# Monthly Progress Report

**Reporting Period:**  July 2021

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

**Contract Number:** 75Q80119C00006

**To:**

**From**:

**Re:**  July 2021 Monthly Progress Report

## Overview

This report describes activities associated with the **Healthcare Data Analytics and Statistical Products** project during the period of **7/1/2021-7/31/2021**. 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:**

1. **Activities Performed in July**
   1. Reviewed, updated, and closed POAMs, which involved coordination with AHRQ by reviewing vulnerability scan results.
   2. Reviewed Data Security Plan and Software Maintenance Plan. Determined no updates needed for either document.
   3. Developed and shared meeting agenda in advance of each COR call and submitted meeting minutes within 2 business days after each COR call.
   4. Provided subtask budget details (e.g., activity) for subtasks involving firm fixed price subs.
   5. Updated system documentation to include SSPs.
   6. Completed the print nightmare data call for ADASS and ADPSS.
2. **Upcoming Activities in August**
   1. Review, update, and close POAMs, which involve coordination with AHRQ by reviewing vulnerability scan results.
   2. Coordinate with AHRQ POAM closure.
   3. Review Data Security Plan and Software Maintenance Plan. Update either or both documents as necessary.
   4. Develop and share meeting agenda in advance of each COR call and submit meeting minutes within 2 business days after each COR call.
   5. Provide subtask budget details (e.g., activity) for subtasks involving firm fixed price subs.
   6. Update system documentation to include SSPs.
   7. Complete the following data calls: the IT budget, IPv6 implementation plan, and executive order.
3. **Identified Risks and Mitigation Strategies**

**Task 2. Database Requirements**

**Task Lead:** **Activities Performed in July**

Recurring Subtasks

1. MEPS IC Chartbook (Subtask 205M\_ICChart)
   * 1. Created exhibits and graphs for the remaining 2019 IC Chartbook chapters with the 2020 changes and sent the chapters to AHRQ for review.
     2. Updated the SAS programs for 2020.
2. Health Insurance Benchmarking (Subtask 207M\_HI\_Bench)
   1. Submitted subtask documentation.
3. QI Testing (Subtask 208M\_QITest)
   1. Submitted subtask documentation.
4. NHIS-MEPS Link (Subtask 210M\_NHISLink)
   * 1. Submitted subtask documentation.
5. Premium (Subtask 212M\_Premium)
   1. Prepared programs for running later round PRPL premiums using 2019 data.
6. Taxsim (213M\_Taxsim)
   1. Ran the programs for 2018 with two panels of assets data.
7. Pooled Linkage (214M\_PoolLink)
   * 1. Created updated H36U file.
     2. QC’ed updated H36U file.
     3. Drafted subtask documentation.
8. Replicates (215M\_Replicate)
   * 1. Created updated H36BRR file.
     2. QC’ed updated H36BRR file.
     3. Drafted subtask documentation.
9. Assets Editing (216M\_Assets)
   * 1. Submitted subtask documentation.
10. MEPS IC Tables for Web (Subtask 217M\_ICTables)
    * 1. Awaited guidance from AHRQ about whether to recreate and repost updated IC Tables with updated IC data to be provided by Census.
11. NHIS Sampling (218M\_SampNHIS)
    * 1. Ran programs for Q1 2021 data.
      2. Updated programs for Q2 2021 data.
12. Longitudinal (Subtask 219M\_Longitud)
    * 1. Scheduled and held kickoff meeting for the Panel 23 (2018-2019) Longitudinal PUF.
      2. Reviewed programs used to create the Panel 22 LSAQ weight file.
      3. Began updating Panel 22 (2017-2018) programs for Panel 23 (2018-2019).
13. Employment1 (Subtask 220M\_Employ1)
    * 1. Completed open-ended responses of employment subtask and QC. Submitted data and programs to AHRQ.
      2. Finished documentation and submitted to AHRQ.
14. LNKRX (Subtask 229M\_LNKRX)
    1. Held preliminary conversations on the subtask.
15. PMED Improvement (Subtask 233M\_PMED\_Imp)
    * 1. Explored First Data Bank to identify ways to streamline pharmacist review.
      2. Identified method for merging First Data Bank data into PMED.
      3. Implemented P23 extension revisions to the first programs for HC and PC.
16. Segment Expanded Files (Subtask 241M\_Segments)
    * 1. No work completed.

Ad Hoc Subtasks

1. Review and Triage of New Ad Hoc Requests
   1. Communicated with AHRQ analysts that submitted requests and provided status updates.
2. PSAQ Preventive Health Care Utilization (Subtask 223M\_PSAQ2020)
   * 1. Produced preliminary results for Table 7\_BivariateIndiv.
3. SAQ Veterans Analysis (Subtask 224M\_VSAQ\_Vet)
   1. No activity. This subtask is on hold.
4. Marketplace Rates (Subtask 228O\_Mrktplc)
   * 1. Revised FFMSBM files for all years.
     2. Revised HIXvsPUF files for 2019-2021.
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 August**

Recurring Subtasks

1. MEPS IC Chartbook (Subtask 205M\_ICChart)
   * 1. Run Chapter 1 programs.
2. Health Insurance Benchmarking (Subtask 207M\_HI\_Bench)
   1. None expected.
3. QI Testing (Subtask 208M\_QITest)
   1. None expected.
4. NHIS-MEPS Link (Subtask 210M\_NHISLink)
   * 1. None expected
5. Premium (Subtask 212M\_Premium)
   1. None expected.
6. Taxsim (Subtask 213M\_Premium)
   1. None expected.
7. Pooled Linkage (214M\_PoolLink)
   * 1. None expected.
8. Replicates (215M\_Replicate)
   * 1. None expected.
9. Assets Editing (216M\_Assets)
   * 1. None expected.
10. MEPS IC Tables for Web (Subtask 217M\_ICTables)
    * 1. Update subtask documentation.
11. NHIS Sampling (218M\_SampNHIS)
    * 1. Receive Q2 2021 data and sampling methodology.
      2. Update and run remaining programs.
12. Longitudinal (Subtask 219M\_Longitud)
    * 1. Create the Panel 23 LSAQ weight file.
      2. Finalize Panel 23 programs using the final version of the 2019 Full Year Consolidated Data File.
      3. Run Panel 23 programs to create the SAS version of the Panel 23 Longitudinal File.
      4. Perform QC of all programs and data.
      5. Create programming statements and data files for non-SAS versions of the Panel 23 Longitudinal File.
      6. Create the Panel 23 Longitudinal File Codebook.
      7. Update documentation to accompany PUF deployment.
      8. Send programs, data, and associated documentation to AHRQ for review.
13. Employment1 (Subtask 220M\_Employ1)
    * 1. None expected.
14. LNKRX (Subtask 229M\_LNKRX)
    1. Hold kickoff meeting with AHRQ.
    2. Update programs from previous year’s task to run for 2019.
15. PMED Improvement (Subtask 233M\_PMED\_Imp)
    * 1. Produce file of Marketscan and NADAC for price exploration.
      2. Create plan for using FDB data in PMED processing to streamline pharmacist reviews.
      3. Implement requested programming revisions.
16. Segment Expanded Files (Subtask 241M\_Segments)
    * 1. Await AHRQ feedback on file for Panel 22 (all 5 rounds).
      2. Create Panel 22 file if feedback is received.

Ad Hoc Subtasks

1. Review and Triage of New Ad Hoc Requests
   1. As needed, review new work requests 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 with the updated data.
     2. Finalize Table 7\_BivariateIndiv.
     3. Start to work on Table 8\_ MultivariateIndiv.
3. SAQ Veterans Analysis (Subtask 224M\_VSAQ\_Vet)
4. No activity. This subtask is on hold.
5. Treatment Effects Simulation (Subtask 235M\_ TxEffSim\_Imp)
   1. After follow-up with AHRQ, this subtask will be wrapping up due to the model not converging.
6. Coverage SID SEDD (Subtask 244H\_Asako\_request)
   * 1. Create revised DDEV extracts for 2003-2018 SID and 2011-2018 SEDD.
7. Marketplace Rates (Subtask 228O\_Mrktplc)
   1. Complete FFMSBM revisions.
   2. Begin work on 2021 FFMSBM data file.
8. **Identified Risks and Mitigation Strategies**

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

**Task Manager**

1. **Activities Performed in July**
2. Processed HCUP data files for Tableau-based data tools on AHRQ supercomputers.
3. Assisted Data Center users. Please see the accompanying *Data Center Monthly Activities Report* for additional details.
4. Performed Data Center coordinator duties. Please see the accompanying *Data Center Monthly Activities Report* for additional details.
5. Transferred encrypted files from Contractors to AHRQ.
6. Transferred encrypted files to Census, and other Contractors.
7. 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 processed HCUP data files for Tableau-based data tools to Data Tools contractor.
     3. Transferred approved HCUP master files to approved users.
8. Tracked all Data Center activities. Please see the accompanying *Data Center Monthly Activities Report* for additional details.
9. Maintained the Data Center printers and Confidential Printer Log.
10. Created internal (unencrypted) versions of MEPS public use files for storage at AHRQ and on the ADPSS environment.
11. Identified, obtained, and/or created datasets needed for Task 2 subtasks using MEPS public use files and other data sources.
12. Maintained weekly tracker of Data Center activities.
13. **Upcoming Activities in August**
    1. Assist Data Center users.
    2. Perform Data Center coordinator duties.
    3. Transfer encrypted files from Contractors to AHRQ.
    4. Transfer encrypted files to Census, and other Contractors.
    5. Manage HCUP data.
    6. Track all Data Center activities.
    7. Maintain the Data Center printers and Confidential Printer Log.
    8. Create internal (unencrypted) versions of MEPS public use files for storage at AHRQ and on the ADPSS environment.
    9. Identify, obtain, and/or create datasets needed for Task 2 subtasks using MEPS public use files and other data sources.
    10. Maintain weekly tracker of Data Center activities.
14. **Identified Risks and Mitigation Strategies**

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

**Task Leads:**

1. **Activities Performed in July**

MEPS

1. PUFs
   * 1. For MEPS NHIS Link:
        1. Remediated Documentation PDF.
        2. Created Documentation HTML.
        3. Drafted landing page and ‘What’s new” updates.
        4. QC’ed staging site for content and 508-compliance.
        5. Provided AHRQ with staging site link and QC files for review.
        6. Deployed to production.
     2. For HC213A, HC036U, and 036 BRR:
        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.
     3. Re-deployed corrected versions of the Documentation PDF for HC213 D, F, and G.
     4. Fixed formatting on HTML Documentation for HC213 E, F, and G.
2. IC Tables:
   * 1. Prepared IC webpage text updates for staging environment.
     2. Deployed the IC Tables to stage for AHRQ’s review.
3. Statistical Briefs, Research Findings, and Methodology Reports
   * 1. RF #49 :
        1. Performed editing.
        2. Performed 508 remediation.
        3. Deployed to staging.
        4. Conducted staging QC.
        5. Deployed to production.
     2. MEPS 2020 IC Methodology Report:
        1. Performed editing and formatting.
        2. Performed 508 remediation.
4. Miscellaneous
   * 1. Deployed the blue Data Tools banner to MEPS webpages.
     2. Added updated sampling and response rate data for 2018 MPC.
     3. Added MPC Data Overview text updates.
     4. Edited the Data Release schedule.

HCUP

* 1. Addressed AHRQ feedback on 2018 NEDS data in staging.
  2. Made changes based on testing results and deployed.
  3. Identified next three deployments (NIS 2017, 2016: National CCSR and General Conditions, NEDS 2016: CCSR diagnoses)
  4. Began processing NIS 2017 data for 10/22 planned deployment.

Tableau-Based Data Tools

1. Processed NIS data using updated programs provided by AHRQ for 2009-2014, 2016-2018.
2. **Upcoming Activities in August**

MEPS

1. PUFs
   * 1. For HC213I, HC214, HC215, and HC216:
        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. Upon AHRQ’s approval, deploy to production the IC Tables and the IC web text updates.
3. Statistical Briefs, Research Findings, and Methodology Reports
   * 1. Deploy to stage the 2020 IC Methodology Report.
     2. Upon AHRQ’s approval, deploy the 2020 IC Methodology Report to production.
     3. Upon receipt, edit, format, remediate, and deploy to staging and production the 2020 IC Statistical Brief.
4. Miscellaneous
   * 1. Address ad-hoc updates as needed.

HCUP

* 1. Complete processing NIS 2017 National CCSR and General Conditions data, QC data, and upload onto staging site for review.
  2. Process and QC NEDS 2016 CCSR diagnoses data.

1. **Identified Risks and Mitigation Strategies**

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

**Task Lead: Activities Performed in July**

* 1. Completed the editing of all Workshop slides and provided final versions to AHRQ.
  2. Continued meeting with AHRQ to plan to September 2020 MEPS Workshop.
  3. Deployed the Workshop “save the date” details to the MEPS website.

1. **Upcoming Activities in August**
   1. Deploy the Workshop registration.
   2. Finalize the agenda and timelines.
   3. Schedule the internal dry-run sessions.
2. **Identified Risks and Mitigation Strategies**

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

**Task Lead:** **Activities Performed in July**

* 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. Prepared for fourth IQDnet update.
  5. Participated in measure-related discussions.
  6. Participated in working meetings for the 2021 NHQDR.
  7. Finalized measure list and began writing for 2021 person-centered care measures and patient safety sections.
  8. Attended data tool alpha walk through meeting and provided feedback on alpha data tool.

1. **Upcoming Activities in August**
   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 formatted tables.
   4. Create and QC final highlights and best-worst summary files for Core and Supplemental measures.
   5. Deploy fourth IQDnet update.
   6. Prepare for fifth IQDnet update.
   7. Participate in measure-related discussions.
   8. Participate in working meetings for the 2021 NHQDR.
   9. Complete writing for 2021 person-centered care measures and patient safety sections. Finalize measure list and begin writing for access section.
2. **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  7/20/2021 | 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)  7/6/2021  (NHIS Link/210)  7/8/21  (QI Software QA/210)  7/15/21  (Taxsim/213)  7/19/21  (HI Benchmarking/207)  7/22/21  (Assets/216)  7/29/21  (Employment 1/220) |  |
| **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  7/20/2021 | \*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)  7/23/2021 (Research Findings #49) | 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.