# Monthly Progress Report

**Reporting Period:**  June 2021

**Project Name:**  Agency for Healthcare Research and Quality (AHRQ), Healthcare Data Analytics and Statistical Products

**Contract Number:** 75Q80119C00006

**To:**

**Re:**  June 2021 Monthly Progress Report

## Overview

This report describes activities associated with the **Healthcare Data Analytics and Statistical Products** project during the period of **6/1/2021-6/30/2021**. The monthly progress report is divided into four sections:

1. Financial management,
2. Project activities and milestones by task for the prior month and upcoming month,
3. Project deliverables status update, and
4. Issue identification and mitigation discussion.

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## I. FINANCIAL MANAGEMENT

## II. PROJECT ACTIVITIES BY TASK

**Task 1. Administrative Requirements**

**Task Lead:**  **Activities Performed in June**

* 1. Completed Cyber Security Executive Order data call Excel spreadsheet form for ADPSS and ADASS. Submitted two completed forms to AHRQ Secure by the 6/24 deadline.
  2. Reviewed, updated, and closed POAMs, which involved coordination with AHRQ.
  3. Reviewed Data Security Plan and Software Maintenance Plan. Updated names for certain staffing roles.
  4. Developed and shared meeting agenda in advance of each COR call and submitted meeting minutes within 2 business days after each COR call.
  5. Provided subtask budget details (e.g., activity) for subtasks involving firm fixed price subs.
  6. Conducted analyses of Base Period and OP1 hours and cost data to support the following inquiries from AHRQ: 1) ratio of hours for each Task 2 subtask lead relative to the team’s total hours; 2) comparison of the amounts spent to produce comparable deliverables for subtasks in the Base Period versus OP1; 3) documentation of current OP1 efficiencies as well as proposed OP2 efficiencies.
  7. Developed staffing plan to gauge feasibility of spending the ceiling for an optional task in ten weeks, if exercised within this current period of performance.

1. **Upcoming Activities in July**
   1. Review, update, and close POAMs, which involved coordination with AHRQ by reviewing vulnerability scan results.
   2. Review Data Security Plan and Software Maintenance Plan. Update either or both documents as necessary.
   3. Develop and share meeting agenda in advance of each COR call and submit meeting minutes within 2 business days after each COR call.
   4. Provide subtask budget details (e.g., activity) for subtasks involving firm fixed price subs.
   5. Update staffing plan to gauge feasibility of spending the ceiling for an optional task in ten weeks, if exercised within this current period of performance, based on new ad hoc requests.
2. **Identified Risks and Mitigation Strategies**

**Task 2. Database Requirements**

**Task Lead:**

1. **Activities Performed in June**

Recurring Subtasks

1. PMED (Subtask 202M\_PMED)
   * 1. Updated subtask documentation.
2. Healthy People (Subtask 203M\_HP)
   * 1. Addressed follow-up questions.
     2. Conducted analysis for 8th objective.
     3. Updated subtask documentation.
3. MEPS IC Chartbook (Subtask 205M\_ICChart)
   * 1. Recreated exhibits and graphs for two 2019 IC Chartbook chapters with the 2020 changes and sent the chapters to AHRQ for review.
4. Health Insurance Benchmarking (Subtask 207M\_HI\_Bench)
   * 1. Calculated overall benchmarks for 2013-2017 and submitted to AHRQ.
     2. Updated subtask documentation.
5. QI Testing (Subtask 208M\_QITest)
   1. Completed SAS QI software testing.
   2. Sent Win QI software testing materials and conducted QA.
6. NHIS-MEPS Link (Subtask 210M\_NHISLink)
   * 1. Received AHRQ’s approval on website documentation.
     2. Prepared website documentation for website posting.
     3. Sent data sets and website documentation to Data Center.
     4. Updated subtask documentation.
     5. Additional website posting details provided under Task 4.
7. Premium (Subtask 212M\_Premium)
   * 1. Received the 2019 PRPL data from HC Contractor.
     2. Updated programs for 2019 data run.
     3. Produced comparison of annual premiums between 2017 vs 2018 and 2018 vs 2019 by group, non-group, state exchange plans at single/family plan’s level.
     4. Generated estimated weighted medians and quartiles for the years of 2017, 2018, and 2019 data.
     5. Delivered all results.
8. Pooled Linkage (214M\_PoolLink)
   * 1. Revised programs from 2017 and 2018 as needed for 2019.
     2. Explored usage of updated P23P24VARSTRL data.
9. Replicates (215M\_Replicate)
   * 1. Revised programs from 2017 and 2018 as needed for 2019.
     2. Explored usage of updated P23P24VARSTRL data.
10. Assets Editing (216M\_Assets)
    * 1. Updated programs and subtask documentation for 2019 (P23).
      2. Provided completed data sets to Taxsim after approval.
11. MEPS IC Tables for Web (Subtask 217M\_ICTables)
    * 1. Received the 2020 tables from Census.
      2. Created the new PDF and html tables.
      3. Created the MEPSnet file.
      4. Created the state Excel spreadsheet.
      5. Created supporting website materials.
12. NHIS Sampling (218M\_SampNHIS)
    * 1. Began updating programs for Q1 2021 data.
13. Longitudinal (Subtask 219M\_Longitud)
    * 1. Finished developing programs to automate 508-compliance for the codebook deliverable.
14. Employment1 (Subtask 220M\_Employ1)
    * 1. Completed QC of programs and data for 2019 and submitted to AHRQ for review.
      2. Submitted imputed employment data to HC contractor after AHRQ approved.
      3. Started updating programs for open-ended responses of employment sub-task and started QC.
15. PMED Improvement (Subtask 233M\_PMED\_Imp)
    * 1. Revised specifications from 2018 PMED editing to identify areas for improvement.
      2. Met with AHRQ about using new First Data Bank data.
16. Segment Expanded Files (Subtask 241M\_Segments)
    * 1. Created the file for Panel 23 (all 5 rounds).

Ad Hoc Subtasks

1. Review and Triage of New Ad Hoc Requests
   1. Reviewed one new ad hoc work request: Health Care Expenditures for Treatment of Mental Health and Substance Abuse.
   2. Received one work request for a recurring task: PMED Improvements .
   3. Reviewed these work requests in detail, identified IMPAQ staff members to be assigned to each request, and developed level of effort estimates for each staff member.
   4. Communicated with AHRQ analysts submitting requests and provided status updates.
2. PSAQ Preventive Health Care Utilization (Subtask 223M\_PSAQ2020)
   * 1. No activity. This subtask is on hold until the optional task is exercised.
3. SAQ Veterans Analysis (Subtask 224M\_VSAQ\_Vet)
   1. No activity. This subtask is on hold until the optional task is exercised.
4. Marketplace Rates (Subtask 228O\_Mrktplc)
   * 1. Completed all data sets and closed out subtask.
     2. Finalized and submitted subtask documentation.
5. Treatment Effects Simulation (Subtask 235M\_ TxEffSim\_Imp)
   * 1. Researched if anyone has shown convergence conditions for this estimator.
     2. Researched if anyone has shown stability conditions for this estimator./
6. Coverage SID SEDD (Subtask 244H\_Asako\_request)
   * 1. Created DDEV extracts for 2003-2018 SID and 2011-2018 SEDD.
     2. Conducted QC of 2018 SID DDEV extract.
7. **Upcoming Activities in July**

Recurring Subtasks

1. MEPS IC Chartbook (Subtask 205M\_ICChart)
   * 1. Create exhibits and graphs for the remaining 2019 IC Chartbook chapters with the 2020 changes and sent the chapters to AHRQ for review.
     2. Update the SAS programs for 2020.
2. Health Insurance Benchmarking (Subtask 207M\_HI\_Bench)
   1. Submit subtask documentation.
3. QI Testing (Subtask 208M\_QITest)
   1. Submit subtask documentation.
4. NHIS-MEPS Link (Subtask 210M\_NHISLink)
   * 1. Submit subtask documentation.
5. Premium (Subtask 212M\_Premium)
   1. Prepare programs for running later round PRPL premiums using 2019 data.
6. Taxsim (Subtask 213M\_Premium)
   1. Run the programs for 2018 with two panels of assets data.
7. Pooled Linkage (214M\_PoolLink)
   * 1. Create updated H36U file.
     2. QC updated H36U file.
     3. Create subtask documentation.
8. Replicates (215M\_Replicate)
   * 1. Create updated H36BRR file.
     2. QC updated H36BRR file.
     3. Create subtask documentation.
9. Assets Editing (216M\_Assets)
   * 1. Submit subtask documentation.
10. MEPS IC Tables for Web (Subtask 217M\_ICTables)
    * 1. Awaiting guidance from AHRQ to recreate and repost updated IC Tables with updated IC data to be provided by Census.
11. NHIS Sampling (218M\_SampNHIS)
    * 1. Begin running programs for Q1 2021 data.
      2. Update programs for Q2 2021 data.
      3. Receive Q2 2021 data and run programs.
12. Longitudinal (Subtask 219M\_Longitud)
    * 1. Schedule and hold kickoff meeting for the 2019 Longitudinal PUF.
      2. Begin updating 2018 programs (Panel 22) for 2019 (Panel 23).
      3. Test updated programs using the preliminary version of the 2019 Full Year Consolidated Data File.
13. Employment1 (Subtask 220M\_Employ1)
    * 1. Complete open-ended responses of employment subtask and start internal QC.
14. LNKRX (Subtask 229M\_LNKRX)
    1. Hold kickoff call with AHRQ.
15. PMED Improvement (Subtask 233M\_PMED\_Imp)
    * 1. Explore First Data Bank to identify ways to streamline pharmacist review.
      2. Identify method for merging First Data Bank data into PMED.
16. Segment Expanded Files (Subtask 241M\_Segments)
    * 1. Awaiting AHRQ feedback on file for Panel 22 (all 5 rounds).

Ad Hoc Subtasks

1. Review and Triage of New Ad Hoc Requests
   1. Review each work request in detail, locate and review existing programs related to each request, identify IMPAQ staff members to be assigned to each request, and develop level of effort estimates for each staff member.
   2. Communicate with AHRQ analysts submitting requests requesting clarification when needed and provide status updates.
2. PSAQ Preventive Health Care Utilization (Subtask 223M\_PSAQ2020)
   * 1. Re-run prior tables once updated data are received.
     2. Produce Table 7\_BivariateIndiv.
3. SAQ Veterans Analysis (Subtask 224M\_VSAQ\_Vet)
4. No anticipated July activity.
5. Treatment Effects Simulation (Subtask 235M\_ TxEffSim\_Imp)
   1. Research use of Tikhonov Regularization to allow for convergence.
6. Coverage SID SEDD (Subtask 244H\_Asako\_request)
   1. Complete and QC all DDEV extracts.
7. **Identified Risks and Mitigation Strategies**

**Task 3. AHRQ Data Center Tasks and Services**

**Task Manager:**

1. **Activities Performed in June**
   1. Assisted Data Center users. Please see the accompanying *Data Center Monthly Activities Report* for additional details.
   2. Performed Data Center coordinator duties. Please see the accompanying *Data Center Monthly Activities Report* for additional details.
   3. Transferred encrypted files from Contractors to AHRQ.
   4. Transferred encrypted files to Census, and other Contractors.
   5. Managed HCUP data. Please see the accompanying *Data Center Monthly HCUP Report* for additional details.
      1. Transferred HCUP master files from EFT to secure LAN and updated tracking information.
      2. Transferred HCUP data files to Data Tools contractor.
      3. Transferred approved HCUP master files to approved users.
   6. Tracked all Data Center activities including user activity, number of jobs run, and number of files uploaded and downloaded. Please see the accompanying *Data Center Monthly Activities Report* for additional details.
   7. Maintained all Data Center printers and the Confidential Printer Log.
   8. Created internal (unencrypted) versions of MEPS public use files for storage on the ADPSS environment and at AHRQ.
   9. Identified and obtained datasets needed for Task 2 subtasks using MEPS public use files and other data sources.
   10. Maintained weekly tracker of Data Center activities.
   11. Tested HCUP data file processing on AHRQ supercomputers.
2. **Upcoming Activities in July**
   1. Process HCUP data files for Tableau-based data tools on AHRQ supercomputers.
   2. Assist Data Center users.
   3. Perform Data Center coordinator duties.
   4. Transfer encrypted files from Contractors to AHRQ.
   5. Transfer encrypted files to Census, and other Contractors.
   6. Manage HCUP data.
   7. Track all Data Center activities.
   8. Maintain the Data Center printers and Confidential Printer Log.
   9. Create internal (unencrypted) versions of MEPS public use files for storage at AHRQ and on the ADPSS environment.
   10. Identify and obtain and/or create datasets needed for Task 2 subtasks using MEPS public use files and other data sources.
   11. Maintain weekly tracker of Data Center activities.
3. **Identified Risks and Mitigation Strategies**

**Task 4. Website Management, Web Tools and Publications**

**Task Leads: Activities Performed in June**

MEPS

1. PUFs
2. For HC-213, D, E, F, and G:
   * + 1. Prepared titles, values, and variables files for Codebooks.
       2. Conducted QC of data files.
       3. Ran programs to create Codebook.
       4. Verified 508 compliance of Codebook PDF and Documentation PDF.
       5. Deployed all files to staging.
       6. Performed QC of data files, PDFs, and webpages.
       7. Provided AHRQ with staging site link and QC files for review.
       8. Deployed to production.
     1. For HC213B and H:
        1. Updated the Documentation HTML to fix formatting.
3. Statistical Briefs & Research Findings
   * 1. For Statistical Brief 535:
        1. Finalized editing.
        2. Performed 508 remediation.
        3. Deployed to staging.
        4. Conducted staging QC.
        5. Provided AHRQ with staging site link for review.
        6. Deployed to production.
     2. Edited typos in SB 534 HTML file.
4. Miscellaneous
   * 1. Deployed the MEPS HC and IC Summary Tables yellow Data Tools banners.
     2. Addressed ad-hoc website updates including:
        1. Updating Price Indices webpage.
        2. Removed the MEPS Webinar registration at event conclusion.

HCUP

1. Miscellaneous HCUPnet updates
2. Disabled all CCSR procedures for 2017 and 2018 NEDS.
3. Completed updates to related links in Quick Stats tables for 2018 NIS (currently disabled).
4. Updated footnote for updated Quick Stats tables: related procedures are limited to OR-only discharges.
5. Identified legacy issues and notified AHRQ.
6. 2018 National ED Sample (NEDS) Data Load
7. Completed data load to testing site.
8. Completed internal testing in staging.
9. Received feedback from AHRQ on legacy issues to be included deployment.
   1. Implemented active legacy issues in staging, test, and update for deployment.
   2. Added indicators to NEDS CCS and CCSR (for all data years) to distinguish between first-listed and all-listed procedures for both procedures and diagnoses.

Tableau-Based Data Tools

1. Completed QC of 2018 NIS and delivered to AHRQ on 6/1.
2. Received files for 2014 NIS and SID.
3. Completed processing and QC of 2013 NIS and SID files and delivered to AHRQ on 6/3 and 6/9, respectively.
4. Completed processing and QC of 2018 SID files and delivered to AHRQ on 6/9.
5. Completed 2017, 2018, and 2013 NIS and 2017 and 2018 SID for beta launch of HCUP data tools on 6/9.
6. Completed processing and QC of 2013 SID and delivered to AHRQ on 6/9.
7. Received updated programs for running additional NIS tables.
8. Processed and QC’d 2018 and 2014 NIS programs based on new programs.
9. **Upcoming Activities in July**

MEPS

1. PUFs
   * 1. For MEPS NHIS Link:
        1. Remediate Documentation PDF.
        2. Create Documentation HTML.
        3. Draft landing page and ‘What’s new” updates.
        4. QC staging site for content and 508-compliance.
        5. Provide AHRQ with staging site link and QC files for review.
        6. Deploy to production.
     2. For HC213A, HC036U, and 036 BRR:
        1. Prepare titles, values, and variables files for Codebooks.
        2. Conduct QC of data files.
        3. Run programs to create Codebook.
        4. Verify 508 compliance of Codebook PDF and Documentation PDF.
        5. Deploy all files to staging.
        6. Perform QC of data files, PDFs, and webpages.
        7. Provide AHRQ with staging site link and QC files for review.
        8. Deploy to production.
2. IC Tables:
   * 1. Prepare various IC webpage text updates for staging environment.
3. Statistical Briefs, Research Findings, and Methodology Reports
   * 1. RF #49 :
        1. Perform editing.
        2. Perform 508 remediation.
        3. Deploy to staging.
        4. Conduct staging QC.
        5. Deploy to production.
     2. MEPS 2020 IC Methodology Report:
        1. Perform editing and formatting.
     3. Address ad-hoc publications requests as needed.
4. Miscellaneous
   * 1. Review and deploy MPC Survey files.
     2. Address ad-hoc web updates requests as needed.
     3. Deploy the blue Data Tools banner to various MEPS webpages on 7/1.

HCUP

* 1. Address AHRQ feedback on 2018 NEDS data in staging.
  2. Make any changes based on testing results and deploy on 7/9.

Tableau-Based Data Tools

1. Process NIS data using updated programs provided by AHRQ: 2009-2013, 2017.
2. **Identified Risks and Mitigation Strategies**

**Task 5. Workshops, Conferences and Booth Exhibits**

**Task Lead:**

1. **Activities Performed in June**
2. Held ad-hoc MEPS Dry-run and Webinar on 6/2 and 6/9, respectively.
3. Held debrief meeting following the conclusion of the Webinar.
4. **Upcoming Activities in July**
   1. Edit March Workshop slides in preparation for September Workshop.
   2. Begin meeting with AHRQ to plan September Workshop.
5. **Identified Risks and Mitigation Strategies**

**Task 6. Technical Support and Production for National Healthcare Quality and Disparities Report**

**Task Lead**

1. **Activities Performed in June**
   1. Reviewed data sets received for the 2021 NHQDR and notified AHRQ of concerns/gaps.
   2. Worked on data analyses for the 2021 NHQDR.
   3. Performed QC on SAS programs and formatted tables.
   4. Created draft highlights and best-worst summary files for Core measures.
   5. Participated in measure-related discussions, including about the implementation of smoking and dental insurance measures.
   6. Participated in working meetings for the 2021 NHQDR.
   7. Created draft measure lists for access, person-centered care, and patient safety sections.
2. **Upcoming Activities in July**
   1. Review data sets received for the 2021 NHQDR and notified AHRQ of concerns/gaps.
   2. Work on data analyses for the 2021 NHQDR.
   3. Perform QC on SAS programs and formatted tables.
   4. Create final highlights and best-worst summary files for Core measures.
   5. Prepare for fourth IQDnet update.
   6. Participate in measure-related discussions.
   7. Participate in working meetings for the 2021 NHQDR.
   8. Finalize measure list and begin writing for 2021 person-centered care measures and patient safety sections.
   9. Attend data tool alpha walk through meeting and provide feedback on alpha data tool.
3. **Identified Risks and Mitigation Strategies**

## III. DELIVERABLES Submitted and upcoming

This deliverables table has been updated with the new deliverable schedule for Option Period 1.

| **Task No.** | **Description** | **Date Due** | **Status** | **Date Completed** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| **1.2** | Draft Project Management Plan | 10/29/2020 | Submitted | 10/29/2020 |  |
| **1.3** | Draft Project Plan for Software Maintenance | 10/29/2020 | Submitted | 10/29/2020 |  |
| **1.7** | Draft Data Security Plan | 10/29/2020 | Submitted | 10/29/2020 |  |
| **1.2** | Final Project Management Plan | 11/30/2020 | Submitted | 11/30/2020 | Revised version submitted on 6/21/2021 reflecting new staff. |
| **1.3** | Final Project Plan for Software Maintenance | 11/30/2020 | Submitted | 11/30/2020 | Revised version submitted on 6/21/2021 reflecting new staff. |
| **1.7** | Final Data Security Plan | 11/30/2020 | Submitted | 11/30/2020 | Revised version submitted on 3/15/2021 reflecting new Security Officer. |
| **1.4** | Monthly Progress and Summary Cost Reports | 20th calendar day of the month | Monthly | 10/20/2020  11/20/2020  12/21/2020  01/26/2021\*  03/05/2021\*\*  03/22/2021  04/20/2021  05/20/2021  06/21/2021 | Next business day if 20th is on a weekend or holiday.  \*AHRQ approved IMPAQ submitting the MPR on 01/26/21 given the invoicing delays with the holidays.  \*\*AHRQ approved IMPAQ submitting the MPR on 3/5/21 given the invoicing delays due to transitioning to a new accounting system. |
| **1.5** | Meeting Agendas and Notes | 2 business days before meetings and 2 business days after each meeting | Bi-Weekly | Bi-Weekly |  |
| **2.0** | Data Documentation | Within 60 days of completing a task | Submitted | 10/5/2020 (NADAC/232)  10/20/2020 (LNKRX/229)  10/27/2020  (Longitudinal/219)  11/3/2020  (Premium Editing/212)  11/5/2020  (Health Insurance Benchmarking/207)  11/12/2020 (Synthetic Data with Alpha/236)  11/30/2020  (CPS Population/238)  12/17/2020  (IC Chartbook/205)  12/17/2020 (Assets/216)  1/7/2021 (PMED/233)  1/21/2021 (SID SEDD/226)  1/31/2021 (LNKRX TC Patch/229)  2/2/2021 (Synthetic Data with Alpha and Beta/236)  2/18/2021 (SDOH/206)  2/24/2021  (FQHC/230)  2/26/2021  (Antipsychotics/ 234)  3/31/2021 (Sampling NHIS/218; SID HIV/240)  4/2/2021 (Health Insurance Benchmarking/207)  5/7/2021 (Income/209)  5/25/2021  (SID HIV/240)  5/28/2021 (Burdens/237)  6/17/2021  (Multum SSRM Matching/204)  6/24/2021  (PMED/202)  6/28/2021  (Marketplace Rates/228) |  |
| **3.0** | Monthly Report of Data Center  Activities (including *separate* Data Center Activities HCUP report) | 3rd week of each month for previous month | Monthly | 10/20/2020  11/20/2020  12/21/2020  1/26/2021\*  3/5/2021\*\*  3/22/2021  4/20/2021  5/20/2021  6/21/2021 | \*AHRQ approved IMPAQ submitting the MPR (and accompanying data center reports) on 01/26/21 given the invoicing delays with the holidays.  \*\*AHRQ approved IMPAQ submitting the MPR (and accompanying data center reports) on 3/5/21 given the invoicing delays due to transitioning to a new accounting system. |
| **4.2** | Post MEPS-IC Health Insurance Tables – Public sector estimates (state/local governments) | 1st week of January | Submitted | 11/14/2020 | Census was ahead of schedule with their file delivery, so IMPAQ posted earlier than January 2021 (in November 2020). |
| **4.2** | Post MEPS-IC Health Insurance  Tables – Private sector/civilian estimates | 1st week of January |  |  | The private sector and civilian estimates are typically posted annually in July; however, due to delays in receipt of the source data, the 2021 update will be delayed. |
| **4.3** | Post Web Publications | Within 10 days of receipt | Completed | 10/23/2020  (MEPS IC Chartbook)  12/23/2020  (Statistical Brief #532)  1/15/2021  (Statistical Brief #533)  2/19/2021  (Statistical Brief #534)  3/5/2021  (Research Finding #46)  5/7/2021  (Research Finding #47)  5/14/2021  (Research Finding #48)  6/11/2021  (Statistical Brief #535) | The IC Chartbook was expected to have a September 2020 release, which was postponed due to delayed receipt of inputs files. |
| **6.1** | Post Tabular Data to the QDR Online Tools | Within 10 days of receipt | Annually | 12/29/2020 |  |
| **6.2** | Post the Annual National Healthcare Quality and Disparities Reports | Within 10 days of completion of National Healthcare Quality and Disparities Reports | Annually | 12/29/2020 |  |

## IV. Issue IDENTIFICATION & MITIGATION

Issues are identified at the task level above.