

**Health Information Technology Exchange of Connecticut
Special Populations Committee**

Meeting Minutes

Thursday, December 15, 2011

COMMITTEE MEMBERS PRESENT: Brenda Kelley, Mark Masselli (phone), Matthew J. Cook, Mary Ann O'Brien, Catherine LaForza, Sheila Moloney (phone), Barbara Parks Wolf, Nancy Shaffer, Kathy Null (phone), Egondy Onyejekwe (phone)

HITE-CT MEMBERS: Lori Reed-Fourquet, David Gilbertson (phone), Denese Sterling

PUBLIC: Sarita Spencer

CALL TO ORDER

Brenda Kelley called the meeting to order at 3:08 PM. She thanked everyone for attending and introduced David Gilbertson as the new CEO of HITE-CT.

M. Masselli congratulated B. Kelley for the work that has been done on the committee to date, as well as for her leadership.

REVIEW OF MINUTES

MOTION: B. Kelley made a motion to adopt the October 27, 2011 minutes. The motion was seconded by B. Parks Wolf and M. J. Cook and approved. **MOTION PASSED.**

STATUS UPDATE ON HITE-CT

L. Reed-Fourquet and D. Gilbertson, Executive Director, provided a status update as follows:

- There was a recent meeting with AXWAY (infrastructure vendor), regarding the system infrastructure.
- The HITE-CT infrastructure is now setup and is ready to bring on test participants. The Pilot Site Call for Participation and Application Form can be found online at http://www.ct.gov/dph/cwp/view.asp?a=3936&q=462958&dphNav=|&dphNav_GID=1993 – the application deadline is **December 21, 2011**.
- Master Patient Index Analysis is on going.
- Development of the business agreements is on going. There are drafts of the following documents: *HITE-CT Comments and Resolution Form*, *HITE-CT Participation Agreement*, *Opt-Out Request Form*, *Opt-Back-In Request Form*, *HITE-CT Notice to Patients and Testing Participation Agreement*.
- The production environment will not be ready until sometime in March.

FOLLOW-UP

- M. Masselli contacted Info Line but need more time to continue the discussion with the organization to help promote HITE-CT consumer materials.

- M. Cook sent out the document on consumer education issues as promised.
- The consumer education workgroup completed their work on the brochure.
- M. Masselli contributed some resources to work on brochure design.

CONSUMER EDUCATION DISCUSSION

- L. Reed-Fourquet reviewed the brochure with the group and accepted comments on suggested changes - comments included rewording, pictures and factual information.
- There was recommendation to translate the brochure into Spanish.
- There was general consensus to recommend the current brochure to the Board at the upcoming December 19th meeting.

NEXT STEPS

- There was a recommendation to form another workgroup to develop consumer materials for the new HITE-CT website.

MEETING SCHEDULE

- TBD

ADJOURN

The meeting adjourned at 4:45 p.m.