



CENTER FOR IMPROVING  
VALUE IN HEALTH CARE

## Colorado All Payer Claims Database Advisory Committee Charge, Duties, Commitment, and Bylaws

### BACKGROUND

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In 2010 the Colorado General Assembly passed [House Bill 10-1330](#), enabling the formation of “an Advisory Committee to make recommendations regarding the creation of a Colorado All-Payer Health Claims database for the purpose of transparent public reporting of health care information.” The bill required the Executive Director of the Department of Health Care Policy and Financing (HCPF) to appoint members within 45 days to “make recommendations regarding the creation of the framework and implementation plan for a Colorado All-Payer Claims Database for the purpose of facilitating the reporting of health care and health quality data that results in transparent and public reporting of safety, quality, cost and efficiency information at all levels of health care.”

### REPEAL OF SCHEDULED COMMITTEE SUNSET

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As Administrator of the Colorado All Payer Claims Database (CO APCD), Center for Improving Value in Health Care (CIVHC) implemented the database in late 2012. To ensure continued multi-stakeholder engagement, in 2013, CIVHC worked with members of the General Assembly to pass [Senate Bill 13-149](#) which repealed the scheduled sunset of the CO APCD Advisory Committee and revised its charge and duties to reflect the new role it would have to help the state best use this valuable resource.

### CHARGE AND DUTIES

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**Charge:** “... [to] support the database in its established mission of facilitating the reporting of health care and health quality data that results in transparent and public reporting of safety, quality, cost, and efficiency information; and analysis of health care spending and utilization patterns for purposes that improve the population's health, improve the care experience, and control costs.”

**Duties:** The Advisory Committee shall make recommendations to the Executive Director and the CO APCD Administrator related to the CO APCD. The recommendations include the following:

- Procedures for the collection, retention, use, and disclosure of data from the CO APCD, including procedures and safeguards to protect the privacy, integrity, confidentiality, and availability of any data;
- Guidelines for charging for custom reports from the CO APCD;
- Procedures to ensure compliance with the "Health Insurance Portability and Accountability Act of 1996", pub.l. 104-191, as amended and implementing federal regulations;
- Procedures to ensure compliance with other state and federal privacy laws; and
- Procedures for data confidentiality and data disposal if the CO APCD ceases to exist.

In 2018, [House Bill 18-1327](#) enabled the Colorado General Assembly to appropriate general funds to the state department to pay for expenses related to the CO APCD and also expanded the role of Advisory Committee to include supporting awarding scholarship grants to help defray the cost of non-public data to “non-profits and governmental agencies to conduct research.” Specific Advisory Committee duties related to the scholarship program, when funding is available, include:

- Providing recommendations to the Executive Director regarding rules governing the scholarship program including procedures, criteria and standard for awarding scholarship grants.
- Consulting with the state department on development of a grant application form.

- Reviewing applications for scholarship grants and recommending which grants to approve and the amount of each award.

## COMMITMENT

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As Committee members work to support the CO APCD and make recommendations to the Executive Director and the Administrator, the following expectations are considered part of the commitment to the Committee:

- Devotion of a reasonable amount of time necessary to complete Committee duties.
- Attendance at a minimum of two meetings in person or remotely per calendar year. (Meetings are held quarterly, and last approximately two hours);
  - In lieu of the assigned Committee member attending a minimum of two meetings per year, a delegate from the same organization or same representation category will be accepted.
- Active participation in meetings and email discussion, including but not limited to: review and feedback of public reports, review and input of requests for Data Bytes, and review of the CO APCD Annual Report to the General Assembly.
- Providing considered, thoughtful, and constructive advisory content to the Executive Director and Administrator as corresponds to Member's role on the Committee.

In the event that these expectations are not met, the Executive Director and Administrator reserve the right to request a Member's resignation from the Committee and replace them accordingly.

## POSITIONS AND ELECTIONS

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Every two years, beginning in 2021, the Committee will hold elections for Advisory Committee Chair and Advisory Committee Vice Chair positions. The Chair and Vice Chair have the following responsibilities:

### Committee Chair:

- Assist CO APCD Administrator and Executive Director with establishing the agenda for quarterly meetings.
- Facilitate quarterly meetings
- Support CO APCD Administrator with recruiting new Advisory Committee members
- Assist the CO APCD Administrator with other items as needed including but not limited to review of meeting materials including notes and presentations, writing letters of support from Advisory Committee, advisement regarding state and federal legislation that may impact the operations of the CO APCD, etc.

### Committee Vice Chair:

- Assist CO APCD Administrator and Executive Director with establishing the agenda for quarterly meetings.
- Facilitate quarterly meetings in the absence of the Committee Chair
- Support CO APCD Administrator with recruiting new Advisory Committee members
- Assist the CO APCD Administrator with other items as needed including but not limited to review of meeting materials including notes and presentations, writing letters of support from Advisory Committee, suggestions regarding state and federal legislation that may impact the operations of the CO APCD, etc.

A call for nominations (including self-nominations) will be issued at the February meeting of the election year, and a vote with majority rule will be held via email prior to the May meeting of the election year with the term beginning in August of the same year.

## TERM LIMITS

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The Committee Chair and Vice Chair positions do not have a term limit with the exception that re-elections are held every two years. One or both of the Chairs could choose to run again after any given two-year term. Other Advisory Committee positions do not have defined term limits with the exception of the following:

**General Assembly Positions:**

The terms of one or more members of the General Assembly may need to be shortened in the event that an election or change in the legislature results in the makeup of the Committee positions not adequately representing the guidelines outlined in SB 13-149:

- Two members of the general assembly, one appointed by the majority leader of the senate and one appointed by the majority leader of the house of representatives. Except that, if the majority leaders are from the same political party, the minority leader of the house of representatives shall appoint the second member.

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