



## Minnesota Counties Computer Cooperative

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### CHS Advisory Committee Minutes February 16, 2011

**Present:** Ann Stehn, Terri Oliver, Kathy McKay, Diane Thorson, Deb Castellanos, John Melville, Lisa Meredith, Fran Dosh, Dan Jensen, Karen Nelson

1. The meeting was called to order by Ann S. at 10:00am. A quorum was present.
2. Approval of Agenda with additions: (9B) Nobles Rock CHB discussion; (7B) MDH Electronic Health Records Loan Program; under 10 Enhancements medication request from MVNA; Phase 3 import birth record Polk County SS request for estimate for SSIS for Phase 4; Otter Tail request to use Microsoft 2010 product and care plans; PC requirements with Phase 3 from HIPPA EDI committee. Motion made to approve the agenda by Kathy M. with a second by Karen N. Motion carried.
3. Advisory Minutes---Motion to approve by Diane with a second by Dan J. Motion carried.
4. Financial statement—deferred to the end of the agenda
5. ACS Hours Usage—John (handout)  
Phone support usage was 790 hours. 43 hours were carried forward to 2012 Focus Group in 2011. In March, the User Group will review the allocation of 2011 hours and statement of work.
6. 2012 Support Fee Options—Ann/Lisa  
Dodge/Filmore/Steele Counties support fees were discussed. During the life of the grant, through March 31, 2013, the payments would be the same as their previous systems. 4<sup>th</sup> quarter of 2013, they would make quarterly payments per the Tier Grid similar to the other Users. There was a request for a separate document describing the details of the grid for the User Group members. Listed on the document will be a statement regarding Wyoming county support fees as well as new counties. Lisa requested that ACS provide an addendum to the contract regarding the support payment Tiers. John talked with Mike B. regarding the contract addendum and this may be available for the March meeting. Dan recommended updating the Tiers utilizing population versus having individual counties listed. Lisa will update this document to be presented and voted on at the March User Group meeting.
7. Beacon Grant Update---Dan  
The Asthma Focus Groups are going well. School districts are defined for participation. Filmore will be a pilot for the asthma work and focus groups will be started there.

There is a .5 FTE Health Educator out of Olmstead County that will work on the provider end. Deb and MN HIE will be meeting regarding the connection with PH DOC and MN HIE. ACS did stand up a component for In Connect in which open source tools could be utilized.

Diane sent a request to the health plans asking if care plans could be converted to an electronic format within an EHR if they capture all of the data elements. Since plans are required to be provided to clients, the format needs to be readable for the clients.

7B. MDH Health Records Loan Program. Ann and Dan reviewed the information. \$ 1 million dollars are available and applications are due April 1, 2011. Agencies can apply and use it for PH Doc purchase and installation for support of electronic health records. Public agencies would not likely to receive funding. Dan reminded us that 2012 does not make us interoperable. The Beacon grant was to help us move forward with interoperability, which is happening simultaneously with our 2012 project. At the end of the Beacon project, we should have about 90% interoperability.

#### 8. Potential Sales/demos and information: Lisa/Ann

There have been several (10) counties that have inquired about our system. The process with inquiries includes conference call set up with the county, a demo (which is several hours of work for many), consulting paper work completion etc. We are in such a massive development stage which also requires time with ACS and other staff. We don't have a marketing/sales team which would be very beneficial for the demo/sales process.

The concern with all the new agencies coming on board would be our limited capacity for the current ACS staff time. There is also a concern about losing counties that may be interested at this time due to our limited capacity.

Demos have been done with Anoka, Dakota, Chisago, Stearns, Blue Earth, Waseca. Some counties need to spend money in 2011 and we have the member deposit account that could be used for those counties that need to finance in 2011 for install in 2012. Discussion occurred about short term and long term strategies for dealing with this influx.

Lisa is the first point of contact and we would request to have a mandatory phone call to explore details. Step 2 would be a demo with Mary at ACS and if there are multiple counties it could occur at one time. Conversation could also occur with the consultant if counties utilize those services.

John M. will put together a map of MN with counties on PH Doc, a list of inquiring counties, those counties who have had demos, phone calls etc. This will be color coded as a visual for our User Group. If additional help is needed for demos, advisory members will be called upon to assist.

#### 9. Rules and Regulations: Ann/Lisa/Deb A review will be completed and presented later.

9B. Nobles Rock has given notice regarding the dissolution of their current CHB at the end of 2011. Rocks County will be moving to the CHAMP system under their new SW Health and Human Service system. (Lincoln, Lyon, Murray, Pipestone, Rock). Nobles County will continue with PH Doc. All payments are committed and will be made through 2013 under their ratified contract. Nobles County will need to send in a written request to make the changes to the contract. Since Rock is already part of PH Doc, our User Group could market to that new structure. LLMP is a former owner of PH Doc.

#### 10. Committees:

Training---Deb/Terri No Report

QA—Diane. Monitoring standards development at the state and Federal level.

Immunizations—Deb. Draft letter is being prepared for MDH.

PHER enhancements are being tested next week for ALPHA testing.

PH Doc Enhancements—Dan. Nothing at this time.

MVNA medications. Their Home Health program has requested medication reconciliation. They want a specific solution in place. This is a very involved process and an estimate of about \$90,000 was given to MVNA from ACS and we are waiting for their response. ACS is looking at the free products through internet web services for the other agencies use.

Carver County is willing to pay for this import for Birth Records from a spreadsheet. This is a participatory enhancement for Carver only. The cost is about \$9,585.00. If other counties want this, ACS would provide a price quote for the few hours of work. Motion made by Karen with a second by Diane to approve this. Motion carried.

Polk County SSIS ---Doug from Polk contacted Deb for a rewrite for the SSIS extract in order to have a direct connection with oracle. The proof of concept is done. Deb will change the statement of work for Phase 4 to include this and it will be ready for the March enhancement focus group.

Ottetail---upgraded to Office 2010 and PH Doc is programmed to Office 2007 version only. To add 2010, ACS needs to add a new release to that control and John M. will provide estimates. \$499.00 is a onetime cost plus there will be 12 hours for technical assistance and then additional hours for testing with a possible total of 20 hours at \$150.00. Approximate costs to agencies would be \$3550.00. Karen N. made a motion to approve with a second by Dan. Ottetail will fund this project and other agencies could contribute to the costs if they would like.

AR Users for translations—there is a need for adequate monitors which requires 2 G memory and possible 2 screens or 1 large screen for billing and translations. This will be placed on the March agenda.

User Group Meeting is March 25, 2011. Advisory Group Meeting is May 18, 2011.

Meeting adjourned. Motion made by Diane with a second by Karen N. Motion carried.

Recorder,  
Kathy McKay