

October 3, 2008 Meeting Notes

Stakeholder Meeting Electronic Birth and Death Registration

Attendees: Chris Zukas-Lessard, Don Lemieux, Brenda Corkum, Kristine Perkins, Barry Marshall, Valerie Ricker, Kathy Decker, Paul Gauvreau, Peggy Greenwald, Patty Brochu, Cindy Mervis, Nancy DeSisto, Ken Finley, Sally Belanger, Mike Murphy, Lisa Tuttle, Moddi Davis, Rose Trasatti, Danielle Hall, Lorraine Wilson, Hazel Stevenson, Betty Norton, Marty Henson, Richard Greenwald, Brian Guerette, Cindy Hopkins, Sara Robinson, Anne Sites, Karen Elliott, Barbara VanBurgel, Theresa Roberts

I. Welcome and Overview: Chris Zukas-Lessard (Maine Center for Disease Control and Prevention) and Don Lemieux (Office of Data, Research and Vital Statistics)

Chris welcomed the participants. Don provided a brief overview of Office of Data, Research and Vital Statistics functions. He described the current status of the Electronic Birth Certificate (EBC) system. It is an aging system and has developed problems; OIT is working with ODRVS to help stabilize the system. Federal regulations and intelligence reform requirements will cause additional technology challenges.

Don announced that we have received federal CDC pandemic flu grant funding (\$943,020.80) to use toward development and implementation of an electronic death registration (EDR) system. The grant time period is very aggressive; it runs from September 30, 2008 to September 29, 2009. It includes funding for purchase of commercial-off-the-shelf software and necessary hardware (servers, etc.). There is also funding for information technology (IT) services, as well as business project manager and support staff services.

Chris explained that while the grant award is a good start, it will not allow for full implementation and training for an EDR system. We will be looking to sister agencies for additional funding. As this grant award is specific to a death system, we will also be looking to other agencies to procure funding for an EBC.

II. Project Milestones and Timeline: Lisa Tuttle (Office of Public Health Informatics)

Lisa discussed the project timeline. She stated that there is a project charter in draft form. The charter covers the entire project, including EDR, EBC, and other Vital Records functionality. Implementation of the death system is estimated to take about 18 months. Major steps along the way include finalizing functional requirements, vendor selection, architecture/hardware selection after software procurement, pilot sites and training (this will occur after the grant project). It is envisioned that in FY10 we

will begin a similar process for births. Overall we estimate a 3-3 ½ year scope for the entire project. Discussion followed about the necessity for a formal Request For Proposal (RFP). We will try to purchase software through a State purchasing mechanism called ASAP, but if that is not possible an RFP will be necessary. An RFP is a much lengthier process.

III. Guest Speakers:

Rose Trasatti (National Association for Public Health Statistics and Information Systems-NAPHSIS)

Rose is the NAPHSIS Project Manager involved with Re-Engineering of Death Registration Systems and has extensive experience working with other states while they implemented EDR systems. She presented information on the benefits of an EDR, such as greater efficiency, improved timeliness of death registration, higher quality data and increased security. She also pointed out that implementation of an EDR system is not easy. It is a complex system with detailed business rules and multiple users. Some of the risks to consider are: security assurances, quality of requirements, adequate funding, vendor technical expertise, effective and sustained stakeholder participation, cost of ongoing operations, time required to get all users on board, effective project communications, sufficient end user technical capacity, and performance of the system in a pandemic. A copy of Rose's PowerPoint presentation will be sent to stakeholders as an attachment.

Discussion

Discussion followed Rose's presentation. Paul Gauvreau mentioned the challenge posed by digital signatures. He explained that state agencies must comply with Secretary of State guidelines regarding digital signatures, but to date these have not been established. Paul suggested further discussions are necessary about this issue with Tim Poulin of the Secretary of State's office.

Anne Sites asked if broadband access is a requirement of the system and mentioned that there may be some users who do not have this capability. Rose Trasatti suggested surveying providers about their internet connectivity and technical capacity.

Mike Murphy inquired about the ability to export data from an EDR to other software used by funeral directors. Discussion followed about the ability of the system to interact with other electronic systems and about data integration standards.

Patty Brochu asked about the system's ability to print various reports needed by municipal clerks, such as a disposition report, medical examiner's report and supplemental cause of death report. An EDR would be able to support this process electronically, with proper audit trails. There was discussion as to whether the system will completely eliminate paper copies. A review of the statutes and rules will be necessary.

IV. Next Steps: Lisa Tuttle

Lisa explained that the stakeholders are part of our Advisory Committee for the EDR project. She asked the participants to review the draft charter and send feedback to us (please use 'track changes' for any edits). Currently other related costs are not listed in the charter, including training costs. She explained that we will establish project workgroups for finance and funding, business process review and functional requirements.

V. Pandemic Flu Requirements: Kristine Perkins (Office of Public Health Emergency Preparedness)

Kris told the group that our award was one of the highest awards funded, indicating it is recognized as a priority project. Because the grant is funded by the federal pan flu program, our EDR will need to meet those requirements. The system will need to be able to capture information differently under unusual circumstances. There will be special reporting requirements during a pandemic that would include reporting death counts for specific causes of death on a daily basis. Also, we will need backup for times when web access is not available. There will need to be multiple means of communication. In discussion that followed, Patty Brochu mentioned the need to be aware of system overload, if all the potential users are on the system at the same time.

VI. Action Steps:

Finalize charter – Please review and send comments back to us by October 31. We would especially like your input on the Organizations grid on page 6. We want to make sure all organizations that are affected are included. Also, if you are aware of risks that we have not included, please add those as well (page 9 and 10). Please use 'track changes' for any edits.

VII. Attachments:

1. List of stakeholders with contact information.
2. Grant Award press release.
3. Rose Trasatti's PowerPoint presentation.
4. NAPHSIS brochure (What hospitals and physicians should know about Electronic Death Registration).
5. NAPHSIS brochure (What funeral directors should know about Electronic Death Registration).
6. Draft charter