

**Meeting Notes**  
**Outpatient Data Work Group**  
**February 26, 2015**  
**1:30 p.m.**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Results</b>
Opening remarks	Kim welcomed and informed everyone that the meeting would be an update on the submission of the data this summer. There were a lot of issues with the pilot program and it took longer than expected.	Olga went on to discuss the Pilot Program and the rest of the agenda items.
Summary of Pilot Program	10 hospitals reported through CHA uploaded the data without any problems. OHCA did not look at the data just wanted to make sure it would get uploaded. Three free standing facilities were also able to upload. No facility used the web portal (which is a direct entry form). In the future we are expecting 109 locations (34 hospital main campuses, 14 hospital satellites and 61 free standing) to be submitting data. Lisa Winkler stated that some of the endoscopy facilities and plastic surgery centers might have a problem.	
Webinar	The Webinar will be scheduled for some time in April. For those who are unable to participate in the webinar it will also be available on the OHCA website for later use. We need to determine which date would work for members in April (end of April). About an hour and a half for the webinar during working hours will be needed. The webinar will cover data expected to be submitted along with the pathways for submission. A demonstration on how to use the pathways, register on the data portal and submit portal forms, including how to do the submission over a period of time. DPH Help desk will be available for support and time would be left at the end of the webinar for questions. Information about the webinar will be sent out to the contact people of the AASC membership via email that Lisa provides after the AASC meeting in March. CHA will be the contact for disseminating information to the hospitals regarding participation in the webinar and data submission. CHA is the contact for the hospitals. CHA and AASC requested materials such as data element language, data security language, reasons for collecting the data, and the statutory and civil penalty reference be sent to them for inclusion in their support letters to their membership.	<p>CHA and the CT Association of Ambulatory Surgery Centers will announce the webinar to their members prior to the webinar date.</p> <p>Information for inclusion in membership letters relating to the webinar and data submission will be sent out to CHA and AASC before the end of March and OHCA will also notify Sharon Hospital.</p> <p>After the webinar there may be a need for follow-up one-on-one calls with specific facilities, centers or IT contractors.</p>
GO LIVE Date	Submission would be in June (1-30) this would give a month to go through any problems that might be encountered by the facilities. Data time frame would for 6 months from October 1 – March 30 like inpatient hospital discharge data. July 1 <sup>st</sup> would be the deadline date for submission. Data can be submitted in two ways by SFTP or VPN. The VPN fee is \$2.00 a month. It would be helpful for OHCA to know who would be using the VPN. The outpatient surgical centers had an issue using the VPN because they had to build a platform in order to use it, once a platform was built the upload went easy. The submissions will be twice a year (July and January)	<p>Olga will coordinate with CHA regarding testing SFTP. Srini will coordinate with Joanne and explain alternative data submission options.</p> <p>OHCA will provide AASC with a list of questions to assist an outpatient surgical center in determining what data submission option to choose SFTP or VPN.</p>
Contacting and informing facilities of GO LIVE date and reporting process	Lisa and Joanne discussed the best way to establish a member contact list for data submission. Olga discussed using OHCA's on-line inventory of outpatient surgical centers and their contacts. The list can be found in Table 5 in the Inventory of health care facilities and services on OHCA's website. It was determined that the AASC meeting in March is the best venue. CHA would be submitting the data for the hospitals. Mary Lyons reminded OHCA that certain data fields are not being collected by hospitals at this time and would need to be addressed. OHCA is editing language, those fields will still be there but whether or not those fields will need to be completed or how they will be completed is still being looked at. The information will be listed in	Lisa will distribute a form to her member facilities at the AASC meeting in March to find out who the point person will be for data submission to OHCA. Also a letter will go out in advance of the meeting.

	<p>the user guide. Security regarding the data filings was also discussed and the concern will be addressed by OHCA IT by providing data security language to CHA and AASC in March for use in their membership letters.</p>	
<p><b>Other</b></p>	<p>Group was asked to please let Kim know if there are any issues or concerns as soon as possible. All facilities need to be encouraged to participate because if not they can be subject to civil penalties. The Comptroller's office and DPH will also be using this data. OHCA will be providing CHA and AASC with reasons for (and uses of) collecting the data.</p>	<p>One more conference call prior to the webinar and one more before the data submission will be scheduled.</p> <p>OHCA will send the Group the statutory reference requiring the submission of data.</p> <p>OHCA will be sending out talking points and materials as discussed.</p>

**Attendees:** Kimberly Martone, Olga Armah, Lisa Winkler, Joanne Roche,  
**Participated by phone:** Mary Lyon, Anthony Dias