

DATA GOVERNANCE COUNCIL (DGC)
of the Green Mountain Care Board
Meeting Minutes
May 11, 2016
2nd Floor Board Room
89 Main Street, City Center
Montpelier, Vermont 05620
2:00 PM

Present (Voting Members)

Susan Barrett, Executive Director
Mike Davis, Director of Health Systems Finances
Ena Backus, Deputy Executive Director
Allan Ramsay, Board Member
Betty Rambur, Board Member

Present (Non-Voting Members)

Roger Tubby, Director of Data & Analytics
Brian Martin, Associate General Counsel
Zach Sullivan, Health Policy Analyst

Others Present

Dr. Charles Maclean, University of Vermont (UVM)
Abigail Crocker, UVM
Patrick Quinn, Onpoint Health Data
Michelle Lawrence, VPQHC
Kaili Kuiper, VLA/HCA
Jennifer Wallace, Blueprint
Michael Hudson, UVM Student
Pat Jones, Healthcare Project Director
Jaime Fisher, Executive Assistant to the Chair
Laura Doe, Administrative Assistant

1) Call to Order, Agenda Amendment and Approval of Minutes

Susan Barrett (DGC Chair) called the meeting to order at 2:05pm.

Amendment of Agenda (Removal of Agenda Item #5)

Member	Motion	Second	Vote
Susan Barrett			Y
Allan Ramsay			Y
Mike Davis		X	Y
Ena Backus			Y
Betty Rambur	X		Y

April 12, 2016 Minutes

Member	Motion	Second	Vote
Susan Barrett			Y
Allan Ramsay		X	Y
Mike Davis			Y
Ena Backus			Y
Betty Rambur	X		Y

2) Chair's Report

No Chair report.

3) Presentation by UVM on implementation and management of the VHCURES/UVM DUA

Dr. Charles Maclean from the University of VT Medical Center (UVM) presented the Data Governance Council (DGC) with an overview of how UVM will manage data usage under the VHCURES/UVM Data Use Agreement (DUA.) The "authorized user" administers the VHCURES implementation in adherence to HIPAA, the Federal Privacy Act, Vermont law (including Board rules) and the requirements of the Data Use Agreement; the "authorized user" confirms each individual user's agreement to specific terms by means of a user affidavit. UVM's Data Custodian and Security Director manages the incoming data requests, oversees how the data are secured, and administers access to IT systems and managing data permissions. The Project Director oversees the entire management process including staff and the individual data requests. UVM established a Data Stewardship Committee, comprised of experts in big data, research style, and ensuring the data requests are sensible. UVM has set up an infrastructure for a secure IT environment consisting of (1) a warehousing area that only an IT expert can access and (2) another area where individual project-specific data is extracted. UVM created a website to track data use and oversight and to efficiently communicate with the Green Mountain Care Board (GMCB); Board staff has access to UVM information and documents.

The DGC inquired how many members were in the Data Stewardship Committee, how often the Committee meets, and whether the expert Committee consists of those only on the VT Medical Center side or other organizations. The DGC also asked if the data warehousing capability was a new initiative or if this already existed at the college. UVM stated that the Data Stewardship Committee consists of 5 members and they meet on an "as needed" basis so as not to become overwhelmed. It consists of an expert panel with the VT College of Medicine faculty so far. UVM purchased new hardware purchased and implemented new software for the data warehousing component. It was targeted for the UVM College of Medicine to use for participants that required the highest level of security. UVM has always viewed researchers belonging to the VT Medical Center as having stronger security and hospital authentication. The security level on the UVM side has been stricter than the security on the hospital side.

Dr. Maclean presented an overview of the UVM data request process. Per the request process, a UVM researcher completes the VHCURES data request, signs a user affidavit, and obtains IRB approval. The

data request documentation is approved by the Stewardship Committee and then sent to the GMCB for authorization. The UVM Data Custodian and Security Director maintains a secure network for the data and handles the data extracts.

The Project Director maintains a log of projects, personnel and reports, and is responsible for communication with the GMCB. Each researcher keeps the Project Director informed on any personnel changes, creates any reports or publications necessary for meetings, and prepares data for destruction once the project is complete. The Data Custodian and Security Director maintains data extract and user activity log, secure network for data for researchers, and destroys or archives the data when completed.

The DGC inquired how personnel will be trained in the process and if there was a possibility of an unauthorized user getting access to the data. UVM informally training personnel in its data oversight process and educating them. Data access is set up to prevent user access without first receiving approval by the Data Custodian and Security Director. If a user accesses the wrong information, UVM must report the incident to the GMCB and the Data Stewardship Committee as specified in the Data Use Agreement. The Data Custodian and Security Director monitors the data extract and delivers access to the researchers. Since the Data Custodian and Security Director has access to the entire VHCURES data extract he/she takes the appropriate data extract and moves it to the designated part of the system where researchers can access it. This part of the system does not allow the information to be viewed on any other platform other so it cannot be viewed on other devices such as a laptop or phone. The DGC requested an explanation of the VHCURES training. UVM has 3 to 4 researchers who have been learning the system and has developed an outline of what a training program will be, but it will not be released for another 9 months—UVM is closely limiting access to VHCURES right now as it hones and tests the oversight process. UVM also has IRB training to consider how researchers are trained on responsibilities, ethics, and so on. The DGC asked that UVM present the training once it has been finalized. UVM mentioned the possibility of mutual collaboration in finalizing the training program to benefit both parties.

A presentation of the UVM VHCURES website was given to the Council which showed how to access documents, reports, data lists, project lists, presentations, etc. UVM gave a brief overview of some of its current priorities which includes the evaluation of the Vermont Child Health Improvement Program (VCHIP) QI projects, (primary) healthcare workforce issues, the effect of the Academic Detailing outreach program on prescriber behavior, and the validation of accuracy of VHCURES as a data source.

The DGC was impressed with the UVM presentation and expressed that its main priority is security and data quality control. The DGC expects policy questions arising in the future and that may be something that can be addressed with the GMCB. The DGC's priority will be to use specific results from UVM's work for policy making decisions in VT health care. There is a section of the DUA that asks the question, "How will this project improve the health of the community?" UVM is conscious of the fact that questions imposed should meet the requirement of creating health policy or improving health spending. The DGC inquired on the comparison of pros and cons of the current DUA structure to the former DUA. UVM started from the beginning as opposed to structuring the new DUA from the former.

A) Staff Comments

Other GMCB staff members commented on how impressive the UVM implementation presentation is and that it could be used as an example for the VHCURES team to incorporate in its operations. Staff noted that it would benefit GMCB and UVM to approach research coming from different viewpoints. UVM was asked how the implementation process of their VHCURES research is going. UVM IT is working with Onpoint Health Data to import the data that is being requested and then it will focus on the extract part of the data set.

B) Public Comment

The public attendees asked UVM if it was working with any independent third party vendors to do external auditing and validation of security measures. This question will be brought to the UVM IT team and answered at a later time. It was asked if there are similar kinds of data governance being established elsewhere. There has been discussion of some statewide data governance through the HIT plan but no official word.

4) Discussion on status of Public Use Files and Expert Determination RFP

Board Associate General Counsel Brian E. J. Martin gave a brief update on the discussion of public use files. A public use file gives broad access of fully de-identified data to anyone. Both NH and MN are already using a public use file with their claims data. One approach in which HIPAA compliance is met with creating a public use file is the Expert Determination in which an expert will review the proposed data extract and assist in creating a system of consistent data extracts. The GMCB is currently proposing an RFP which would allow this expert determination to be part of the VHCURES operation. The VHCURES team is exploring the option of possible grants that could assist in funding.

The DGC asked Martin if the public use file would be a “one size fits all” type of file or tailored to the data requests that have been received and if the VHCURES team knows if MN or NH has run into any issues with their public use files. The idea for the public use file would be more a “one size fits all” but having an expert to help determine the best way to go about the public use file would be very beneficial. The VHCURES team hasn’t discussed public use file issues with either NH or MN, but it would be beneficial to hear their opinions and learning experiences.

5) Follow-up of TPA filings and review of VHCURES rule

Brian E. J. Martin gave an update on the VHCURES registration process and the VHCURES rule. The VHCURES team has directed Third Party Administrators (TPAs) to continue registering with the State since this regulatory responsibility was not affected by the *Gobeille vs Liberty Mutual* case. Some TPAs have not been filing their claims data with Onpoint.

The GMCB staff has been adhering to a rule for VHCURES management which staff is now revising to serve as a data governance rule instead of as a VHCURES rule. Following progress on the data governance rule, the DGC will be able to do a more public process of involving stakeholders and the public. The GMCB staff will provide regular updates to the Council on this rule.

The DGC commented that there should be some policy on data quality, data release, and data standardization to better define how data is being used and provided.

6) Public Comment

No public comment.

7) Adjourn

The Council moved to adjourn this meeting.

Member	Motion	Second	Vote
Susan Barrett			Y
Allan Ramsay		X	Y
Mike Davis			Y
Ena Backus			Not present for vote
Betty Rambur	X		Y

8) Adjourn

Meeting adjourned at 3:13pm

*The next DGC meeting is scheduled for June 14, 2016.

Unapproved