

## All-Payer Claims Database Release Committee Application Review Workgroup Meeting Minutes

Meeting Date	Meeting Time	Location
March 24, 2021	11:00 am – 12:00 pm	Webinar and Conference Call

### Participant Name and Attendance

Committee Members					
Dr. Patricia Checko, Chair	X	Sheryl Turney		Justin Peng	X
Lisa Freeman	X	Michael Giralmo	X		
Supporting Leadership					
Tina Kumar, OHS		Adrian Texidor, OHS	X	Jeannina Thompson, OHS	X
Olga Armah, OHS	X				

### Agenda

	Topic	Responsible Party	Time
1.	<b>Welcome and Call to Order</b>	<b>Dr. Patricia Checko</b>	<b>11:00 AM</b>
	The scheduled meeting of the All-Payer Claims Database (APCD) Data Release Committee (DRC) Application Review Workgroup was held on Wednesday, March 24, 2021 by webinar. Dr. Pat Checko welcomed the council members and called the meeting to order at 11:07 a.m. It was determined that a quorum was present.		
2.	<b>Public Comment</b>	<b>Attendees</b>	<b>11:05 AM</b>
	There was no public comment.		
3.	<b>Review and Discuss Purpose and Goal of Workgroup</b>	<b>Committee Members</b>	<b>11:10 AM</b>
	<p>Dr. Checko confirmed that everyone received the agenda and materials for today's meeting. The purpose of the DRC Application Review Workgroup meeting was provided. An overview of previous meetings was also provided.</p> <ul style="list-style-type: none"> <li>• Early on the group started inviting the applicants to attend meetings to explain their projects and to give an opportunity for the group to ask questions.</li> <li>• It was mentioned that it is time do something about the applications, review the process, and look at how to make improvements.</li> <li>• There has been a lot more use of data since the group first started and it provides a better understanding of some of the issues and FOIA requirements.</li> <li>• It was mentioned that currently DRC has not received a summary of any of the data. The survey will help to provide some insights on what is happening, how useful is the data, how has the process been working, and how to improve the process.</li> <li>• Mr. Texidor noted that some data destruction attestations have been received. Some of them are outstanding for various reasons. Researchers are not receiving new data but are simply asking for more time to use their old data with what is allowable.</li> <li>• Mr. Texidor stated the APCD has been working to be open and transparent with DRC to provide insights in terms of producing and processing APCD extracts.</li> </ul>		

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	<ul style="list-style-type: none"> <li>It was mentioned that the goal of the application procedure is twofold. One is to create an application for external applicants to suit all the current use cases. Secondly, is to utilize the APCD DRC Application Review Workgroup to help develop an application for internal APCD applicants. It may be like the external DRC application but may ask for additional information because it is a state driven research project. There was a discussion about the difference between the two. In terms of the application, basically both should be the same.</li> <li>Mr. Texidor stated that the APCD DRC would like to be kept in the loop on all the projects and uses and this will go a long way to complete that objective. Ms. Freeman stated that in terms of transparency, one application would make it simpler for people that are applying.</li> <li>Dr. Checko mentioned that there is some federal money that will be available in the future, 2.5 million for states. There has been some discussion for a New England regional proposal for a uniform application.</li> <li>There have been some discussions to make the group an IRB as opposed to DRC. There is a huge difference with being accredited as an IRB and the training certification requirements that go along with it. Dr. Checko suggested inviting Demian Fontanella to provide possible legal implications and/or indemnity issues. Mr. Texidor agreed with inviting Mr. Fontanella to a future DRC Application Review meeting to discuss this.</li> <li>Dr. Checko spoke about the article that was shared with the DRC Application Review Workgroup (<a href="#">see article here</a>). The article provides a good lead into what other APCDs are doing. It was mentioned that some are doing the work on a volunteer basis.</li> </ul>		
<b>4.</b>	<b>Establish Process for Review and Evaluation</b>	<b>Committee Members</b>	<b>11:25 AM</b>
	<ul style="list-style-type: none"> <li>Mr. Texidor spoke about some of the needs in the application process. He suggested starting the requirement process early, such as asking for detailed and top-level information when applicants apply on the front end rather than on the back end. It was mentioned that Vermont and Massachusetts have some components in their models that could be replicated in our new application.</li> <li>Dr. Checko said they require a minimum data set and suggested that this should be put in the application as well.</li> <li>Dr. Checko asked if everyone had seen the policies and procedures. They can be shared with the group if people would like to review them.</li> <li>There was a brief discussion about the survey. Adrian and Jeannina will work to make the survey available and send to the contact list. Dr. Checko volunteered to make the follow up phone calls after the survey goes out. The information from the survey will help to guide the direction of the application and look at whether modifications are needed in the process.</li> <li>There was a suggestion to look at the various New England states regarding their statutes and whether there are specifications set in terms of what they can give out. Also look at the application process, funding resources, if they require destruction of data, data elements, and whether DRC people are appointed.</li> <li>The primary objective of this assignment is to inform our process. If possible, download and save the information so it can be shared with the group. DRC Application Review members agreed on the assignment.</li> </ul>		

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	<ul style="list-style-type: none"> <li>The following people were assigned a state to report on what they found at an upcoming meeting: <ul style="list-style-type: none"> <li>Patricia Checko – Massachusetts</li> <li>Lisa Freeman – Maine</li> <li>Justin Peng – New Hampshire</li> <li>Michael Giralmo – Vermont</li> <li>Sheryl Turney – Rhode Island</li> </ul> </li> <li>Ms. Armah mentioned that some of the documents from other states, such as the data dictionary and statutes, could be put on the DRC webpage as additional resources.</li> <li>There was a discussion about the information being released from other states and things that could be looked at. <ul style="list-style-type: none"> <li>Do they have a public facing website?</li> <li>What are the minimum release standards?</li> <li>The differences between internal verses external.</li> </ul> </li> <li>Ms. Armah suggested separating what would be reported on in sections. Dr. Checko suggested starting out with scoping out the statutes and looking at what they all do and do not allow. Also look at the DRCs whether appointed and whether they are an IRB or DRC.</li> <li>Mr. Texidor volunteered to create a grid for members to insert information to use as a template so that everyone will be on the same page with expectations.</li> <li>There was a request for Olga Armah to share the APCD presentation that was provided to the HITAC. Ms. Armah said she could share the presentation as a pdf to the group and provide an overview at the next DRC Application Review meeting.</li> </ul>		
<b>5.</b>	<b>Next Meeting Date and Assignments</b>	<b>Committee Members</b>	<b>11:45 AM</b>
	<ul style="list-style-type: none"> <li>The group discussed a possible date for the next meeting. Mr. Texidor suggested sending an Outlook poll to everyone for dates. Ms. Armah suggested setting up dates far ahead as a series because calendars fill up quickly. Ms. Freeman mentioned it would be helpful to set up a poll for several meetings out but not necessarily on a specific reoccurring date and time every month.</li> <li>Dr. Checko mentioned that we are looking for a physician and attorney with experience in insurance to recommend to OHS for appointment.</li> </ul>		
<b>6.</b>	<b>Adjournment</b>	<b>Dr. Patricia Checko</b>	<b>12:00 noon</b>
	<ul style="list-style-type: none"> <li>The motion to adjourn was made by Lisa Freeman and seconded by Justin Peng.</li> <li>The meeting adjourned at 12:09 p.m.</li> </ul>		

Meeting information is located at: <https://portal.ct.gov/OHS/HIT-Work-Groups/APCD-Data-Release-Committee>