Health Information Technology Exchange of Connecticut
Technical Infrastructure Committee Meeting Minutes
Thursday, June 14, 2012

1:00 – 3:00 PM
Capital Community College
950 Main Street, Hartford, CT
Presidents Conference Room, 11th Floor, Room 1122

COMMITTEE MEMBERS: Peter Courtway (Committee Chair), Lori Reed-Fourquet (eHealthSign, LLC), Val Cyganowski (Norwalk Hospital),

HITE-CT: John DeStefano (CTO), Nancy Coccagna (Intern), Louise Getman (Intern), Peter Armstrong (Intern)

ATTENDING: Dan Herens (Wheeler Clinic), Uma Kutty (CT.gov), Robert Napoli (Lawrence and Memorial Hospital), Samy Hindaoui (Next Gate), Ed Kane (CA Technologies)

CALL TO ORDER & INTRODUCTIONS:
The meeting was called to order with introductions at 1:00 PM

DRAFT ONBOARDING PROCESS REVIEW:
- Section One – Outreach for prospective participants including core compatible requirements, cost and compatible systems including standard operating procedures
- Section Two – The fillable form will be used for primary contact outreach information
  - Comment – add an HITE-CT contact name, with phone and email for questions
- Section Three – Establish legal relationship appropriate language
- Section Four – Interoperability capability - Define fully integrated EMR
- Section Five – HITE-CT assigns HIE identifiers and metadata – object identifiers and supporting documents
- Section Six – HITE-CT and participants identify business goals and plan – HITE-CT to schedule preliminary meeting with organizational leadership, technical contacts, business operations contact, and clinical contacts for project plan
- Section Seven – Present to client what HITE-CT will be doing for them - Include detail for the statement of work with more specific detail to follow with interoperability
- Section Eight – HITE-CT to provide standard and specific actions for system interfaces to participant and/or vendors
  - Comment – add section in between 6 & 7 of what HITE-CT will present to client
    - Section was added – section seven is now section eight & sections adjusted
- Section Nine – Kick off meetings for question and answers, scheduling, and contacts

- Section Ten – Develop detailed implementation plan with testing for each transaction along with HITE-CT, vendors, participants, e-clinical works,…
- Section Eleven – Direct portal account provisioning will need standard forms
    - Comment - ONCtrust.org requirements for digital certificates at the organizational level - SOP behind direct provisioning may need to expand in the future if CT will be HISP
- Section Twelve – ADT data will be requested by provider
- Section Thirteen – Integration with native EMR map and test needs an agreement for updates
    - Comment – Pre-coded lab systems to LOINC with supporting documents
- Section fourteen - Verify data communications with HITE through a model test plan
- Section Fifteen – User training before and after testing with training documents
- Section Sixteen –Final verification and production transition

NEXT STEPS:
- A collaborative website will be developed to share documents with committees for view only.
- A go to meeting account will be set up for HITE-CT committees
- HITE-CT will be reaching out to participants
- The CHA meeting topic will be the Axway rollout
- Links will be inserted into the onboarding document as needed
- Marketing plan is still in development
- Post an area on the upcoming website for feedback from committee members
- Need to put providers into a directory

PUBLIC COMMENT:
There was no public comment

MEETING SCHEDULE:
The next meeting is scheduled for July 12, 2012
- An electronic copy of the Business process Draft is on request for the next meeting shared by email if not posted on the website as a working document

ADJOURND:
The meeting was adjourned at 2:33 PM.