



Address: 450 Capitol Avenue Hartford, CT | Web: portal.ct.gov/OHS | Twitter: @OHS\_CT  
Mailing address: 450 Capitol Avenue MS: 51 OHS P.O. Box 340308 Hartford, CT 06134-0308

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## Group Charter

### ***All Payer Claims Database Data Release Committee***

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#### **Article 1: Authority to Establish a Working Group**

**Section 1:** Connecticut General Statute Section [\(CGS §\) 17b-59f](#) established the Health Information Technology Advisory Council (HITAC) to advise the executive director of the Office of Health Strategy (OHS) and Connecticut's Health Information Technology Officer (HITO) 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 (APCD) Advisory Group (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.

In addition, [C.G.S. 19a-755a \(B\)\(5\) states](#) "The executive director of the Office of Health Strategy shall: (A) Utilize data in the all-payer claims database to provide health care consumers in the state with information concerning the cost and quality of health care services for the purpose of allowing such consumers to make economically sound and medically appropriate health care decisions; and (B) make data in the all-payer claims database available to any state agency, insurer, employer, health care provider, consumer of health care services or researcher for the purpose of allowing such person or entity to review such data as it relates to health care utilization, costs or quality of health care services. If health information, as defined in 45 CFR 160.103, as amended from time to time, is permitted to be disclosed under the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, as amended from time to time, or regulations adopted thereunder, any disclosure thereof made pursuant to this subdivision shall have identifiers removed, as set forth in 45 CFR 164.514, as amended from time to time. Any disclosure made pursuant to this subdivision of information other than health information shall be made in a manner to protect the confidentiality of such other information as required by state and federal law. The executive director of the Office of Health Strategy may set a fee to be charged to each person or entity requesting access to data stored in the all-payer claims database."

In pursuance of administering the APCD's data release program to make APCD data available to employers, insurers, health care providers, consumers of health care services, or researchers, OHS and the APCD-AG established the APCD Data Release Committee (APCD-DRC).

## Article 2: Purpose

**Section 1:** The purpose of the APCD-DRC shall be to: (i) review and approve or deny Data Release Applications submitted by Applicants for the release of Data (in accordance with policy and established procedures); and (ii) provide support to the OHS during the receipt and review of Data Release Applications.

## Article 3: Membership

**Section 1:** The APCD-DRC shall consist of at least nine (9) members and shall be composed of at least the following:

1. The Medicaid Director or his/her designee;
2. The Department of Mental Health and Addiction Services (DMHAS) Commissioner or his/her designee;
3. The OHS Executive Director or designee;
4. An individual with a professional or academic research background involving public health matters;
5. A representative from the health insurance industry;
6. An attorney with experience in health care, data privacy or research matters;
7. A healthcare professional, such as a physician, nurse, social worker or psychologist;
8. An individual with experience in hospital administration, analytics or research;
9. A consumer representative.

**Section 2:** Members shall be appointed by and serve at the pleasure of the OHS Executive Director. When appointing a member, the Executive Director shall consider nominations from the HITO and Chair of the APCD-DRC. The Executive Director may remove and replace members at any time at their discretion.

## Article 4: Officers

**Section 1:** The Executive Director of OHS shall designate a member of the Data Release Committee to act as chairperson of the APCD-DRC (“Committee Chair”) and may designate one or more vice chairs to act only in the absence of the Committee Chair. The

Committee Chair (or Vice Chair, in the Committee Chair's absence) shall preside at meetings of the APCD-DRC.

**Section 2:** As Committee Chair, the selected individual will be responsible for setting meeting agendas, establishing regular meeting schedules, appointing subcommittees as needed, reviewing initial data release applications for completeness prior to full committee review and acting as liaison between the APCD-AG, and OHS. The Committee Chair shall be a standing member of the APCD-AG.

## Article 5: Operating Procedures

**Section 1:** The APCD-DRC operates as a subcommittee of the APCD-AG. All records of the APCD-DRC 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).

**Section 4:** The Committee 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 committee shall be entitled to one vote upon any matter that requires a vote. The member shall have no right to delegate any functions or responsibilities to any third-party individual or entity. Voting upon any issue shall be voice vote, or by show of hands, of the members. Roll call may be utilized for videoconference meetings if a voice vote is unclear. A majority of the members shall constitute a quorum for the transaction of business, and the vote of a majority of members present shall be required to take formal action.

**Section 7:** There shall be no term limits with respect to members.

## Article 6: Duties of the APCD-DRC

**Section 1:** Members of the APCD-DRC agree to fulfill their responsibilities through

attending and participating in committee meetings, reviewing data applications, interviewing applicants and advising OHS on work related to approving an APCD data release.

**Section 2:** Members agree to participate in good faith and to act in the best interests of the APCD-DRC 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 approve or deny APCD Data Releases but that final decisions rest with OHS.

**Section 5:** Specific APCD-DRC member responsibilities include:

- Reviewing background materials and relevant application materials to understand the issues to be addressed in the review process.
- Attending committee meetings.
- Working collaboratively with one another to explore issues and approve, approve with conditions, or deny data release.
- Considering and integrating OHS and HITAC direction into advice as appropriate.

## Article 7: Duties of OHS

- OHS will provide the APCD-DRC and the Committee Chair with support in the areas of meeting facilitation, ensuring data release application completeness, the development of the 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-DRC 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-DRC, and communicate perceived areas of opportunity for collaboration.
- OHS will ensure ongoing communication between the APCD-DRC and relevant

OHS staff and leadership as well as communication with the APCD-AG.

- OHS staff will attend APCD-DRC meetings and provide timely updates on relevant subjects.
- An OHS administrative support member(s) will assist the Committee Chair, or Vice Chair, as needed, to maintain membership and interested parties with information, distribute meeting agendas and notices to the membership and interested parties, onboard new members and record the meeting minutes of the APCD-DRC meetings, including attendance.

Where not specified or where there is a conflict, the prevailing document is the APCD-AG charter.

## 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.

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>