

September 18, 2013

Ms. Karynlee Harrington  
Maine Health Data Organization  
53 State House Station  
211 Water Street  
Augusta, Maine 04333

Subject: Invitation to Participate in Maine Innovation Model (SIM)  
Data Infrastructure Subcommittee

Dear Ms. Harrington,

The Maine State Innovation Model Steering Committee would like to invite you to participate in the SIM Data Infrastructure Subcommittee. As you know, the goal of SIM is to test whether revised payment and service delivery models will result in improved results when implemented in the context of a Maine-sponsored state health care innovation plan. Three subcommittees are being formed to support the work that will test the hypothesis. You have been identified by the Steering Committee as a representative whose background and expertise would greatly benefit the work of the Subcommittee on Data Infrastructure.

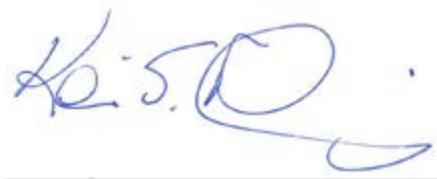
The SIM Data Infrastructure Subcommittee will advise key projects and objectives within the scope of SIM towards improving data infrastructure systems and technology across the state of Maine. Specifically, advising on technical capabilities related but not limited to data infrastructure investments, use of national data standards and clinical and administrative data availability and interoperability. The Subcommittee will advise the SIM partners and the Steering Committee on areas of alignment of SIM data and analytics infrastructure activities with other public and private projects underway across the State.

The Subcommittee on Data Infrastructure will be chaired and managed by HealthInfoNet. Chairs will be responsible for managing collaboration between subcommittee members and SIM partners; will manage and facilitate subcommittee work, will set meeting schedules and maintain membership, and will ensure the subcommittee adheres to the expectations of identified deliverables.

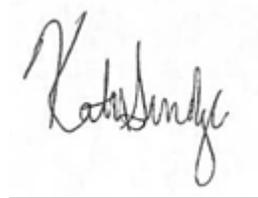
Subcommittee member accountabilities include serving as a liaison to statewide programs and organizations to support the intent of SIM initiatives, provide needed expertise and input, engage in meetings and activities and inform and advise the Steering Committee, through the subcommittee chairs on an as needed basis. Subcommittee members are asked to serve on the subcommittees on a voluntary basis, in an unpaid capacity. For more information about Maine's SIM grant, please consider visiting the website at <http://www.maine.gov/dhhs/oms/sim/>.

Upon your acceptance to serve, Katie Sendze, Chair of the Data Infrastructure Subcommittee, will inform you of the date, time, and location of the first meeting of this subcommittee. We sincerely hope that you will accept our invitation to participate on this key group. Please let us know your decision at your earliest convenience by email to Katie Sendze at the HealthInfoNet at [ksendze@hinfonet.org](mailto:ksendze@hinfonet.org).

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Flanigan".

Kevin Flanigan, MD  
Medical Director, Office of MaineCare Services  
Maine Department of Health and Human Services  
Chair, SIM Steering Committee

A handwritten signature in black ink, appearing to read "Katie Sendze".

Katie Sendze, MBA  
Program Director  
HealthInfoNet  
Chair, Data Infrastructure Subcommittee

cc: Mary C. Mayhew, Commissioner, Maine Department of Health and Human Services

Attachment: Subcommittee General Information and Program Requirements

## Maine State Innovation Model (SIM) Sub-committees

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### **The Maine State Innovation Model Sub-Committees General Information and Program Requirements**

The Maine State Innovation Model Sub-Committees are a critical piece of the SIM Governance structure, as illustrated below:

#### **General Sub-Committee Accountabilities**

1. Inform, advise, and recommend how work from each State Innovation Model partner aligned to sub-committee should proceed
2. Inform and advise on the approach to achieve the deliverables associated with each subcommittee's scope and bring updates to the Steering Committee, as appropriate
3. Identify and escalate sub-committee risks and issues to the Steering Committee through the Sub-Committee chair

#### **General Accountabilities of Sub-Committee Chairs**

1. Manage the collaboration required between sub-committee members and entities who are executing the SIM deliverables, to ensure achievement of sub-committee objectives
2. Leverage insights from sub-committee membership in delivery approach to maximize solution effectiveness
3. Manage and facilitate the work of the sub-committee, which includes but is not limited to, ensuring collaboration and coordination of all work identified in sub-committee scope, tracking dependencies, escalating issues and risks, and reporting progress through SIM Governance structure.
4. Ensure effective meetings and engagement of sub-committee members, with goal of retaining full membership in subcommittee through course of SIM award.
5. Manage overall composition of sub-committee, ensuring composition requirements are maintained.
6. The Chair shall add additional *ad hoc* members at his/her discretion. If a new, permanent appointment is desired, the chair will bring it to the SC.

## Maine State Innovation Model (SIM) Sub-committees

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### Identification of Sub-Committee Members

- Maine SIM Steering Committee will validate and accept key stakeholders for each sub-committee ("Core Members") representing critical constituencies needed to advise on each sub-committee topic area
- Core sub-committee members shall be appointed and asked to serve for the full period of the State Innovation Model award.
- Sub-committee Core Members are asked to assume a critical role, with attendance and full engagement expected at all sub-committee meetings
- Other interested parties may join sub-committees as "*ad-hoc*" members, and are invited to attend, but their presence is not required for all sub-committee meetings and activities

### General Accountabilities of Sub-Committee Members

1. Serve as a liaison to State programs, committees, and organizations to ensure proactive communication of SIM initiatives.
2. Provide expertise and input on SIM activities as appropriate.
3. Engage fully in sub-committee meetings and activities, as identified by the chair

### SIM Sub-Committee Program Requirements, managed by Sub-Committee Chair

- Develop and manage sub-committee work scope, timeframes, dependencies, issues and risks. Sub-committee reports must be provided to the Program Director as required to support the management of the overall integrated SIM plan
- Identify and create awareness of dependencies and cross sub-committee collaboration needs; support the same as identified by other sub-committees
- Maintain an issue and risk log and provide to Program Director as required, which will roll up to an overall SIM issue and risk log
- Escalate appropriate issues and risks identified in risk/issue logs to the Steering Committee through the Program Director. Each risk/issue must have the following attributes:
  - A clear definition of the risk/issue
  - Defined options to address and resolve the risk/issue, including pros/cons associated with each
  - A recommended option
- Prepare and provide sub-committee status report to the Program Director on a monthly basis
- Facilitate sub-committee meetings on a monthly basis, at minimum, documenting meeting outcomes and providing record to SIM Program Director as required
- Meet with SIM Program Director as required to ensure sub-committee coordination

## Maine State Innovation Model (SIM) Sub-committees

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### Sub-Committee Charge and Member Composition Requirements

The three sub-committees are organized to support work that will test the Maine Innovation Model Hypothesis:

*By providing a cohesive, streamlined framework for health care reform and innovation that includes fostering engaged consumers and communities, transforming delivery systems to support accountable and integrated patient-centered primary care, and aligning public and private payment, accountability, quality and data infrastructure, Maine will realize improved quality of care and service while positively impacting health outcomes, population health and cost.*

#### Payment Reform

*Chaired and Managed by the Maine Health Management Coalition*

**Sub-Committee Charge:** The SIM Subcommittee on Payment Reform will provide guidance and oversight to those aspects of Maine’s State Innovation Model project that support the development and alignment of new payment models; the subcommittee will also assist in ensuring the coordination of the range of SIM-sponsored efforts that impact payment reform. Specifically, the Payment Reform subcommittee will help guide the SIM work related to value based insurance design; work around the identification and reporting of total cost of care, including behavioral health care; an Accountable Care Organization learning collaborative facilitated by the Maine Health Management Coalition; and the development and implementation of alternative, innovative payment models. The subcommittee will develop consensus on core measures sets for ACO performance and will assist in guiding the claims based analytics and performance measures used for public and provider reporting, including payment reform. This subcommittee will also be concerned with efforts to educate and engage the public around issues related to payment reform in Maine.

Government	Provider/Payer	Community
Office of Maine Care Services*	Hospital Reps (3)* to be nominated by the Maine Hospital Association. Two members are to represent hospitals that are members of two different Systems. The third member is to represent a hospital that is not part of a local, Maine-based System.	Purchasers (3)* (must include Maine Health Management Coalition and non-MHMC members)
Center for Disease Control	Primary Care and /Specialty practice representation* (2)	Maine Quality Counts Representative
Bureau Of Insurance	Behavioral Health representative*	Consumer/Advocacy* (2)
Governor’s Office	Long Term Care Provider* to be nominated by the Maine Health Care Association	Health Info Net Representative*
Legislators	Health Plan Representation (invite all plans (5) )*	
Medicare/Center for Medicare Services		
Quality Improvement Organization		

\*Core Members

## Maine State Innovation Model (SIM) Sub-committees

### Delivery System Reform

*Chaired and Managed by Maine Quality Counts*

**Sub-Committee Charge:** The Maine SIM Delivery System Reform Sub-Committee advises on SIM activities related to the scope of delivery system improvements, ensuring that the SIM governance structure is informed on best practices and approaches to accomplish the SIM mission and vision, and identify key dependencies from the SIM Subcommittees for Payment Reform and Data and Analytics Infrastructure. The SIM Delivery System Reform Sub-Committee will ensure the coordination and comprehensiveness of key system delivery reform deliverables including, but not limited to, the Learning Collaboratives for Primary Care and Behavioral Health, initiatives for Workforce Development, and supportive services provided through public health and community entities, in order to accomplish the strategic objective to *"support accountable and integrated patient-centered primary care in order to realize improved quality of care and service while positively impacting health outcomes, population health and cost."*

Government	Provider/Payer	Community
Office of MaineCare Services*	Hospital System Representatives*	Purchasers* (must include Maine Health Management Coalition and non-MHMC members)
Center for Disease Control*	Primary Care and Specialty Practice Representation *	Health Info Net
Substance Abuse and Mental Health Services*	Behavioral Health Representation*	Consumer/Advocacy*
Office of Aging and Disability Services*	Long Term Care Representation*	Maine Health Access Foundation (MeHAF)
Office of Children and Family Services*	Health Plan Representation*	
Legislators	Developmental Disability Provider*	
Maine Quality Forum		
Office of Continuous Quality Improvement		

\*Core Members

## Maine State Innovation Model (SIM) Sub-committees

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### Data Infrastructure

*Chaired and Managed by HealthInfoNet*

**Sub-Committee Charge:** The SIM Data Infrastructure Sub-Committee will advise key projects and objectives within the scope of SIM towards improving data infrastructure systems and technology across the state of Maine. Specifically, advising on technical capabilities related but not limited to data infrastructure investments, use of national data standards and clinical and administrative data availability and interoperability. The Sub-Committee will advise the SIM partners and the Steering Committee on areas of alignment of SIM data and analytics infrastructure activities with other public and private projects underway across the State.

Government	Provider/Payer	Community
Office of MaineCare Services*	Hospital System Reps(2)*	Maine Health Management Coalition*
Center for Disease Control*	Primary Care Practices*	Purchasers
Substance Abuse and Mental Health Services*	Behavioral Health*	Maine Quality Counts*
Office of the State Coordinator*	Health Plan Representation	Consumer/Advocacy (from HealthInfoNet's consumer advisory committee)*
Office of Continuous Quality Improvement		Maine HealthCare Association*
Maine Health Data Organization		

\*Core Members

