**Minutes**

1. **Welcome and Introductions/Roll Call**

Ms. Spurlin began call at 10:00 a.m. and welcomed participants.

**Meeting Attendees**

***Members: Representing:***

Ms. Bridget Marburger and Ms. Tammy Stanfeild Huntsville Memorial Hospital

Mr. Bill Kelly and Mr. Robert Reed MHMR Authority of Brazos Valley

Ms. Alison Hollender College Station Medical Center

Ms. Ade Moronkeji and Danette Suding Montgomery County Public Health District

Ms. Krylstle Riley St. Lukes

Mr. Phillip Nash, Ms. Doris Howell, and Ms. Suzie Van Texas A&M Physicians

Ms. Cynthia Peterson Tri-County Services

Ms. Lisa McNair Project Partner, Hospice Brazos Valley

Ms. Liz Dickey Project Partner, Health for All Clinic

Ms. Lynn Yeager Project Partner, The Prenatal Clinic

Ms. Jennifer LoGalbo and Ms. Gina Lawson RHP 8

1. **Raise Performance – Focus Area and Open Discussion** 
   1. **October Spotlight:** Protected Health Information Best Practices: Gathering Data & Reporting Patient Impact
      * Ms. Spurlin urged providers to ensure that patient information was properly protected throughout the quantifiable patient data reporting cycle.
      * Ms. Spurlin reminded providers that they are still responsible for compliance in protected health information transmission, even though the data is being sent to HHSC
   2. **Innovator Agent(s): Dr. Peter Yu, Manager of Information Security Research**
      * Ms. Spurlin introduced Dr. Peter Yu, the Manager of Information Security Research for the Rural & Community Health Institute.
      * The Rural & Community Health Institute routinely works with organizations across the state on the provision of service solutions to small communities and rural facilities.
      * The service solutions the Institute provides support for data processing, analysis and benchmarking to promote safe and effective health practices.
      * Dr. Yu reminds providers that Protected health information is the information that can be used to identify a patient
      * Dr. Yu informs providers that even if a government entity or law is requiring the transmission of data, it is still the burden of the provider to ensure that data does not include protected health information
      * There are 18 items that are classified as protected health information must be removed before transmitting data but
        1. Dr. Yu informs providers that even though there are 18 specified pieces of protected health information, any information that could reasonably lead to the identification of a patient is also counted as protected health information
      * Dr. Yu outlines steps to data transmission:
        1. Export the data from the provider’s EHR system
        2. Strip the data of any patient identifiers or any of the 18 protected health information items
        3. Encrypt the data before transmission
      * Dr. Yu explains the possible ways to generate a random identification number to use in lieu of protected health information
        1. Global Unique Identifier or Universal Unique Identifier are two random number generators that could be used
        2. Excel can also generate random numbers but Dr. Yu warns providers to ensure that Excel does not duplicate numbers generated
        3. Dr. Yu also cautions providers who are planning to use Excel to generate a random number to copy that number into a different cell or the formula will generate a different random number each time the workbook is opened
        4. Dr. Yu suggests that providers use a large number range when generating random numbers
        5. The unique identifier should not be linked to the patient within the EHR system; the unique identifier should be assigned after the data has been exported from the HER system
      * Dr. Yu encourages the providers to email him if they have any further questions regarding the generation of unique identifiers through the reporting process
2. **Learning Collaborative Recap & Upcoming Events**
   1. Statewide Learning Collaborative Summit
      * Ms. Spurlin reminded attendees that the slides from the summit sessions were available on HHSC’s website, but the recorded sessions were not yet available.
      * Due to HHSC’s limited server space, regions 6, 9, and 12 have some of the summit recording posted on their respective websites.
      * Midpoint assessment guidance was delayed until HHSC releases clarification from the third-party vendor and makes the summit recorded session available.
   2. Cohort Group Update
      * Ms. Spurlin indicated that progress is being made toward activating cohort groups.
      * Some necessary changes and identification of alternate co-facilitators have been completed.
      * Pre-work packets will be sent to volunteer facilitators to assist with the initial planning of the cohort groups
      * The Anchor team will hold a call later in the month to discuss any questions regarding the pre-work information.
      * A kick-off meeting for the cohort groups will be held during the first week of November.
   3. LC Discussion Group
      * Ms. Spurlin reminds the attendees that the discussion group is active
      * Ms. Spurlin suggests the providers use the discussion group as a way to share best practices
      * Ms. Spurlin informs the providers that the discussion group is now going to also provide information regarding free, self-learning opportunities
   4. Monthly Calls & Newsletters
      * The October newsletter was delayed but should be out soon
      * The September call had to be rescheduled around HHSC’s webinar but the monthly calls are back to be on the second Thursday of every month
3. **Next Steps & Adjourn** 
   1. Next call scheduled for Thursday, November 13, 2014 at 10 a.m.
      * Ms. Spurlin encouraged providers to schedule technical assistance calls, if needed, for October reporting

**Have an idea/suggestion to share or topic to recommend for future Learning Collaborative calls, articles, or upcoming events? Hosting an event or celebrating an achievement you’d like featured in the newsletter or spotlight on a call? We want to know!** *Email the Anchor Team at* [*rhp17@tamhsc.edu*](mailto:rhp17@tamhsc.edu)*.*