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Group Charter

All-Payer's Claims Data Submission Guide Workgroup

May 12, 2022

Article 1: Authority to Establish a Working Group

Section 1: Connecticut General Statute Section ([CGS § 17b-59f](#)) established the Health Information Technology Advisory Committee (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 All Payer Claims Database Advisory Group (APCD-AG) 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 ([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.

Pursuant to Article 1 Section 1 of this charter, the APCD-AG establishes the APCD Data Submission Guide Workgroup (APCD-DSGW).

Article 2: Purpose

Section 1: The objective of the APCD-DSGW is to assist OHS in modifying the APCD Data Submission Guide to enable the collection and submission of dental and denied claims in alignment with industry and national standards pursuant to Article 1 Section 1.

Article 3: Membership

Section 1: Membership in the APCD-DSGW shall be:

- (a) a representative of the Office of Health Strategy;
- (b) a representative of a health insurance company;
- (c) a healthcare expert from an academic institute;
- (d) at least one expert in the field of dental claims from an insurance company;
- (e) a member of the CT-APCD Data Release Committee; and
- (f) a representative of a state agency

Section 2: Members of the APCD DSWG shall initially be appointed by the OHS. Thereafter or if there is a vacancy, the 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 DSWG, additional subject matter experts (SMEs) may be sought for areas the group identifies as needed, as relates to the subject of denied or dental claims data collection and management.

Section 4: Group membership is time limited. The APCD-DSGW will meet as necessary until such time it proffers a recommendation for a final APCD Data Submission Guide that allows for the collection of dental and denied claims.

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

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

Section 5: A member other than the Chair may be removed for cause by a two-thirds vote of a quorum at any regularly scheduled meetings of the APCD DSWG. This may appear as an item on the agenda in accordance with the rules for meeting/agenda notification.

Section 6: Any member choosing to leave the group shall submit a letter, or send an e-mail, of resignation to the 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 shall be selected by OHS.

Section 2: As Chair, the selected individual 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.

Section 3: The Chair will preside at all meetings, will ensure appropriate representation and subject matter expertise, and will provide guidance and content review to staff and contractors supporting the workgroup

Article 5: Operating Procedures

Section 1: The APCD DSWG operates as a subcommittee of the APCD-AG. All records of the APCD DSWG 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 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: 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 6: Duties of the APCD-DSGW

Section 1: Members of the APCD-DSGW 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-DSGW 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-DSGW recommendations, if any, rest with APCD-AG and OHS.

Section 5: Specific APCD-DSWG 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; and
- Considering and integrating APCD-AG and OHS direction into advice as appropriate.

Article 7: Duties of OHS

- OHS will provide the APCD DSWG and the 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 DSWG 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-DSGW, and communicate perceived areas of opportunity for collaboration.

- OHS will ensure ongoing communication between the APCD DSWG and relevant OHS staff and leadership as well as communication with the APCD-AG and HITAC.
- OHS staff assigned to the APCD-DSGW 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-DSGW 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-DSGW's meetings, including attendance.

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—motion
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.

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>