

The Office of Health Strategy

Healthcare Benchmark Initiative Data Analytics Workgroup By-Laws

Approved May 2025

I. Vision and Mission

A. Vision

To advance cost growth benchmark attainment through improved understanding of healthcare spending, utilization, and price growth in the commercial, Medicare, and Medicaid markets in Connecticut.

B. Mission

To aid the Connecticut Office of Health Strategy's (OHS) Healthcare Benchmark Initiative by designing and reviewing standard and ad hoc cost and utilization reports and analyses, identifying opportunities to reduce spending growth, as well as providing advice on benchmark performance measurement methodologies, and offering recommendations for areas of focus to OHS' Healthcare Benchmark Initiative Team and Committees.

II. Workgroup Charge – Goals and Objectives

The Healthcare Benchmark Initiative Data Analytics Workgroup is charged with making recommendations to the Healthcare Benchmark Advisory Groups and/or the Office of Health Strategy regarding opportunities for reducing cost growth in the state. The Workgroup's activity shall include providing advice on:

- Implementing a data strategy including design and review of standard and ad hoc reports.
- Benchmarking of Connecticut spending to other states' benchmarks.
- Identifying contributors to high spending, spending variation and spending growth.
- Identifying opportunities for cost growth mitigation strategies to improve healthcare affordability.
- Using analytic findings in an illustrative manner to make a compelling case to support policy change to ensure equitable, high-quality healthcare and improved population health.
- Offering contextual insights when interpreting analytic findings.
- Offer support and alternatives in methodological adjustments used within cost growth target and performance reporting.

III. Workgroup Member and OHS Responsibilities

A. Member Responsibilities

Members of the Workgroup 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. Members agree to participate in good faith and to act in the best interests of the Workgroup and its charge. To this end, members agree to place the

interests of the State above any organizational affiliations or other interests during discussions. Members accept the responsibility of collaborating 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. Workgroup members acknowledge that their role is to provide advice and frame report design choices and that final decisions on Workgroup recommendations, if any, rest with the State.

Specific Workgroup 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 State and Steering Committee direction into advice as appropriate.

B. OHS Responsibilities

The duties of OHS to the Workgroup are as follows:

- Inform the Workgroup about all changes that impact its mission, which include Federal and State policy.
- Support the Workgroup by providing administrative support, technical assistance, and other support as resources allow.
- Ensure on-going communication between the Healthcare Benchmark Advisory Groups, any relevant subgroups, and agency staff and leadership.
- OHS staff assigned to the Workgroup will attend all meetings and inform the Workgroup of timely developments.

IV. Workgroup Principles

The principles listed below are to guide the development of advice by Workgroup members. Advice from Workgroup members will:

- reflect statistically robust and equity-conscious consideration of state analysis, and
- be sensitive to possible limitations to state analytic resources and data, and
- convey courtesy and respect.

V. Workgroup Membership

A. Composition

The composition of members will include the Department of Social Services and the Office of State Comptroller or their designees, and representatives of healthcare stakeholders selected by the Commissioner of the Office of Health Strategy. At a minimum, membership of the Workgroup, in addition to the preceding described members, shall strive to include representation of the following categories:

- Health care providers

- Insurance carriers
- Health equity advocates
- Healthcare economics or actuarial experts
- Data analytic subject matter experts

B. Chair

The Commissioner of OHS shall appoint the Chair of the Workgroup. The Chair shall preside at all meetings and perform the duties necessary for the position.

C. Attendance

The proper functioning of the Workgroup depends upon the commitment of its members. Members should inform the Chair, or OHS staff, if a member will be absent from a meeting.

D. Term

Term of membership shall be three years at the privilege of the member. A member may be requested to serve an additional term. Any member choosing to leave the Workgroup shall submit a letter, or send an e-mail, of resignation to the Chair, or OHS staff. A member of the Workgroup may be removed from membership for non-attendance without notification, except in the case of an urgent or emergent situation or other causes, such as unethical behavior, as determined by OHS whenever, in its judgement, the best interests of OHS and the Workgroup would be served by removal. In the event of a vacancy, OHS will appoint a qualified person to fill the vacancy.

E. Non-Discrimination

The Workgroup and any of its subgroups shall be selected without discrimination with respect to age, gender, race, religion, disability, sexual orientation, gender identity or expression, or national origin. All Workgroup business and activities shall be conducted fairly and equitably in a manner which does not discriminate with respect to age, gender, race, religion, disability, sexual orientation, gender identity or expression, or national origin.

VI. Meetings

A. Timing and Location

Meetings of the Data Analytics Workgroup shall be held at intervals determined necessary by OHS and at such a place and time as may be determined. The Workgroup should ensure that the location and time of meetings are reasonably accessible to members and members of the public. Currently, they are planned as quarterly virtual meetings. All virtual meetings will be recorded.

Special meetings of the Workgroup may be held or called by the Chair. The special meeting call shall be a written notice e-mailed to members, not less than seven (7) days prior to the date set

for such a special meeting. Such notice must set forth specifically the subject matter of the meeting.

B. Notice and Materials

An annual schedule of regular meetings shall be made available to the public. An announcement of each regular meeting and the agenda for the meeting shall be e-mailed to all members at least forty-eight hours in advance of the date of the meeting.

OHS staff, or an agent acting on behalf of OHS, shall prepare a draft of the minutes of each meeting, stating the discussion and recommendations made, and shall submit them to members as expeditiously as possible for their review. Any member wishing to propose a correction to the minutes shall propose a correction at the meeting at which the minutes are presented for review and approval. Any such approved corrections will be made to the permanent file copy. For substantive or major revisions, any member may request that a copy of the revised minutes be redistributed to all Workgroup members.

OHS staff or an agent acting on behalf of OHS shall submit related meeting materials to members as expeditiously as possible in advance of the date of the meeting for members' review. The agenda for each meeting shall contain an item "Public Comment" at the end of regularly scheduled business. The Chair shall manage any public comments and participation at the meeting.

Agendas, meeting materials, and minutes will be posted on the OHS website. Electronic copies of all documents shall be retained in accordance with OHS' record retention policies. All regular and special meetings of the Workgroup or subgroups shall comply with the Freedom of Information Act (FOIA). Minutes as well as other documents produced by the Workgroup shall be public documents, and in accordance with FOIA.

VII. Official Communication and Representation

A. Official Communication

Any communication request of the Workgroup to the media or general public should be directed to the OHS Communications point of contact.

B. Representation

No member of the Workgroup or any subgroup shall make any statement or communication under circumstances that might reasonably give rise to an inference that such member is representing the Workgroup or OHS (including, but not limited to, communications upon OHS stationary, public acts, statements or communications in which such member is identified as a member of the Workgroup) except only in actions or communications that are clearly within the policies of the Workgroup Chair in consultation with OHS. An example of an acceptable action is a Workgroup member being asked to provide information about the Workgroup and its activity at a public meeting or forum being conducted on health equity or healthcare related issues.

VIII. Conflict of Interest

In the event of a matter that raises a potential conflict of interest that comes before the Workgroup or a subgroup for consideration, recommendation or decision, the member shall disclose the conflict of interest as soon as such a member becomes aware of it.

This “conflict-of-interest” principle shall not be construed as preventing any member of the Workgroup from full participation in discussion about the Healthcare Benchmark Initiative or subgroup needs. Rather, individual members are expected to draw upon their lay and professional experiences and knowledge of the health service delivery system if they disclose verbally any potential conflicts of interest at the beginning of such discussion.