to members no later than 9 AM the day of the scheduled meeting.

Section 6: All votes shall be posted to OHS website within 48 hours of meeting

Section 7: Minutes shall be posted to the OHS website within 48 hours of a meeting

Section 8: Each member of the workgroup shall be entitled to one vote upon any matter that requires a vote. Voting upon any issue shall be voice vote, or by show of hands, of the members. Rollcall may be utilized for video-conference meetings if a voice vote is unclear.

Article 8: Duties of OHS

- OHS will provide the APCD-AG and the Chair or Co-Chair with support in the areas of meeting facilitation, the development of agenda and meeting materials, logistical

planning and scheduling, research and analysis, and stakeholder engagement. This support will be provided by OHS personnel or through engagement of professionals with required expertise.

- OHS will inform the APCD-AG about all known changes in federal and state policy as well as rules and regulations that impact its work and the stated purpose and goals.
- OHS will consult with ongoing committees and advisory bodies in the state, maintain familiarity of the subject and purpose of the APCD-AG, and communicate perceived areas of opportunity for collaboration.
- OHS will ensure ongoing communication between the APCD-AG and relevant OHS staff and leadership as well as communication with the HITAC.
- OHS staff assigned to the APCD-AG will attend all meetings and inform its members of timely developments relevant to its work.
- An OHS administrative support member(s) will assist the APCD-AG's Chair, or Co-Chairs, as needed, to maintain membership and interested parties with information, distribute meeting agendas and notices to the membership and interested parties, onboarding new members and record the meeting minutes of the APCD-AG's meetings, including attendance.

Article 9: Duties of HITAC

- The HITAC will ensure that all committees and work groups prepare and ratify a charter in a format and manner similar to the HITAC's charter [herein](#).
- The APCD-AG Chair or Co-Chair will report work group findings and recommendations to the HITAC for its information or action.
- Advise and consult with the APCD-AG on maintaining written procedures for administering the APCD.

Appendix I – Robert’s Rules of Order, Abbreviated

What is Parliamentary Procedure? It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. It is a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization.

Sample Order of Business:

1. Call to order and roll call of members
2. Present the Agenda
3. Consider minutes of last meeting—vote to accept amended minutes
4. Special orders--important business previously designated for consideration at this meeting
5. Business--motions
6. Announcements
7. Adjournment

Presenting Motions:

1. Obtain the floor
2. Make a motion—avoid personalities and stay on subject
3. Wait for someone to second the motion
4. Another member will second the motion or the Chairman will call for a second—if there is no second to motion it is lost
5. The Chairman restates the motion
6. Debate—concise and focused on content of motion
7. Keep established time limits
8. Put the question to the membership—if there is no more discussion, a vote is taken

Note: Motion to Table – This motion is often used in the attempt to “kill” a motion. The option is always present, however, to “take from the table”, for reconsideration by the membership.

Voting on a Motion:

1. By General Consent – When a motion is not likely to be opposed, the Chairman says, “if there is no objection ...” The membership shows agreement by their silence, however if one member says, “I object,” the item must be put to a vote.
2. By Voice – The Chairman asks those in favor to say, “aye”, those opposed to say “no”. Although “voice” is preferred, any member may move for an exact count.
3. By Ballot – Members record their votes; this method is used when secrecy is desired.

In summary, parliamentary procedure is an effective means to get things done at your meetings. But it will only work if you use it properly.

*Ratified by the APCD-AG on
August 11, 2022*

1. Allow motions that are in order
2. Have members obtain the floor properly
3. Obey the rules of debate—stay focused

Most importantly, BE COURTEOUS.

Adapted from: <http://www.robertsrules.org/rulesintroprint.htm>