



**HealthLink Miami Valley  
Management Team Meeting**

July 2, 2002  
9:30 — 10:30 AM  
Kettering Center

**MINUTES**

1. **Introductions:** Rudy Arnold, Kate Cauley, Carla Clasen, Kim Conner, Mary Crimmins, Jack Pascoe, Art Pickoff, Marilyn Rodney, Richard Schuster, and Becky Valekis  
Absent: Bill Bines, Janet Grant, and Bob Mullins
2. **Review Meeting Roles**  
Facilitator: Kate Cauley  
Notetaker: Allyson Sepp
3. **Review Meeting Agenda**
4. **Work Through Agenda**
  - A. HL Network Agenda Item Review/Additions
  - B. Task Force Issues to be addressed by HL Network
    1. General Issues
      - Continuance application: The second draft has been e-mailed and feedback must be given to Kate by close of business July 3<sup>rd</sup>.  
Suggestions for information to be included:
        - Capacity Survey and Strategic Planning: Marilyn informed the group that the capacity survey and other strategic planning information will be given at network meeting.
        - Portal Agencies: Mary informed the group that average number of people contacted each month was 90 from existing portals and potential portals, neighborhood groups, etc.
        - Outreach: Kate suggested a focus needs to be engaging health care providers/physicians in the HLMV program. She suggested contacting at least the 3 of the eight or so large provider groups and doing intensive education. Marilyn also feels we need to focus efforts on educating office staff and soliciting participation from employers.
        - MIS: Rudy suggested that page 7 should say 2 hospitals rather than systems. Revisions to the MIS section were discussed
    2. Specific Issues
      - Outreach: Marilyn said the focus continues to be educating Portals, Providers, and Employers.  
Portal Agency Agreement: Mary presented the revised version. Agencies have given feedback and a couple of items will be reworded.

Revised portal questions: Two agencies are using the new version as a trial.

- MIS: Rudy informed the team that the data has been collected from the hospitals but discussion is still underway on how to proceed with the blind test. Kate and Mary attended a meeting with Premier and Lisa Rindler. There was preliminary agreement to have each hospital system bring their 1<sup>st</sup> quarter 2002 data with SSN# on CD to GDAHA at some appointed time to do the blind test and identify an unduplicated number of uninsured. The CDs would then be returned to the hospitals, which would then remove SSN and some other identifying information from the patients identified as uninsured, and return the data for further demographic and utilization analysis.
- The MIS audit will be done in this grant period. Hiring the MIS analyst is at this point an ongoing discussion.
- Kate suggested we should move forward with a series of meetings Legal/HIPAA/MIS meetings with hospitals, Legal/HIPAA/MIS meets with agencies, and a combined hospital/agency legal/HIPAA meeting and the meetings should be facilitated and we should include a HIPAA consultant, Helene Guilfooy to review the program thus far and assist in moving forward in order to better understand the legal implications of information transfer.
- Outcomes/Evaluation: The most recent minutes and revised timeline were distributed and will be available on the web. Kate will include the timeline in the evaluation process description in the continuance application.
- PR/ED: That function will be absorbed by staff with some functions assumed by the Outreach Task Force and the Management Team.
- Strategic Planning: Janet will bring the summary of the June 4<sup>th</sup> meeting to the Network Meeting.

C. Issues for HealthLink Network Review/Update

1. Continuation budget: Kate reviewed the budget summary and distributed copies. Mary suggested that travel to conferences was a required inclusion according to the guidance document. Unexpended funds cannot be carried over into the next fiscal year and the group began discussing possible uses for the unexpended funds. Kate explained that since this is a continuance any diversion from the original scope of work was not appropriate. Items suggested for project related expenditures included:
  - Purchasing equipment to expedite operationalization of AgencyLink.
  - Hiring a consultant for an MIS audit.
  - Identifying human services agencies that are willing to use AgencyLink but are lacking equipment and purchase the equipment for them.For next year s funds the possible inclusion of an economist and /or an MIS or HIPAA person.
2. The MIS, HIPAA & Partnering presentation and the evaluation presentation made at the CAP Director s Conference will be available on the web.

3. APHA Conference: HealthLink will be presented with two presentations, one focusing on the MIS/Partnering component and one on the evaluation component
4. Jack requested any evaluation data that could be used for abstracts for the pediatric meeting should be sent to him.

D. Process Issues

**5. Future Agendas and Schedules**

NEXT MEETING: July 16, 2002, 10:30AM - 12:30PM

**6. Evaluation of the meeting**

**7. Adjournment**