

**Michigan State Planning Project for the Uninsured
Data Synthesis Work Group
Meeting Minutes**

Date and Time: August 16, 2005 2:30 - 4:30 p.m.

Location: MPHI - Interactive Learning Center, Room B

Members Present	
Anne Barna	Barry-Eaton District Health Department
Wilmetta Anderson (<i>for Sheryl Lowe</i>)	Blue Cross Blue Shield of Michigan
Kate Martin	Community Action Agency
Frances Wallace	DLEG, Office of Financial & Insurance Services
Cathy Maxwell (<i>via conference call</i>)	Healthkey of Tawas
Marcus Cheatham	Ingham County Health Department
Dale Carlson	Ingham Regional Medical Center
Traci Wightman	Michigan Department of Community Health
Lynn Nee	Michigan Network for Youth and Families
Rebecca Myers	Michigan Primary Care Association
Geoffrey Vasquez	MichUHCAN
Rosalind Garcia-Tosi	Mott Children's Health Center
Ken Oishi	Michigan Peer Review Organization
Michael Zaroukian	MSU College of Human Medicine
Randy Stuck	Virtual Health Plan
Robert Mosher	M B Research Associates
Beth Ainsworth	Michigan Works of Barry County
Kathie Boynton	Michigan Department of Community Health
Tameshia Bridges	Paraprofessional HealthCare Institute
Gerald Chase	Northern Health Plan
Monty Fakhouri	Michigan Public Health Association
Kim Hodge	Paraprofessional HealthCare Institute
Marti Kay Sherry	Michigan Public Health Institute -- CRHOP
Staff	
Elaine Beane	Michigan Public Health Institute - CACH
Irma Lopez	Michigan Department of Community Health
Ellen Speckman-Randall	Michigan Department of Community Health

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Topic	Discussion	Conclusions
Call-to-order	Michigan Public Health Institute – ILC-B 2436 Woodlake Circle, Ste 380 Okemos, MI 48864	Meeting called to order by Facilitator Elaine Beane at 2:37 PM. Introductions completed.
Timeline & Task List	<p>The Data Synthesis Work Group (DSWG) is part of the Michigan Planning Project for the Uninsured. The project Key Dates document was distributed for review and discussion (<i>reference handout</i>). Most of the items are key to deadlines for either data gathering or for review and production of recommendations. There are certain products or stages of development of products where smaller groups will convene to do a task.</p> <p>Over the next couple of weeks this group will primarily concentrate on the Focus Group questions.</p> <p>The next major item to be addressed will be the Insurance Landscape Analysis. This relates to the description of insurance coverage, and types of coverage in the state. DSWG will be working with Health Management Associates (HMA) consultants on this task. HMA will report to the Models Development Work Group tomorrow on potential strategies for expanding insurance coverage in Michigan. The DSWG is invited to attend.</p> <p>The DSWG will review reports from primary data gathering in Michigan and secondary data resources from federal and foundation sources. All focus on health insurance and how many people are or are not covered, and in what way. This information will inform project recommendations and become part of the report to the granting agency. The project is supported by a grant from the Health Resources and Services Administration (HRSA). Other tasks include:</p> <ul style="list-style-type: none"> • <i>September</i> – Review Insurance Landscape, template for report on Household Survey & revisions to the Employer Focus Group Questions • <i>October</i> – Review draft Household Survey report • <i>November</i> – Report on review of the draft Household Survey returned to consultants (MPHI-CRHOP) • <i>December</i> – Review of Employer Survey draft report & initial recommendations • <i>March/April</i> – Final report writing and recommendations 	<p>Members were asked to think about what areas of this work that will be of interest or will best suit personal expertise and notify I. Lopez (Lopez@michigan.gov) or E. Beane (ebeane@cachlink.org).</p> <p>I. Lopez will distribute the Health Management Associates meeting notice for August 17, 2005 via email. Meeting information can also be found on the project website, www.michigan.gov/spg, and then click on the Models Workgroup.</p>

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	<p>The DSWG oversees data gathering, reviews data analyses and reports, and identifies external data sources useful to the project. Reports from the DSWG are distributed to the other project workgroups to inform decision-making and recommendations that ultimately become part of the final report to HRSA and the governor.</p> <p><u>Other reference materials distributed:</u></p> <ul style="list-style-type: none"> • Statement of Project Goals and Goals of Community Interface Workgroup • Activities of the Models Development Workgroup • Article: The Michigan Primary Care Association and Access to Health Care Coalition's <i>"Capacity Assessment of Michigan's Safety Net"</i> • Subsection of a report to the Governor from the Detroit Healthcare Stabilization Workgroup <i>"Summary of Background Issues Pertaining to the Financial Condition of Health Care Institutions and Organizations in the City of Detroit"</i> • Health Management Associates' <i>"Options for Expanding Health Insurance Coverage to Michigan's Uninsured"</i> draft document • Memo: <i>Workgroup Interactions – Clarifications 8/15/2005</i> 	
<p>Review of Focus Group Data Gathering: Design & Questions</p>	<p>Marti Kay Sherry, MPH –CRHOP (Data Gathering Contractor), reviewed the draft focus group questions that will be presented to employers and insurance agents (copies of the questions were distributed to workgroup members). The employer survey was distributed to 12,000 employers in Michigan. In developing the employer survey and focus group questions, other state surveys were reviewed (e.g. Indiana, Iowa, West Virginia). The questions will be presented to brokers and businesses that do/do not provide health insurance.</p> <p>Suggestions from workgroup members regarding the focus group questions were as follows:</p> <ul style="list-style-type: none"> • Change "provide health insurance" to "offer health insurance" 	<p>Workgroup members were requested to review the draft questions and give feedback to Marti Kay Sherry via email (msherry@mphi.org) by August 31, 2005.</p>

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	<ul style="list-style-type: none"> Expand questions to include distinction between offering insurance to full-time versus part-time employees Add incentive question "what would it take to motivate you to provide insurance?" 	
Review of HRSA Questions and Insurance Landscape Tasks	<p>Reporting requirements from the granting agency were reviewed (copies of the "Summary of Findings: Healthcare Marketplace" were distributed to workgroup members). The state's healthcare marketplace is a major concern. Our report must cover findings related to the marketplace, how the information was obtained and how the findings affected policy deliberations in the state. Some of the questions within the summary of findings will need to be redefined for clarity. Other options are as follows:</p> <ul style="list-style-type: none"> Look at how other states that have already gone through this process have answered the questions Talk with program staff at the federal agency to confirm whether our interpretation of the questions is acceptable Include a glossary of terms for the responses 	<p>A subset of workgroup members will work on responses to the granting agency questions. For those who are interested contact E. Beane (ebeane@cachlink.org) or I. Lopez (Lopez@michigan.gov).</p>
Review of template for Database Spreadsheet	<p>E. Beane distributed a draft version of an EXCEL tracking spreadsheet for databases relevant to the work of the Data Synthesis Workgroup. Spreadsheet fields include ID code, source, format, geographical units, time period covered by the database, population, sample type, number, methods, findings, confidence, SPG use and contact. An EXCEL file with MEPS-IC 2003 state level estimates by purchased/self-insured plans was provided as a sample spreadsheet.</p>	<p>Suggestions regarding the spreadsheet should be emailed to E. Beane (ebeane@cachlink.org)</p>
Closing	<ul style="list-style-type: none"> A schedule of meetings for the SPG Workgroups and Advisory Council is available on the www.michigan.gov/spg website. The DSWG meetings usually are scheduled for the 3rd Tuesday of each month. Since this is a public project, other SPG Workgroup and Advisory Council meetings are open to those who would like to attend. 	<p>Notify Ellen Speckman-Randall (SpeckmanE@michigan.gov) if you would like to attend other SPG Workgroup or Advisory Council meetings.</p>

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	<ul style="list-style-type: none">• E. Beane will report Data Synthesis Workgroup activities to the Advisory Council• Feedback from workgroup members is encouraged. Evaluation forms were distributed for completion. Evaluations will be completed following each meeting.• Meeting adjourned at 4:25 pm	

Respectfully Submitted by: Wilmetta Anderson 08/16/05

Reviewed by Elaine Beane, Facilitator