

Electronic Death Registration System

Stakeholder Project Launch Meeting

Monday, December 15, 2008
Key Bank Building, 1st floor Conference Room

Attendees:

Department of Health and Human Services: Walter Lowell, Barbara VanBurgel
Maine Center for Disease Control: Margaret Davis, Danielle Hall, Cindy Mervis, Kris Perkins, Sara Robinson, Robert Rosofsky, Lisa Tuttle, Chris Zukas-Lessard
Maine Funeral Directors Association: Sally Belanger
Maine Medical Association: Kate Dufour
Office of Chief Medical Examiner: Jim Ferland, Peggy Greenwald
Office of Data Research and Vital Statistics: Brenda Corkum, Marty Henson, Theresa Hilton, Don Lemieux
Office of Information Technology: Richard Greenwald, Hazel Stevenson, Robert Williams
Office of the Attorney General: Paul Gauvreau
Office of Vital Records: Theresa Roberts, Tammy Marks, Lorraine Wilson
Old Town Municipal Clerk: Patty Brochu
Secretary of State: Betty Norton

Welcome and Overview

All were welcomed by the MeCDC Deputy Director, Chris Zukas-Lessard. Robert Rosofsky was introduced as the Project Manager and he provided an overview of his background and experience with health information systems generally and experience with vital records systems. A brief Power Point presentation was presented to show key elements of the parts of a project's success.

Progress To-Date Review

Tasks Accomplished. It was reported that the EDRS staffing is in place. There is a completed draft of the RFP, although it was hoped that there would be a "rapid procurement" process for the RFP. That option is not available and it will need to go to a bidding process to obtain a competitive bid. The RFP is in the final review process, it should be final on the 23rd of December and advertised on the 26th of December (to vendors and posted on the web page).

The work plan is on track, dates and deadlines have been met to date. The RFP is requesting an EDRS that is already built (we will add modules specific for ME). It is anticipated that questions from vendors are to be submitted January 5 – 8. Proposals are due January 13th, at which time they will be reviewed and then presentations are scheduled for January 26 – 30.

[NOTE: All RFP dates have changed since the meeting on 12/15/08; please see reference to released RFP at the end of these minutes.]

Stakeholders' Survey. The survey was provided to expected participants/users of the EDRS. The survey was made available electronically using a web-based tool (SurveyMonkey.com). Hard copies of the survey were sent out Monday morning (December 15).

There were 180 responses so far (30 funeral directors, 140 municipal clerks, 10 medical examiners). The Executive Director of the Maine Medical Association agreed to help obtain information regarding the survey, but as of yet there hasn't been much information obtained. More formal information (regarding results) is expected by March.

Project Timeline Overview

Key elements to the Project have been Project Initialization, Stakeholder Engagement, Project Launch Meeting, System Selection/Procurement, Implementation to State, Deployment. So far the timeline has been on schedule and deadlines have been met, but as things arise scheduled dates in these areas may change. Any changes will result in notification to those involved.

Please note separate timeline as separate document: EDRS Project Launch - High Level Timeline.pdf

A twelve month grant was awarded for this project, so the scope of the business plan will include how to finish and deploy the death module when that module is complete.

It was asked if end users would be part of the EDRS plan, and if so when do they come into play. It was noted that end users would be involved in the functional requirements section. It was suggested that RFP requirements (both technical and functional) be sent to Stakeholders at the same time they are sent to Vendors. End users felt that it was vital that their participation take place due to non electronic documents that come into play as well as electronic data.

Physician Recruitment

Input was asked for in getting physicians onboard with the EDRS. It was expressed that Funeral Directors are very concerned about ensuring that physicians are active with this process. Requests for physician attendance at the Stakeholder meetings has been unsuccessful, to date. The Medical Examiners Office has made referrals and those referrals are interested, but they don't seem to find time to attend the EDRS meetings.

Electronic digital signatures were discussed and it was mentioned that there would have to be a change in the laws/rules before they could be used in Maine. Maine statutes (Title 10) require that electronic signatures must conform to standards adopted by the Secretary of State, but no standards have been adopted as yet. It was stated that "work arounds" can be implemented to allow digital signatures to be used. Most states use a two-factor authentication method to allow access to their systems.

It was asked if HIPAA would be used in transmitting medical information electronically due to the need for privacy protected data. It was noted that HIPAA compliance is already in the RFP language.

Communications & Questions

Communications:

- It was suggested that Funeral Directors get together with physicians in their local areas and work on getting them on board.
- Contact Maine Medical Association representative and explain how vital it is that physicians evaluate the system as part of the EDRS process.
- Establish web sessions for hospitals, instead of staff having to attend meetings in person.
- Reach out to retirees and get them onboard with the meetings. (*Vital Records stated that they would look into the status of physicians and obtain addresses for retirees*).
- Attend semi-annual physicians meetings in order to do orientation and training sessions at those times.
- Attend mandated physicians meetings and present on the EDRS.
- “End of life” personnel offered to promote information, while on the road visiting locations; this will be starting in April, 2009.
- Reach out to smaller health agencies (new establishments) and see if participation would be possible.
- Barb Van Burgel expressed concern that requirements for death certificate data users is included in the RFP, in order that their own agency needs would be met. This was discussed extensively. The RFP contains numerous requirements regarding data output reports and file extracts. Additionally, this concern can be addressed during proposal evaluation

Questions:

- Is there a penalty for physicians that do not comply with death registration requirements?
A: After a number of notification attempts, they can be penalized.
- Have we contacted other states as to how they got physicians to participate?
A: It was noted that most other states did have problems, but they had legislation in place to back up their requirements.

Meeting Adjourned

EDRS Request for Proposals (RFP) Release

The RFP has been released. All dates relating to the release, as well as the functional and technical requirements for a new EDRS are in the RFP.

To obtain a copy, please go to: www.maine.gov/dhhs/rfp. You will be asked to provide contact information in order to download a copy of the RFP.