

## Steering Committee

**REMINDER:** please print your own hard copies of meeting materials

**Meeting Date:** Wednesday, July 9, 2008  
**Time:** 2:00 pm to 4:00 pm  
**Location:** 931 Spring Street, Conference Room  
**Dial in number:** 888-566-8440, passcode 228780#

**Committee Members:** Greg Bergner, MD, John Bachman PhD, Dick Derby, Jim Ellsworth, Gayle Erbe-Hamlin MPA, Jon Lehrman MD, Shannon Truesdell MPA RN

**Invited Guests:** Maria Chaves, Sandra Dunn, Dana Davies, Rob Quadri, Neda West, Joan McCoullough

<u>Time</u>	<u>Topic</u>	<u>Outcome</u>	<u>reference</u>
2:00	1. Welcome, Introductions and Agenda Review		
2:10	2. Changes or additions to minutes from June 11, 2008	<b>Decision:</b> approve, modify or reject	
2:15	3. Participant Priorities	-- List each agency's top 3 priorities for the next 12-18 months	
2:35	4. ACCEL scenario planning -- ACCEL's core business -- Review of scenarios -- Resource requirements	-- Refine & clarify implications -- Review needs and funding options	Powerpoint
3:00	5. Debrief: Specialty Care Workshop & next steps	-- Shared understanding, input	
3:20	6. Sustaining innovation in the safety net - CHAP's experience	-- Prioritization of approaches best suited to ACCEL	
3:40	7. Staff report & NPP survey	-- Update	Pages 2 - 4
3:55	6. Closing	-- Agenda items for next meeting	

## Staff Report (June 2008)

Grants mgmt & associated work accomplishments -

### California HealthCare Foundation Specialty Care Network

- June 16<sup>th</sup> CHCF grantee convening (Bergner, Davies & Dunn attended)
- Interim grant progress report submitted
- Time extension approved, from August 31 to December 31, 2008
- 2 months of specialty referral data (Barton Community Clinic, Tahoe Family Physicians, El Dorado County Community Health Center, MCPC - Placerville and Pediatric clinic) was gathered, analyzed and discussed at several provider meetings
- Week of June 23<sup>rd</sup> Sarah Redding site visit occurred. Work products include outline for a 'generic specialty referral pathway', understanding of successful Care Pathway (CP) sustainability models (across the country), definition of CP quality assurance micro (site specific) versus macro (cross agency), importance of marketing program & CBA
- Evening program with primary care, specialist and ACCEL Steering Committee to clarify specialty care access barriers & outline generic specialty referral CP

### AHRQ

- EMPI vendor contract specifications agreed to w/ contract sign off
- Vendor EMPI programming underway
- Pilot site IT reps (Barton, County PHD) XML file specs agreed to
- Barton XML programming underway; PHD county file programming delayed start until mid to end July!
- Testing program design developed; will include IT and operations reps; targeted to occur late July or early August
- iREACH reports defined and provided to Infocom for programming
- Year 3 Interim Evaluation report completed by SPHERE

### Pending grants work

- July - AHRQ 3<sup>rd</sup> quarter report
- July 29<sup>th</sup> submit AHRQ Carry Over \$ request
- August 22 LOI submittal to BSCF; if accepted submit full proposal by Sept 19.
- Target additional grant opportunities

### Survey to Data Custodians/Privacy Officers (see attached)

- Will be administered this month to evaluate how well NPP and iREACH Authorized User policies are being executed and status of ACCEL Opt-outs.

### Financial Coordination

- W/ PHD - ACCEL contract invoice reconciliation for county end of year close and to estimate AHRQ end of year expenditures / remaining balance
- Scenario terms and corresponding budgets development

### ACCEL Promotion / building bridges

- Participation at AHRO Pathways Learning Network forum (monthly call)



Health Care Access That Works. Simpler. Better.

The following ACCEL survey will assist privacy and security efforts, clarify how well ACCEL Notification of Privacy Practices (NPP) policies and procedures are imbedded in day-to-day agency operations. As an ACCEL Data Custodian and/or Privacy Officer we request that you complete the following questions for your agency site. If your organization has an Privacy Officer (Barton, Marshall, El Dorado County), Data Custodians please work with your them to complete the survey. If Data Custodian wears both hats for ACCEL, please complete both sections.

Thank you for your help. [Please return completed survey by July 17 to Sandra Dunn - sandadunn@mindspring.com](mailto:sandadunn@mindspring.com)

1. Name of Data Custodian:   
 Email address:

2. Name of Privacy Officer:   
 Email address:

- 3. As the Data Custodian, please mark an "X" on sites for which you are responsible.
- 4. As the Privacy Officer, please mark a "Y" on sites for which you are responsible.

DATA CUSTODIAN	
<input type="checkbox"/>	MCPC-PV
<input type="checkbox"/>	MCPC-CP
<input type="checkbox"/>	MCPC-EDH
<input type="checkbox"/>	Divide Wellness Center
<input type="checkbox"/>	MCPC-Pediatrics
<input type="checkbox"/>	Marshall Medical Center
<input type="checkbox"/>	Tribal Health
<input type="checkbox"/>	EDH CHC
<input type="checkbox"/>	Mental Health Department - PL
<input type="checkbox"/>	Public Health Department - PL
<input type="checkbox"/>	Public Health Department - SLT
<input type="checkbox"/>	Tahoe Family Physicians
<input type="checkbox"/>	Barton Community Clinic
<input type="checkbox"/>	Barton ER
<input type="checkbox"/>	Medi-Cal hospital rep SLT
<input type="checkbox"/>	Barton Hospital

PRIVACY OFFICER	
<input type="checkbox"/>	MCPC-PV
<input type="checkbox"/>	MCPC-CP
<input type="checkbox"/>	MCPC-EDH
<input type="checkbox"/>	Divide Wellness Center
<input type="checkbox"/>	MCPC-Pediatrics
<input type="checkbox"/>	Marshall Medical Center
<input type="checkbox"/>	Tribal Health
<input type="checkbox"/>	EDH CHC
<input type="checkbox"/>	Mental Health Department - PL
<input type="checkbox"/>	Public Health Department - PL
<input type="checkbox"/>	Public Health Department - SLT
<input type="checkbox"/>	Tahoe Family Physicians
<input type="checkbox"/>	Barton Community Clinic
<input type="checkbox"/>	Barton ER
<input type="checkbox"/>	Medi-Cal hospital rep SLT
<input type="checkbox"/>	Barton Hospital

**DATA CUSTODIAN SECTION**

5. Do you maintain a list of Authorized Users for ACCEL Systems for your facility(ies)?  
 YES, I maintain a list of Authorized Users for ACCEL Systems for my facility(ies).

NO, I do not have a list of Authorized Users for ACCEL Systems for my facility(ies).

6. Please see the excel tab entitled "Authorized Users" and check the entries for your facilities. Is the list complete, current and accurate? If no, please correct spreadsheet and return edited version with the completed survey.

YES  NO

7. Has an Authorized Users Set Up Applications been completed for all current iREACH users and submitted to the BARTON IS HELP DESK? If no, please do so ASAP and confirm date sent.

Yes	No	Date Sent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

8. Has an ACCEL Confidentiality Statement been signed by ALL iREACH Authorized Users? If no, please do so ASAP.

YES  NO

9. Where are Authorized Users Confidentiality Statements maintained?

employee file  other

**PRIVACY OFFICERS SECTION**

10. Please provide the date when you launched the Notice of Privacy Practices (NPP).

Month  Date

11. Is the NPP being administered to all patients, not just safety net patients?

Yes  No

12. Please provide data on the number of patients who have done the following:

		2008						
		Feb	March	April	May	June	July	August
Opted out of ACCEL								
Opted back in after initial ACCEL opt out								

13. Please mark an "X" on the staff who administer the Agency/ACCEL NPP to the patient?

**CLINIC**

Receptionist	<input type="checkbox"/>
Clinic Manager	<input type="checkbox"/>
Nursing Assistant	<input type="checkbox"/>
Nurse	<input type="checkbox"/>
MD/NP	<input type="checkbox"/>
Other: please input	<input type="text"/>

<b>HOSPITAL</b>	ER	Pt. Units	Laboratory	Radiology	Other
Registration					
Unit Secretary					
Dept. Manager					
Nursing Assistant					
Nurse					
MD/NP					
Other: please input					

14. Please mark an "X" on how your organization tracks that the patient has been given the NPP?

Flag in agency IT system	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Manual list	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
NPP put in chart	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

15. Are hard copies of Opt-out and any Opt-back-in being retained?

Yes  No

16. Who maintains the master set of Opt-out hard copies (see # 14 above)?

Privacy Officer	<input type="checkbox"/>
Data Custodian	<input type="checkbox"/>
Patient file	<input type="checkbox"/>
Other (please specify)	<input type="text"/>

**PLEASE RETURN BY JULY 17TH to Sandra Dunn @ sandadunn@mindspring.com Thank you.**