

Kentucky Health Data Trust Initiative

Management Plan and Design Process to Guide the Development and Use of the KyHDT

Deliverables 4.4.1, 4.5.1, and 4.5.5

Prepared for the Kentucky Health Data Trust
Interagency Governance Workgroup

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July 30, 2015



INTRODUCTION

This document describes the business operations activities and related resources needed to manage the ongoing work of the Data Trust. For the purposes of this document, the Data Trust refers to all data files from all sources, including state human services agency data and commercial payers' claims data. Data contributed by external (non-State agency) parties is referenced as "APCD" data.

SECTION 1: MANAGEMENT PLAN TO GUIDE THE DEVELOPMENT AND USE OF THE KyHDT

CHFS should define the management process that it will use to guide the initial development and ongoing operations of the Kentucky Health Data Trust (KyHDT), including the APCD. This management plan must guide all planning activities, stakeholder engagement, data use agreements, technical build, and data collection for the KyHDT. Once CHFS implements the KyHDT, this management process will guide the ongoing use and expansion of the KyHDT. This section outlines the key staff resources that CHFS should allocate to carry out this management plan, based on experience in other APCD states.

States with Data Trusts use various staffing models for data collection, data quality/management, and data access. Some use internal State resources only, while others engage one or more vendors to carry out specific functions. Table 1 offers examples of how certain APCD States have allocated these primary responsibilities of data collection, management and access. Regardless of whether vendors play a role, all States require a core team of internal staff to oversee the Data Trust management process.

Table 1: Primary Management Responsibilities in APCD States

State	Data Collection	Data Quality/ Management	Data Access	
			Staff Role	Vendor Role
<i>Rhode Island</i>	Vendor	Vendor	Train other staff	Produce files
<i>Colorado</i>	Vendor	Vendor & Staff	Produce files	Produce files
<i>Massachusetts</i>	Staff	Staff	Produce files	None
<i>Kansas</i>	Staff	Staff	Produce files	[*]
<i>New Hampshire</i>	Vendor	Vendor	Oversee process	Produce files

[*] Vendor technology for Medicaid data is available for APCD but is not regularly used.

Types of Staff

Table 2 lists the internal resources that CHFS will require to manage the KyHDT's development, implementation, and ongoing operations (see **Appendix 1** for more detailed Job Descriptions). These staff members can be phased in to the project over time, depending on the stage of the KyHDT. Some of these staff also play a key role in the data governance structure, as will be discussed further in Section 2.

Table 2: CHFS Staff Roles for Managing KyHDT Development and Operations

Internal Resource	Role in KyHDT Development and Operations	When Needed
KyHDT Executive Director	<ul style="list-style-type: none">• Responsible for implementing and leading the project• Leads stakeholder engagement• Secures data use agreements• Single point of contact (public face of the project)• Oversees budget, funding and sustainability	At project start

Internal Resource	Role in KyHDT Development and Operations	When Needed
Technical Lead	<ul style="list-style-type: none"> Establishes data collection format Ensures data submission infrastructure is in place Liaison to data submitters' technical staff Liaison to OATS technical staff Oversees process design for data dissemination 	At project start
Legal Advisor	<p><i>Initially:</i></p> <ul style="list-style-type: none"> Drafts and reviews data use agreements for collection and downstream users <p><i>Ongoing:</i></p> <ul style="list-style-type: none"> Reviews data access and release policies and procedures Maintains and renews data use agreements Monitors FTC Safe Harbor compliance 	Before data collection begins
Administrative Assistant	<ul style="list-style-type: none"> Supports the Executive Director and Legal Advisor in preparing and executing data use agreements 	Before data collection begins
Reporting/ Analytics Lead	<ul style="list-style-type: none"> Leads the design and development of data products from the KyHDT Works with the technical team to ensure that data collection specifications and data warehouse design are sufficient for producing the necessary reports and analyses Serves as subject matter expert during the design of standard reports/data extracts with business intelligence tool developers Perform data quality testing and analysis 	When data collection begins

This management team will oversee the following phases of KyHDT's development and operations:

- Planning
- Design
- Implementation
- Data Collection
- Analytics/Value Adds
- User Training and Reports
- Refinement/Expansion

The *System Feasibility Assessment* that Freedman HealthCare prepared for CHFS outlines the additional technical resources required for these phases, including IT staffing. The KyHDT management structure described above assumes that the following conditions will be met:

1. OATS will provide technical staff and infrastructure resources to establish and operate secure data collection capacity, ETL and data warehousing. This includes assigning and resolving master patient identity, master provider identity, and capacity to implement value-adds to support a business intelligence tool and customized extracts.

2. OATS will provide a web-based business intelligence tool that supports role-based permissions and access to varying levels of detail.
3. OATS will manage the integration of state agency and external data submitters' files. OATS will also manage periodic updates of the Data Trust.

SECTION 2: MANAGEMENT PLAN FOR THE DATA GOVERNANCE STRUCTURE

As described in detail in the *APCD Data Governance – Best Practices and Lessons Learned* document, the primary purpose of the data governance structure is to develop clear policies and procedures around data collection, data quality, and data access. Specifically, the data governance structure is responsible for the following:

- Data collection – defining what data will be collected, how the data will be collected, and who is responsible for providing the data.
- Data quality – building systems and processes to ensure that the submitted data are reliable, valid, and of good quality.
- Data access – defining data policies, overseeing data release, and validating data findings prior to publication.

Similar to what is needed for the KyHDT's initial build and ongoing operations, CHFS requires a management plan to implement the KyHDT data governance structure. Table 3 below outlines the staff resources required to manage data governance; while several of these staff members will also participate in the development and operations of the KyHDT (Table 2), the table below focuses specifically on their data governance roles:

Table 3: CHFS Staff Roles for Managing KyHDT Data Governance

Internal Resource	Role in KyHDT Data Governance	When Needed
KyHDT Executive Director	<ul style="list-style-type: none"> Serves as single point of contact (public face of the project) Provides ongoing leadership for the project May serve as Data Release Review Committee (DRRC) chair 	At project start
Technical Lead	<ul style="list-style-type: none"> Designs user access model and works with OATS to implement Trains agency users 	At project start
Reporting/Analytics Lead	<ul style="list-style-type: none"> Works with requesters to clarify needs and requests Serves as subject matter expert during the design of custom reports/data extracts with business intelligence tool developers May support the Technical Review Group 	When reports are available
Fulfillment Coordinator	<ul style="list-style-type: none"> Manages data use requests Coordinates user permissions Manages the distribution of custom reports and extracts Coordinates fee collection 	When reports are available

SECTION 3 - OPTIONS FOR THE KyHDT GOVERNANCE DESIGN PROCESS

The purpose of the governance design process is to guide the development and use of the KyHDT. The following sections highlight the necessary features and design options for the KyHDT, based on the experiences of APCD states across the country.

In order to define the design process, the following four key components must be in place:

- A confirmed vision shared by all stakeholders
- Some available resources for staff
- The necessary technical infrastructure
- Agreement among data contributors

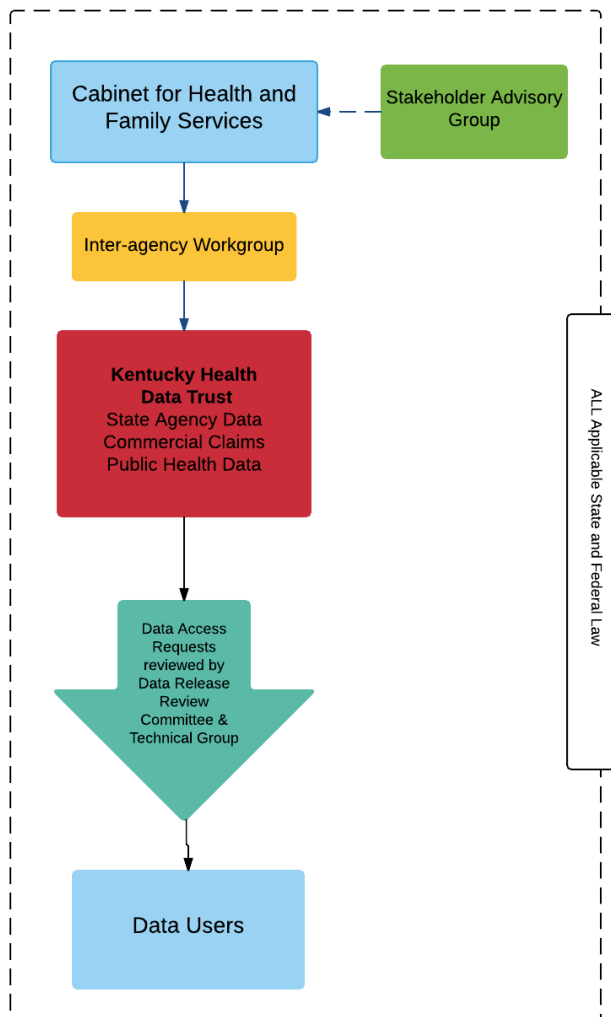
In addition, CHFS should appoint an internal CHFS Workgroup to oversee the KyHDT's planning and development, as well as a Team Leader that runs the Workgroup and serves as the liaison to CHFS leadership. The Workgroup will be ultimately responsible for all aspects of the KyHDT, including the collection and storage of both internal (state agency) and external (commercial payer) data. Other elements of the design process often vary among Data Trust States.

- *Role of the internal CHFS Workgroup* – CHFS should determine if this Workgroup will have decision-making power, or serve an advisory role only for the entire Data Trust. In addition, CHFS should determine how this workgroup interacts with the Stakeholder Advisory Committee.
- *Role of external data contributors* – CHFS should involve external data contributors (e.g. commercial payers) in the KyHDT design and governance process, but should clearly define the extent of this involvement. For example, external contributors may participate on a Stakeholder Advisory Committee to provide recommendations related to external data to the CHFS Workgroup, or they could participate in a joint, multi-stakeholder workgroup with decision-making authority.
- *Speed of implementation* – CHFS should determine the KyHDT's implementation timeline based on stakeholders' shared opinion of how much data is sufficient for the initial launch. CHFS may choose to rapidly implement a preliminary version of the Data Trust and then scale up over time, or it may choose a longer implementation period to build out a broader and more advanced Data Trust upfront.
- *Need to demonstrate usefulness to the greater community* – Various political or financial factors may also influence the KyHDT's implementation timeline and design process. Internal stakeholders have expressed the need for "quick wins" and proofs of concept to secure long-term support from the broader stakeholder community. Prioritizing these quick wins will shape development and use of the KyHDT.

Key Decision Points for CHFS during the KyHDT Design Process

Figure 1 below depicts the organization of the KyHDT's various governance entities. This structure includes a Stakeholder Advisory Group that would advise CHFS executive leadership on aspects related to external data collection and use. CHFS leadership would delegate oversight of the KyHDT to an internal, inter-agency Workgroup. A Data Release Review Committee (DRRC) and Technical Review Group would be responsible for reviewing data access requests in order to release KyHDT data to users. This entire governance structure would be subject to applicable State and federal laws.

Figure 1: Organization of KyHDT Governance Structure



In order to build out this organizational structure for the KyHDT, CHFS must define the following decision points:

1. *Writing and Implementing Data Use Agreements* – CHFS must determine the following issues when implementing its Master Service Agreement across all data users:
 - How will the data use agreement reflect the internal, pre-publication review process?
 - How will the data use agreement's terms and conditions for internal, state agency data sources apply to external data submitters?
 - What terms and conditions are needed for agreements with external data submitters?
 - What special conditions are needed when users want KHIE and claims data?

2. *Where to “house” KyHDT management and oversight* – As outlined in Sections 1 and 2, CHFS needs to appoint a management structure to oversee the KyHDT. The management team should have the following characteristics:
 - Has experience developing and administering health data projects
 - Has experience creating and operating health data sharing (e.g., creating policies and procedures, facilitating a data privacy committee, working with data applicants, etc.)
 - Is seen as a “neutral” party” by at least some of the data sources
 - Is able to manage a complex budget with diverse funding streams
 - Is able to manage and coordinate the governance process, including tracking agencies’ approval of various data use requests?

While not required, the KyHDT management and oversight team may also have:

- responsibility for producing health data reports or otherwise monitoring health system;
 - expertise operating a data collection model;
 - expertise with data warehousing and business intelligence tools; and/or
 - authority to negotiate directly with data contributors.
3. *Powers and responsibilities of the internal Workgroup* – As CHFS convenes and defines the internal Workgroup, it should address the following questions:
 - Does the Workgroup serve in an advisory role or does it have decision-making authority?
 - If the Workgroup is advisory, who has the final authority?
 - If the Workgroup has decision-making power, who will be responsible for ensuring that those decisions are executed?
 - Who will be responsible for convening the group, setting its agenda, and implementing its decisions?
 - Does there need to be a KyHDT staff person assigned to the Workgroup?
 - How will this be incorporated into an interagency Master Service Agreement?
 4. *Role of Cabinet leadership* – As CHFS defines the role and scope of the internal Workgroup, it should also clarify the role of CHFS leadership for the KyHDT design process:
 - Who are the key CHFS leaders who should be involved in the KyHDT design process?
 - What is the scope of their involvement?
 - What are the necessary communication and feedback loops between CHFS leadership, Workgroup members, and other KyHDT stakeholders?

5. *Role and purpose of a Stakeholder Advisory Group* –As CHFS moves forward with exploring opportunities to exchange data with external parties, including commercial payers, the team should consider how to communicate clearly and effectively with data submitters, providers and researchers about the Data Trust’s development. Questions include:
 - What topics should come before an advisory group comprising state agency and external stakeholders?
 - How can this group participate in setting general parameters for data use and reporting?
 - Which stakeholders should be represented? Should they be appointed or recruited?
 - How will the advisory group’s decisions and feedback be used in the Data Trust’s rollout?

6. *Fee collection (when implemented)* – States often administer a data use fee for all analyses, reports, or extracts that the KyHDT produces for external (non-state) users. CHFS should establish a fee schedule for the KyHDT and define the fee collection process, as described below:
- Establish a fee schedule – The data use fee may cover the cost of producing the data, but does not recover the KyHDT’s operating costs. CHFS should assign the fee schedule based on the amount of time the analytics team will spend on the data request.
 - Some states estimate that fulfilling data requests typically requires 7 to 26 hours of staff time, including:
 - 2-4 hours during the application development process, including pre-screening
 - 2-4 hours to bring materials to the Data Access Review Group (the Group is usually uncompensated)
 - 2-12 hours to develop the extract code, run it and perform Quality Assurance on the query, plus time to ensure that fees are collected and all documentation is in place
 - 1-6 hours of technical assistance once the files have been delivered
 - CHFS should also consider a modest application fee to filter serious requesters. Academic, grant funded research usually includes a modest amount for data acquisition.
 - Establish a way to collect the fees – CHFS should build a fee collection process that addresses the following issues:
 - Who receives the funds?
 - How?
 - Where do the funds go?
 - Can the funds be used to support the Kentucky Health Data Trust?
7. *Funding sources* – A key consideration for CHFS is the long-term financial sustainability of the KyHDT. Most States are not able to sustain an APCD initiative on fee revenue alone, and use a variety of other funding streams to support their ongoing APCD efforts:
- *Fee assessment:* Some states have mandated assessments on health system businesses such as hospitals and insurance companies to support ongoing operations (KS, MD, MA, ME).
 - *Building on in-house capacity* – State are increasingly seeking to leverage existing data warehousing infrastructure and data processing capacity in place to assist with public health services programs or health information exchanges and thereby reducing the overall start up resources needed (early stage efforts in NY, voluntary effort in CA)
 - *State budget allocations* – States are typically less successful at securing regular funding through a “parent” agency’s operating appropriation from general tax revenues.
 - *CMS grants* – CMS continues to find ways to provide indirect support to state APCDs, as long as the initiative can be tied to one of CMS’s priorities. To date, states have leveraged Rate Review (NH, MD, MA, AR), Exchange Establishment (CT, RI), and SIM grants (NM in early stages) to fund their APCDs. Other states have been able to secure Medicaid support for some or all of the APCD. In addition, CMS’s recent Medicaid Managed Care draft rules (released in 2015) emphasize the importance of data for rate setting and comparability to commercial plans; states could make a strong case that the APCD could help CMS accomplish these goals.

- *Private foundation grants* – Some states leverage private foundation grants to cover some of the APCD’s costs. Colorado is a leading example, having used seed money from two local foundations to partially fund its APCD. Other APCD states that are working with the Network for Regional Healthcare Improvement have secured Total Cost of Care grants to build out new reporting tools.
 - *State agency contracts* – Some APCDs receive contract-based funding from other agencies within the state, to produce various reports or analyses on behalf of those agencies. For example, Washington State commissioned the APCD to produce a report on statewide performance measures. Rhode Island’s APCD provides data for the state’s Comprehensive Primary Care Initiative. Massachusetts has commissioned the MA APCD to provide data for the state’s federally approved alternative risk adjustment methodology program.
 - *Collaborative funding model* –Building on the concept of “contracts” with state agencies, a Cabinet-wide initiative could be supported by contributions from all user agencies. No single agency would be responsible for the entire cost of operations. In Rhode Island, the four sponsoring agencies share in the overall cost and staffing of the project.
8. *Contracting authority (if needed)* – If the KyHDT will need contracted vendors to implement data collection, management, and/or distribution, CHFS should define who will have the authority to development and manage the vendor procurement process (presumably in collaboration with the KyHDT management team described in Section 1.
9. *Task assignment among KyHDT staff* – The table below lists the various activities and data operations that must take place under Data Governance, Collection, Management, and Access. CHFS should determine which KyHDT staff members will be responsible for each.

Table 4: Matrix of tasks to be assigned among KyHDT staff

	<i>Activities</i>	<i>Data Operations</i>
Governance	<ul style="list-style-type: none"> • Approve data uses • Approve timelines • Set framework for data sharing – e.g., process, decision points, conditions • May review data sharing requests or delegate to a subcommittee 	<ul style="list-style-type: none"> • Sign off on specific data collection model and file structure • Review periodic data quality materials
Data Collection	<ul style="list-style-type: none"> • Data submitter identification, outreach, registration • Data intake quality and reports • Exceptions to specifications 	<ul style="list-style-type: none"> • Establish data file format • Create intake/landing zone • Provide standard encryption techniques • Test all functionality • Accept files
Data Management	<ul style="list-style-type: none"> • Establish and maintain production environment • Ensure master patient ID appears on all records • Design rigorous data quality processes 	<ul style="list-style-type: none"> • Run data quality process and produce reports • Work with carriers to review errors and resubmit files

	Activities	Data Operations
	<ul style="list-style-type: none"> Decide the frequency and sequence of value adds such as risk scores, DRGs for inpatient, ACGs for outpatient, geocoding, etc. 	<ul style="list-style-type: none"> Report carriers' unresolved issues to Governance for further action Document issues for downstream users Test linkages across files Maintain secure environment Build files needed for Business Intelligence (BI) tool
Data Access/Sharing	<ul style="list-style-type: none"> Create matrix of potential users, uses and permitted access Establish process for requesting access, including user agreements, applications and fee schedules Create user profiles governing access to data at different levels of detail and aggregation Manage requests from external users Create secure query environment through BI tool functionality. Assist users in creating data requests Assist users in retrieving data through BI tool 	<ul style="list-style-type: none"> Build role based permissions Train "power users" on BI tool Produce standard and custom data extracts

Appendix 1 – Job Descriptions for KyHDT Management Plan

Title	Years of Experience	Education Required
KyHDT Executive Director	10+	Masters
Technical Lead	7-10	Masters
Reporting/Analytics Lead	5-7	Bachelors
Fulfillment Coordinator	3-5	Bachelors

KyHDT Executive Director

Job Responsibilities: Reporting to the Medicaid Director for the Department of Medicaid Services within the Kentucky Cabinet for Health and Family Services (CHFS), the KyHDT Director develops and implements the KyHDT for the purpose of collecting, assessing and reporting health care information relating to safety, quality, cost-effectiveness, access and efficiency for all levels of health care.

The Director serves as the liaison to state agencies and outside entities, including health plans, provider associations, consumer organizations, research groups and other interested parties. In this capacity, the Director develops and maintains collaborative relationships to support the KyHDT on an ongoing basis. The Executive Director provides vision and leadership for the implementation process and ensures that Kentucky consumers and purchasers can obtain actionable, useful information about the cost and quality of healthcare services.

The KyHDT Director:

- Ensures that all data is collected, compiled and stored in a manner that is consistent with state and federal confidentiality and security requirements
- Addresses the ongoing needs of stakeholders by convening advisory groups and promoting understanding of health data needs across the public and private sectors
- Oversees the budget, funding and spending for the KyHDT in collaboration with other responsible state agencies
- Oversees the development of a consumer health data website which provides health plan information and health care cost and quality data in a manner that is accessible and useful to consumer decisions regarding health plan selection and selection of providers;
- Implements the schedule of reports from the KyHDT;
- Establishes and maintains relationships with Kentucky health insurance carriers, legislative leaders, KyHDT stakeholder groups, and state agency and other stakeholders
- Administers and chairs the Data Release Review Committee that makes recommendations about approving data use applications, including,
 - Creating and implementing a process to obtain broad input for the specific Data Release Review Committee members, culminating in formal appointments
 - Developing, publishing and implementing policies and procedures for the operation of the Data Release Review Committee
 - Managing customer relations in the response to requests for data

- Administering the collection of fees charged for access to KyHDT data
- In consultation with the Cabinet and KyHDT stakeholder groups, develops and implements a sustainability plan to support the ongoing operations of the KyHDT.
- Provides reports and information to CHFS staff as needed to ensure contractor payments; compliance with state financial management rules; and other state operational requirements.
- Oversees KyHDT staff as required to carry out the duties listed above

Desired qualifications:

- Ability to effectively and successfully lead a complex project spanning public-private collaborations, data privacy and public reporting domains
- Recent high level experience in strategy development and project management related to utilizing healthcare claims and human services data for strategic planning, analysis and policy development
- Experience overseeing the development and management of a health care claims data warehouse and in particular, the tools that leverage data warehouse technology and the mining of data by internal and external customers
- Expertise in the use of health care data to develop cost and quality information tailored to uses by a broad range of stakeholders, including consumer decision support, clinical quality improvement, outcomes analysis and other projects in support of informed health care purchasing.
- Experience presenting technical and analytic subject matter to senior management and/or in public forums
- Solid budgeting and financial management experience with the ability to manage projects to budget
- Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental contracting

Requirements:

- Master's Degree in Business, Health Policy, Information Technology, or other related field
- Minimum 10 years of experience in strategy development and project management related to health data and complex healthcare change implementation
- Excellent interpersonal skills to work with staff, technology vendors, data submitters, providers, governmental agencies, and other stakeholders
- Strong communication skills with the ability to write and speak persuasively, and to develop high quality presentations about complex topics in healthcare data and analytics
- Exceptional judgment, strong work ethic, and a preference for and the ability to adapt to rapid organizational change

Legal Advisor

[The KYHDT requires periodic assistance from a Legal Advisor. Full time assistance is typically not required.]

The Legal Advisor drafts and provides advice on the development of data use agreements for data collection from internal and external sources, data release policies and procedures, compliance with the HIPAA Privacy rule and with FTC Safe Harbor reporting guidelines.

Job Responsibilities: The KyHDT Legal Advisor ensures that the KyHDT meets all applicable legal requirements, including privacy and security requirements:

- Serves as Data Privacy and Security Compliance Officer
- Ensures compliance with applicable state and federal rules and regulations
- Provides guidance to the organization on compliance with privacy and data security rules
- Develops data release rules and protocols, including applications and data use agreements
- Serves as liaison to state agencies and external submitters' legal and compliance units
- Advises the Data Release Review Committee as needed

Desired skills and experience:

- Experience in health care/health insurance, particularly in government programs and/or claims data
- Practical hands-on expertise in developing and administering data disclosure and data release policies that are consistent with HIPAA and state confidentiality requirements
- Superior writing skills to develop clear, accessible policies and procedures, and other formal documents required for the administration of the KyHDT

Qualifications:

- Juris Doctor from an accredited law school
- Admitted to practice in Kentucky
- Ten years of experience performing health care/health insurance-related work in the public or private sector
- Demonstrated experience in developing and administering data reporting policies and procedures that ensure compliance with HIPAA, HITECH and FTC Safe Harbor rules and requirements
- Strong communication skills with the ability to write and speak persuasively
- Excellent interpersonal skills to work with multiple stakeholders across government and the private sector
- Exceptional judgment, strong work ethic, and a preference for and the ability to adapt to rapid organizational change.

KyHDT Technical Lead

The Technical Lead is the front line contact for the OATS staff responsible for data intake, warehousing and analytics. In that role, the Technical Lead offers general guidance to the technology contractor, approves deliverables, manages schedules and notifies other members of the KyHDT team accordingly.

Job Responsibilities: The Technical Lead is responsible for working with the data submitters and the OATS data processing team to design, develop and operate a fully functioning Data Trust that meets the human services reporting needs of CHFS and other KyHDT stakeholders. The Technical Lead:

- Establishes data collection formats and maintains data collection documentation.
- Works collaboratively with data submitters to develop data submission schedules and processes.
- Serves as liaison to data submitters' technical staff and provides assistance in achieving successful submissions.
- Serves as liaison to OATS to ensure that infrastructure and processes are aligned with downstream products.
- Prepares and delivers periodic progress reports for various KyHDT stakeholder groups including state agency stakeholders and non-state agency stakeholders
- Designs and implements data quality analysis and reporting processes
- Oversees design and implementation of data dissemination tools, designs user access model, and participates in project team roll out
- Trains approved agency staff in the use of business intelligence tools

Desired skills and experience:

- Successful hands-on expertise with complex projects with multi-year timelines
- Extensive experience with end-to-end project development and management, including requirements gathering and scheduling, and ongoing monitoring
- Prior experience with health care claims data in an insurance or analytic setting
- Understanding of data quality procedures and processes
- Familiarity with data security policies and procedures for both state and private entities
- Vendor management experience

Qualifications:

- Bachelor's Degree in health policy, healthcare information or a related technical field
- Master's Degree in Information Technology or other related field, preferred
- 7-10 years of experience in strategy, development of complex data systems and project management related to health data from multiple sources.
- Knowledge of HIPAA and patient privacy and data security- related issues
- Experience with health care claims data and consolidated data warehouses
- Strong communication skills with the ability to write and speak persuasively about complex topics in healthcare data and analytics
- Excellent interpersonal skills to work with staff, data submitters, providers and governmental agencies, and other stakeholders

Reporting/Analytics Lead

Job Responsibilities: Under the supervision of the Executive Director and in collaboration with the Technical Lead, the Reporting/Analytics Lead:

- Implements the schedule of reports from the KyHDT as determined by CHFS
- Ensures that the data use strategy is consistent with and supports consumer and business needs
- Leads design and development of data products from the Trust according to the Reporting Plan and as further refined by stakeholder advisory groups
- Works with requesters to clarify needs and requests
- Performs data quality testing and analysis
- Serves as subject matter expert during design of standard and custom reports/data extracts with business intelligence tool developers
- Develops, maintains and updates data documentation including data dictionaries and metadata

Qualifications:

- Bachelor's Degree in health policy, healthcare information or a related technical field
- Master's Degree in Business, Health Policy, Information Technology, or other related field, preferred
- 5-7 years of experience in analysis related to health data
- Knowledge of SQL or SAS and other analytical tools such as DRGs, illness burden/risk assessment tools
- Understanding of health data
- Knowledge of HIPAA and patient privacy- related issues
- Excellent interpersonal skills to work with staff, technology vendors, data submitters, providers, governmental agencies and other stakeholders

Fulfillment Coordinator

Job Responsibilities: The KyHDT Fulfillment Coordinator assists the KyHDT Executive Director in the operations of the KyHDT. The Coordinator:

- Provides customer relations related to requests for data
- Administers the collection of fees charged for access to KyHDT data
- Schedules and supports all KyHDT related meetings including KyHDT stakeholder group meetings as required.
- Provides customer service as related to the operations of the Data Release Committee, including the collection of fees, if any, for the use of KyHDT data
- Maintains data use agreement documentation

Qualifications:

- Bachelor's degree
- 3-5 years of experience in state government and/or healthcare environment
- Vendor contract experience
- Knowledge of and skills in general accounting/bookkeeping principles and procedures.
- Strong administrative and organizational skills
- Experience organizing and maintaining moderately complex filing and records systems
- Strong computer skills and proficient in Microsoft Excel and Microsoft Word required
- Demonstrated ability to work independently and make independent conclusions and decisions
- Ability to work effectively and cooperatively with multiple stakeholders
- Excellent writing and content editing skills
- Strong public relations and interpersonal skills