

Committee Name: HIE Steering Committee	Committee Chair: Michael Costa
Meeting Goals: 1) General Schedule Overview & Consent Update 2) Steering Committee Roles & Responsibilities 3) Steering Committee Technical Consultant 4) Committee Member Presentations	Mtg. Facilitator: Emily Richards Mtg. Recorder: Naomi Hahr
	Conference Rm/Call in Code: AHS – WSOC Cedar
	Date: March 20, 2019 Time: 10:30am – 12:30pm
<input type="checkbox"/> May contain Confidential/Exempt information	Skype Meeting Information: None

Attendees (Present Bold)			
<i>Non-Voting Member in Italics</i>			
Name	Title	Name	Title
Michael Costa, Chair	Deputy Commissioner, DVHA	Simone Rueschemeyer	Executive Director, Vermont Care Network
<i>Jenney Samuelson</i>			
Tracy Dolan	Deputy Commissioner, AHS	Michael Smith	VITL, Vermont’s Health Information Exchange Operator
Tyler Gauthier	OneCare Vermont	Beth Tanzman	Executive Director, Blueprint for Health
Emma Harrigan	Vermont Association of Hospitals and Health Systems	Emily Richards	Program Director, HIE/HIT
Linda Leu	Representing a person who engages with the health care system	Andrew Laing	Chief Data Officer, ADS
Georgia Maheras	Bi-State Primary Care Association	Naomi Hahr	Program Manager, HIE/HIT
Jimmy Mauro	Blue Cross Blue Shield of Vermont	Marie Bernier	Executive Assistant, HIE/HIT

	Agenda Item	Schedule
I.	Welcome	10:30 – 10:40

II.	General Schedule Overview & Consent Update	10:40-11:00
III.	Steering Committee Roles	11:00-11:30
IV.	Steering Committee Technical Consultant	11:30-11:50
V.	Committee Member Presentations	11:50-12:10
VI.	Wrap Up	12:10

	Agenda Topic	NOTES <i>(notes are provided in italics and blue)</i>	Action Items
I.	Welcome	<i>Richards welcomed the Committee to the third meeting and emphasized the groups role in actively developing and supporting the HIE Plan.</i>	
II.	Schedule Overview	<i>The group reviewed the schedule for the year ahead. Richards introduced the topic of data governance for the upcoming 4/3 meeting. Richards also talked about a couple of changes to timeline, with 8/1 now identified as the date for a draft technical roadmap (the selected vendor will deliver a final version in October) and 9/1 as the date for a sustainability model. The goals will not change, but the schedule may as we learn more about how long certain topics require.</i>	
III.	Consent Policy	<i>As noted via email, the legislature has asked the GMCB to allow the General Assembly to take the lead on discussion of the state's consent to share health data policy. Committee members noted the importance of changing the policy to ensure that HIE programs can be successful, and the VHIE has sufficient data to meet the needs of providers (on behalf of patients).</i>	
IV.	Steering Committee Roles	<i>The discussion of Steering Committee Roles centered mainly on the topics of stakeholder engagement and evaluation criteria. Members discussed the different levels of stakeholder engagement and what parties may need to be represented to the steering committee. The HIE Technical Consultant has included stakeholder engagement in their proposal, and the group considered if the work in engaging stakeholders on the IT Roadmap may be robust enough, as the Roadmap will be the Committee's largest body of work in 2019. Committee members emphasized the importance of transparent, frequent communication, with an effort to continually show progress</i>	

		<p><i>based on past engagements. There was also a focus on not replicating questions that have been asked in the past and ensuring that stakeholder see how their feedback has or will be applied. Committee members noted the challenge that progress made recently – particularly the development of the HIE Plan- but many stakeholders are likely not aware that this work was done.</i></p> <p><i>The group also considered evaluation criteria for current and future HIE projects. Items of note included the ever-changing nature of IT, with a need to think proactively about long term investments and avoid the tendency to be too near-sighted with immediate goals. The group will use the member presentations as a guideline for further development of the evaluation criteria. For the 2020 HIE Plan, the group contemplated including responses to key considerations/questions to demonstrate how different programs or efforts were evaluated and informed development of strategy, particularly the IT Roadmap.</i></p>	
V.	Technical Consultant	<p><i>Richards announced the selected vendor for the Steering Committee Technical Consultant and reviewed the proposed project methodology. Richards shared the key resources who will be assigned to the project and mentioned the anticipated start date of 4/1.</i></p>	
VI.	Steering Committee Member Presentations	<p><i>Richards facilitated a discussion surrounding the upcoming presentations from members and reminded the group of the assignments for April’s meetings. The group discussed key questions that could be helpful in evaluating and understanding the work.</i></p> <p><i>Questions include:</i></p> <ul style="list-style-type: none"> • <i>Beyond public funds, what other resources can or are used to support this work?</i> • <i>What is the impact of this work on providers? What’s the impact on overall health outcomes?</i> • <i>What are the use cases supporting this work?</i> • <i>How is the relevant data used?</i> • <i>What population is currently included in this work? Are there plans for including others in the future?</i> • <i>If discussing a technical system or operation, who are the users? Do you plan to or want to expand access?</i> • <i>Are there opportunities for reuse or system expansion?</i> 	<p>Send questions to group via email</p> <p>Schedule Mauro presentation</p>

		<ul style="list-style-type: none"> <i>Do your current operations represent the ideal state? If no, what is the ideal state?</i> <p><i>Jimmy Mauro, payer representative, identified the need to present his work to the Committee.</i></p>	
VII.	Wrap Up	<i>Committee members were reminded to review the draft charter before the next meeting, and prepare their presentation materials, if presenting.</i>	Distribute charter electronically

Issue	Risk	Action	Decision
BCBS was not initially identified as a presenting member.	Lack of knowledge surrounding a payer's use of data could limit planning.	Include BCBS in the agenda for April meetings.	Jimmy Mauro will share a presentation of BCBS in April.