

AMENDMENT

It is agreed between the State of Vermont, Department of Vermont Health Access (hereinafter called "State") and Stone Environmental (hereinafter called "Contractor") with principal place of business in Montpelier, VT that the contract dated February 15, 2015 is to be amended October 1, 2016 as follows:

- 1. By striking out on page 1, item #3, of the Base Agreement and as amended by Amendment #1 on page 1, and substituting in lieu thereof the following revised item #3:**

3. Maximum Amount. In consideration of the services to be performed by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$263,000.

Work performed between October 1, 2016 and the signing or execution of this agreement that is in conformity with Attachment A may be billed under this agreement.

- 2. By striking out on page 1, item #4, of the Base agreement and as amended by Amendment #1 on page 1, and substituting in lieu thereof the following revised item #4:**

4. Contract Term. The period of Contractor's performance shall begin on **February 15, 2015** and end on **June 30, 2017**.

- 3. By striking out on page 1, item #8, of the Base agreement and as amended by Amendment #2 on page 1, and substituting in lieu thereof the following revised item #8:**

8. Attachments. This contract consists of 29 pages including the following attachments, which are incorporated herein:

Attachment A – Scope of Work to be Performed
Attachment B – Payment Provisions
Attachment C – Standard State Provisions: For Grants and Contracts
Attachment E – Business Associate Agreement
Attachment F – Standard State Provisions: AHS Customary Contract Provisions
Appendix I – Required Forms
Exhibit A – Approved Task Orders Under the Agreement

The order of precedence of documents shall be as follows:

- 1). This document
- 2). Attachment C – Standard State Provisions: For Grants and Contracts
- 3). Attachment A – Scope of Work to be Performed
- 4). Attachment B – Payment Provisions
- 5). Attachment E – Business Associate Agreement
- 6). Attachment F – Standard State Provisions: AHS Customary Contract Provisions
- 7). Appendix I – Required Forms
- 8). Exhibit A – Approved Task Orders Under the Agreement

4. Attachment B: By replacing in its entirety with the following revised version:

**ATTACHMENT B
PAYMENT PROVISIONS**

The maximum dollar amount payable under this agreement is not intended as any form of a guaranteed amount. The Contractor will be paid for products or services actually performed as specified in Attachment A up to the maximum allowable amount specified in this agreement. State of Vermont payment terms are Net 30 days from date of invoice, payments against this contract will comply with the State's payment terms. The payment schedule for delivered products, or rates for services performed, and any additional reimbursements, are included in this attachment. Work performed between October 1, 2016 and the signing or execution of this amendment that is in conformity with Attachment A may be billed under this agreement. The following provisions specifying payments are:

1. This contract is funded by federal grants and is subject to federal approval by the Centers for Medicare and Medicaid Innovation (CMMI). No reimbursement shall be provided under this agreement without federal approval for the task, service, or product for which reimbursement is claimed. The maximum amount payable under this contract for services and expenses shall not exceed \$263,000.
 - a. In October 2015, the State received federal approval for \$120,000 for the time period February 15, 2015-December 31, 2015. In December 2015, the State received federal approval for an extension of time to expend those previously approved funds to June 30, 2016.
 - b. In June 2016, the State received federal approval for the time period January 1, 2016-June 30, 2016 in the amount of \$85,000.
 - c. In June 2016, the State received federal approval for the time period of July 1, 2016-December 31, 2016 in the amount of \$85,000.
 - d. In December 2016, the State sought federal approval for the time period of October 1, 2016-June 30, 2017 for a funding reduction in the amount of \$27,000. This funding reduction request is to accurately reflect the actual spending trend for the contractor through the end of this agreement. Contractor may not begin work for that time period without written authorization from the State of Vermont. Approval for funding is contingent on CMMI authorization.
2. Hourly rates are inclusive of all expenses. The State shall pay the Contractor at the following rates:

Title	Staff	Hourly Rate
Principal/Program Manager	David Healy	\$177
Senior Professional 1	Barbara Patterson / Alan Hammersmith	\$134
Project Professional 1	Charlie Hoffman	\$103
Accountant 1	Sammy Ralph	\$62
Subject Matter Expert	Rachel Block	\$150
Project Management	Annmarie Curley	\$200

Subject Matter Expert	Steve Kappel	\$150
Subject Matter Expert	Larry Sandage	\$125

Work product and Deliverable Acceptance / Remediation

All work products (deliverables) are subject to review and approval by the State before being accepted. Any work product deemed unacceptable by the State will be subject to revision by the Contractor based upon a Remediation Plan that the State and the Contractor will develop. The State may also require a remediation plan to address the Contractor's failure or reasonably foreseeable failure to meet the timelines or due dates defined for any work product, reporting, or deliverables under this contract or a task order.

Work product may be deemed unacceptable by the State if it fails to meet the acceptance criteria listed in the task order. If there are no acceptance criteria specified, work product may be deemed unacceptable for any reason at the State's sole discretion, including failure to meet performance measures and failure to follow State direction and input.

Notwithstanding Items 1 and 2 of this Attachment B, work required under a remediation plan will be performed at no additional charge, or at a discounted rate agreed to by the State at its sole discretion. The State may require under a remediation plan the commitment of additional resources as necessary to ensure full and timely completion of deliverables and/or remediation activities.

3. No benefits or insurance will be reimbursed by the State.
4. Contractor bills monthly for work done each month, there are no monthly minimums or maximums. If Contractor doesn't do any work in a given month, the State shall not be charged.
5. Up to ten percent (10%) indirect charges are the maximum allowable indirect charge limit for this contract.
6. **Invoices.** All requests for reimbursements shall be made using the Invoice – Contracts Agreements form attached, see Appendix I – Required Forms, or a similar format agreed upon by the State and Contractor. All payments are subject to payment terms of Net 30 days. The Contractor shall submit invoices to the State monthly.

The State shall reimburse the Contractor for Subcontractor costs up to the total maximum amount of this agreement. The Contractor shall submit each invoice along with the paid subcontractor invoice as supporting documentation for all reimbursed payments.

Invoices should reference this contract number, contain a unique invoice number, and current date of submission. Invoices should be submitted electronically with all other reports to:

Karen Sinor, Contracts and Grants Administrator
Business Office, Contracting Unit
Department of Vermont Health Access
Karen.Sinor@vermont.gov

5. **Appendix I:** By striking the *Task Order Template* form in Amendment #2 on page 14, and inserting in lieu thereof the following revised version *Task Order Template*:

**Appendix I – REQUIRED FORMS
 Task Order Template**

Task Title:	
Contractor:	
Contract #:	
Effective Dates:	
Cost:	

1. **Scope of Work**

2. **Deliverables**

3. **Payment Provisions** (*Payment terms must specify if payments are based on an hourly rate or deliverables*).

Approval:

Stone Environmental	David Healy	
Approval Signature		Date
Assistant Attorney General	Anna Cykon	
Approval Signature		Date
State Authorized Rep:	Sarah Kinsler	
Approval Signature		Date
DVHA Contract Administrator	Karen Sinor	
Approval Signature		Date

Comments: _____

***Must be signed by all parties prior to commencement of work. ***

6. Exhibit A: By replacing Exhibit A in its entirety with the following revised version beginning on page 6:

This amendment consists of 29 pages. Except as modified by this amendment and any previous amendments, all provisions of this contract #28427 dated February 15, 2015 shall remain unchanged and in full force and effect.

By the STATE OF VERMONT

By the CONTRACTOR

Cory Gustafson, Commissioner Date
Department of Vermont Health Access (DVHA)
NOB 1 South, 280 State Drive
Waterbury, Vermont 05671
Phone: (802) 241-0246
Email: cory.gustafson@vermont.gov

David Healy, Vice President Date
Stone Environmental
535 Stone Cutters Way
Montpelier, Vermont 05602
Phone: (802) 229-4541
Email: dhealy@stone-env.com

Exhibit A
Approved Task Orders Under the Agreement

*State of Vermont, Contract for Personal Services
Department of Vermont Health Access*

Task Order 01 (October 1, 2015 – December 31, 2015)

Task Title:	Vermont Health Care Innovation Project (VHCIP) HDI Workgroup Support
Contractor:	Stone Environmental inc.
Contract #:	28427
Duration:	October 1, 2015 – December 31, 2015
Cost:	Estimated \$21,093

Scope of Work

- a. The Contractor shall provide support for the Health Data Infrastructure Work Group of the Vermont Health Care Innovation Project (VHCIP). Contractor shall provide support for activities and decision-making, including, but not limited to, the following areas:
- i. Work closely with VHCIP and the HDI Work Group leadership to strategize for Work Group meetings.
 - ii. Actively participate in HDI Work Group meeting discussions
 - iii. Make strategic recommendations to Work Group and VHCIP leadership on HIT and HIE goals as requested. (Team)
 - iv. Program Management to coordinate and manage HDI Work Group project management activities.
 - v. Specific Project Management of HDI Work Group activities
 1. Expand Connectivity to HIE – Gap Analyses
 - a. LTSS
 2. Expand Connectivity to HIE – Gap Remediation
 - a. LTSS
 3. Expand Connectivity to HIE – Data Extracts from HIE
 4. Improve Quality of Data Flowing into HIE
 - a. Data Terminology Services LTSS
 5. EMR Expansion
 6. Data Warehousing—
 - a. DocSite migration
 - b. Larger warehouse planning.
 7. Care Management Tools
 - a. SCUP
 8. General Health Data – HIE Planning
 9. General Health Data – Expert Support
 10. Event Notification
 - vi. Subject Matter Expertise:
 1. Attend VHCIP Steering Committee meetings and other VHCIP Work Group meetings as necessary to support the goals of the HDI Work Group.
 2. Provide information, research, and expertise in preparing and presenting discussion materials for VHCIP or its work groups.
 3. Provide written and verbal information in support of Federal and State reporting criteria including project and financial information.
 - vii. Research :

STATE OF VERMONT, CONTRACT FOR PERSONAL SERVICES PAGE 2 OF 2
 DEPARTMENT OF VERMONT HEALTH ACCESS
 STONE ENVIRONMENTAL INC.

CONTRACT #28427

1. Industry and cross-industry best practices for improving the interoperability of clinical data throughout the health care landscape.
2. Industry and cross-industry best practices for improving the quality of clinical data throughout the health care landscape.
3. Advanced analytics and data systems.
4. Methods and technologies for improved extraction of data elements.
5. Methods and technologies for standardization of data elements

Deliverables

- a. Submit monthly Task Order and progress report indicating what work is to be done and confirming what work was accomplished each month.
- b. Participate in monthly VHCIP Steering Committee and work group meetings, and sub work-group meetings as needed.
- c. Participate in monthly VHCIP work group planning meetings.
- d. Provide research and summary documents to support VHCIP work group work plan and decision-making.
- e. Work with VHCIP Project Staff regarding IT infrastructure needs by providing research, papers and documents that support Work Group recommendations and decision-making.

Payment Provisions

- ~50 Hours at \$125/hour
- ~24 Hours at \$145/hour
- ~42 Hours at \$150/hour
- ~34 Hours at \$177/hour

Total Amount: ~\$ 21,093

Stone Environmental	David Healy	
Approval Signature	David J. Healy <small>Digitally signed by David J. Healy DN: cn=David J. Healy, o=Stone Environmental Inc., ou=Applied Information Management, email=dhealy@stone-env.com, c=US Date: 2015.12.01 07:37:13 -0500</small>	December 1, 2015 Date:
State Authorized Rep:	Georgia Maheras	
Approval Signature	e-Signed by Georgia Maheras on 2016-07-23 11:19:16 GMT	e-Signed by Sarah Kinler on 2016-07-25 12:03:13 GMT Date:
DVHA Contract Administrator	Jessica Mendizabal	
Approval Signature	e-Signed by Karen Sinor on 2016-07-25 14:38:08 GMT	Date:

Comments: _____

e-Signed by Michael Barber
 on 2016-07-22 18:51:25 GMT

Task Order #02: January 1, 2016 – January 31, 2016

Task Title:	Vermont Health Care Innovation Project (VHCIP) HDI Workgroup Support
Contractor:	Stone Environmental Inc.
Contract #:	28427
Effective Dates:	January 1, 2016 – January 31, 2016
Cost:	Estimated Cost \$9,000

1. Scope of Work

A. The Contractor shall provide support for the Health Data Infrastructure Work Group of the Vermont Health Care Innovation Project (VHCIP). Contractor shall provide support for activities and decision-making, including, but not limited to, the following areas:

- a. Work closely with VHCIP and the HDI Work Group leadership to strategize for Work Group meetings.
- b. Actively participate in HDI Work Group meeting discussions
- c. Make strategic recommendations to Work Group and VHCIP leadership on HIT and HIE goals as requested. (Team)
- d. Program Management to coordinate and manage HDI Work Group project management activities.
- e. Specific Project Management of HDI Work Group activities
 - i. **Expand Connectivity to HIE – Gap Analyses**
 - 1. LTSS
 - ii. **Expand Connectivity to HIE – Gap Remediation**
 - 1. LTSS
 - iii. **Expand Connectivity to HIE – Data Extracts from HIE**
 - iv. **Improve Quality of Data Flowing into HIE**
 - 1. Data Terminology Services LTSS
 - v. **EMR Expansion**
 - vi. **Data Warehousing—**
 - 1. DocSite migration
 - 2. Larger warehouse planning.
 - vii. **Care Management Tools**
 - 1. SCUP
 - viii. **General Health Data – HIE Planning**
 - ix. **General Health Data – Expert Support**
 - x. **Event Notification**
- f. **Subject Matter Expertise:**
 - i. Attend VHCIP Steering Committee meetings and other VHCIP Work Group meetings as necessary to support the goals of the HDI Work Group.
 - ii. Provide information, research, and expertise in preparing and presenting discussion materials for VHCIP or its work groups.
 - iii. Provide written and verbal information in support of Federal and State reporting criteria including project and financial information.
- g. **Research :**
 - i. Industry and cross-industry best practices for improving the interoperability of clinical data throughout the health care landscape.
 - ii. Industry and cross-industry best practices for improving the quality of clinical data throughout the health care landscape.
 - iii. Advanced analytics and data systems.
 - iv. Methods and technologies for improved extraction of data elements.
 - v. Methods and technologies for standardization of data elements

2. Deliverables

- a. Submit monthly Task Order and progress report indicating what work is to be done and confirming what work was accomplished each month.
- b. Participate in monthly VHCIP Steering Committee and work group meetings, and sub work-group meetings as needed.
- c. Participate in monthly VHCIP work group planning meetings.
- d. Provide research and summary documents to support VHCIP work group work plan and decision-making.
- e. Work with VHCIP Project Staff regarding IT infrastructure needs by providing research, papers and documents that support Work Group recommendations and decision-making.

3. Payment Provisions (*Payment terms must specify if payments are based on an hourly rate or deliverables*).

Total Amount based on hourly rates: ~\$9,000.

Approval:

Stone Environmental	David J Healy	
Approval Signature		Date 1/1/16
Attorney General	Michael Barber	
Approval Signature	E-SIGNED by Michael Barber on 2016-02-29 15:21:05 GMT	Date
State Authorized Rep:	Georgia Maheras	
Approval Signature	E-SIGNED by Georgia Maheras on 2016-02-29 15:32:10 GMT	Date
DVHA Contract Administrator	Leah Korce	
Approval Signature	E-SIGNED by Leah Korce on 2016-02-29 15:35:11 GMT	Date

Comments: _____

Task Order #03: February 1, 2016 – February 29, 2016

Task Title:	Vermont Health Care Innovation Project (VHCIP) HDI Workgroup Support
Contractor:	Stone Environmental Inc.
Contract #:	28427
Effective Dates:	February 1, 2016 – February 29, 2016
Cost:	Estimated Cost \$25,000

1. Scope of Work

A. The Contractor shall provide support for the Health Data Infrastructure Work Group of the Vermont Health Care Innovation Project (VHCIP). Contractor shall provide support for activities and decision-making, including, but not limited to, the following areas:

- a. Work closely with VHCIP and the HDI Work Group leadership to strategize for Work Group meetings.
- b. Actively participate in HDI Work Group meeting discussions
- c. Make strategic recommendations to Work Group and VHCIP leadership on HIT and HIE goals as requested. (Team)
- d. Program Management to coordinate and manage HDI Work Group project management activities.
- e. Specific Project Management of HDI Work Group activities
 - i. **Expand Connectivity to HIE – Gap Analyses**
 1. LTSS
 - ii. **Expand Connectivity to HIE – Gap Remediation**
 1. LTSS
 - iii. **Expand Connectivity to HIE – Data Extracts from HIE**
 - iv. **Improve Quality of Data Flowing into HIE**
 1. Data Terminology Services LTSS
 - v. **EMR Expansion**
 - vi. **Data Warehousing—**
 1. DocSite migration
 2. Larger warehouse planning.
 - vii. **Care Management Tools**
 1. SCUP
 - viii. **General Health Data – HIE Planning**
 - ix. **General Health Data – Expert Support**
 - x. **Event Notification**
- f. **Subject Matter Expertise:**
 - i. Attend VHCIP Steering Committee meetings and other VHCIP Work Group meetings as necessary to support the goals of the HDI Work Group.
 - ii. Provide information, research, and expertise in preparing and presenting discussion materials for VHCIP or its work groups.
 - iii. Provide written and verbal information in support of Federal and State reporting criteria including project and financial information.
- g. **Research :**
 - i. Industry and cross-industry best practices for improving the interoperability of clinical data throughout the health care landscape.
 - ii. Industry and cross-industry best practices for improving the quality of clinical data throughout the health care landscape.
 - iii. Advanced analytics and data systems.
 - iv. Methods and technologies for improved extraction of data elements.
 - v. Methods and technologies for standardization of data elements

2. Deliverables

- a. Submit monthly Task Order and progress report indicating what work is to be done and confirming what work was accomplished each month.
- b. Participate in monthly VHCIP Steering Committee and work group meetings, and sub work-group meetings as needed.
- c. Participate in monthly VHCIP work group planning meetings.
- d. Provide research and summary documents to support VHCIP work group work plan and decision-making.
- e. Work with VHCIP Project Staff regarding IT infrastructure needs by providing research, papers and documents that support Work Group recommendations and decision-making.

3. Payment Provisions (Payment terms must specify if payments are based on an hourly rate or deliverables).

Total Amount based on hourly rates: ~\$25,000

Approval:

Stone Environmental	David J Healy	
Approval Signature		Date 2/9/16
Attorney General	Michael Barber	
Approval Signature	E-SIGNED by Michael Barber on 2016-02-26 18:34:34 GMT	Date
State Authorized Rep:	Georgia Maheras	
Approval Signature	E-SIGNED by Georgia Maheras on 2016-02-26 18:35:14 GMT	Date
DVHA Contract Administrator	Leah Korce	
Approval Signature	E-SIGNED by Leah Korce on 2016-02-26 18:35:52 GMT	Date

Comments: _____

Task Order #04: March 1, 2016 – March 31, 2016

Task Title:	Vermont Health Care Innovation Project (VHCIP) HDI Workgroup Support
Contractor:	Stone Environmental Inc.
Contract #:	28427
Effective Dates:	March 1, 2016 – March 31, 2016
Cost:	Estimated Cost \$25,000

1. Scope of Work

- A. The Contractor shall provide support for the Health Data Infrastructure Work Group of the Vermont Health Care Innovation Project (VHCIP). Contractor shall provide support for activities and decision-making, including, but not limited to, the following areas:
- a. Work closely with VHCIP and the HDI Work Group leadership to strategize for Work Group meetings.
 - b. Actively participate in HDI Work Group meeting discussions
 - c. Make strategic recommendations to Work Group and VHCIP leadership on HIT and HIE goals as requested. (Team)
 - d. Program Management to coordinate and manage HDI Work Group project management activities.
 - e. Specific Project Management of HDI Work Group activities
 - i. **Expand Connectivity to HIE – Gap Analyses**
 1. LTSS
 - ii. **Expand Connectivity to HIE – Gap Remediation**
 1. LTSS Gap Remediation
 - iii. **Track progress on ENS project**
 1. Meetings with ENS and Terminology Services project stakeholders in including ACOs and VITL
 2. Schedule and facilitate monthly project status meeting
 3. Track progress on Terminology Services project
 4. Schedule and facilitate monthly status meetings
 5. Review State PMO process and templates
 6. Interview with Tim Holland from PMO to determine skills required to PM state projects
 7. Meeting with VITL to understand details of Terminology Services project
 8. Weekly meetings with Georgia and Larry
 - iv. **Industry and cross-industry best practices for improving the quality of clinical data throughout the health care landscape.**
 1. Research 42 CFR Part 2
 2. General CMS strategy
 - v. **Advanced analytics and data systems.**
 - vi. **Methods and technologies for improved extraction of data elements.**
 - vii. **Methods and technologies for standardization of data elements**
 - viii. **Expand Connectivity to HIE – Data Extracts from HIE**
 - ix. **Improve Quality of Data Flowing into HIE**
 1. Data Terminology Services
 2. LTSS Gap Remediation
 3. VITL Access onboarding for HHAs
 - x. **EMR Expansion**
 - xi. **Data Warehousing—**
 1. DocSite migration
 2. Larger warehouse planning.
 - xii. **Care Management Tools**
 1. Closing out SCUP project

- 2. Helping set direction on SCP and UTP projects
 - xiii. General Health Data – HIE Planning
 - xiv. General Health Data – Expert Support
- f. Subject Matter Expertise:
 - i. Attend VHCIP Steering Committee meetings and other VHCIP Work Group meetings as necessary to support the goals of the HDI Work Group.
 - ii. Provide information, research, and expertise in preparing and presenting discussion materials for VHCIP or its work groups.
 - iii. Provide written and verbal information in support of Federal and State reporting criteria including project and financial information.
- g. Research :
 - i. Industry and cross-industry best practices for improving the interoperability of clinical data throughout the health care landscape.
 - ii. Industry and cross-industry best practices for improving the quality of clinical data throughout the health care landscape.
 - iii. Advanced analytics and data systems.
 - iv. Methods and technologies for improved extraction of data elements.
 - v. Methods and technologies for standardization of data elements

2. Deliverables

- a. Submit monthly Task Order and progress report indicating what work is to be done and confirming what work was accomplished each month.
- b. Participate in monthly VHCIP Steering Committee and work group meetings, and sub work-group meetings as needed.
- c. Participate in monthly VHCIP work group planning meetings.
- d. Provide research and summary documents to support VHCIP work group work plan and decision-making.
- e. Work with VHCIP Project Staff regarding IT infrastructure needs by providing research, papers and documents that support Work Group recommendations and decision-making.

3. Payment Provisions (*Payment terms must specify if payments are based on an hourly rate or deliverables*).

Total Amount based on hourly rates: ~\$25,000

Approval:

Stone Environmental	David J Healy	
Approval Signature		Date 3/30/16
Attorney General	Michael Barber	
Approval Signature	E-SIGNED by Michael Barber on 2016-04-01 16:21:05 GMT	Date
State Authorized Rep:	Georgia Maheras	
Approval Signature	E-SIGNED by Georgia Maheras on 2016-04-01 16:23:09 GMT	Date
DVHA Contract Administrator	Leah Korce	
Approval Signature	E-SIGNED by Leah Korce on 2016-04-01 19:23:04 GMT	Date

Comments: _____

Task Order #005: April 1, 2016 – April 30, 2016

Task Title:	Vermont Health Care Innovation Project (VHCIP) HDI Workgroup Support
Contractor:	Stone Environmental Inc.
Contract #:	28427
Effective Dates:	April 1, 2016 – April 30, 2016
Cost:	Estimated Cost \$25,000

1. Scope of Work

- A. The Contractor shall provide support for the Health Data Infrastructure Work Group of the Vermont Health Care Innovation Project (VHCIP). Contractor shall provide support for activities and decision-making, including, but not limited to, the following areas:
- a. Work closely with VHCIP and the HDI Work Group leadership to strategize for Work Group meetings.
 - b. Actively participate in HDI Work Group meeting discussions
 - c. Make strategic recommendations to Work Group and VHCIP leadership on HIT and HIE goals as requested. (Team)
 - d. Program Management to coordinate and manage HDI Work Group project management activities.
 - e. Specific Project Management of HDI Work Group activities
 - i. **Expand Connectivity to HIE – Gap Analyses**
 1. LTSS
 - ii. **Expand Connectivity to HIE – Gap Remediation**
 1. LTSS Gap Remediation
 - iii. **Track progress on ENS project**
 1. Meetings with ENS and Terminology Services project stakeholders in including ACOs and VITL
 2. Schedule and facilitate monthly project status meeting
 3. Track progress on Terminology Services project
 4. Schedule and facilitate monthly status meetings
 5. Review State PMO process and templates
 6. Meeting with VITL to understand details of Terminology Services project
 7. Weekly meetings with Georgia and Larry
 - iv. **Industry and cross-industry best practices for improving the quality of clinical data throughout the health care landscape.**
 1. Research 42 CFR Part 2
 2. General CMS strategy
 - v. **Advanced analytics and data systems.**
 - vi. **Methods and technologies for improved extraction of data elements.**
 - vii. **Methods and technologies for standardization of data elements**
 - viii. **Expand Connectivity to HIE – Data Extracts from HIE**
 - ix. **Improve Quality of Data Flowing into HIE**
 1. Data Terminology Services
 2. LTSS Gap Remediation
 3. VITL Access onboarding for HHAs
 - x. **EMR Expansion**
 - xi. **Data Warehousing—**
 1. DocSite migration
 2. Larger warehouse planning.
 - xii. **Care Management Tools**
 1. Closing out SCUP project
 2. Helping set direction on SCP and UTP projects

- xiii. **General Health Data – HIE Planning**
- xiv. **General Health Data – Expert Support**
- f. **Subject Matter Expertise:**
 - i. Attend VHCIP Steering Committee meetings and other VHCIP Work Group meetings as necessary to support the goals of the HDI Work Group.
 - ii. Provide information, research, and expertise in preparing and presenting discussion materials for VHCIP or its work groups.
 - iii. Provide written and verbal information in support of Federal and State reporting criteria including project and financial information.
- g. **Research :**
 - i. Industry and cross-industry best practices for improving the interoperability of clinical data throughout the health care landscape.
 - ii. Industry and cross-industry best practices for improving the quality of clinical data throughout the health care landscape.
 - iii. Advanced analytics and data systems.
 - iv. Methods and technologies for improved extraction of data elements.
 - v. Methods and technologies for standardization of data elements

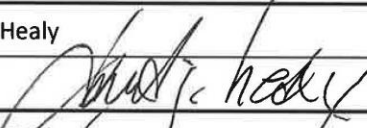
2. Deliverables

- a. Submit monthly Task Order and progress report indicating what work is to be done and confirming what work was accomplished each month.
- b. Participate in monthly VHCIP Steering Committee and work group meetings, and sub work-group meetings as needed.
- c. Participate in monthly VHCIP work group planning meetings.
- d. Provide research and summary documents to support VHCIP work group work plan and decision-making.
- e. Work with VHCIP Project Staff regarding IT infrastructure needs by providing research, papers and documents that support Work Group recommendations and decision-making.

3. Payment Provisions (*Payment terms must specify if payments are based on an hourly rate or deliverables*).

Total Amount based on hourly rates: ~\$25,000

Approval:

Stone Environmental	David J Healy	
Approval Signature		Date 3/30/16
Attorney General	Michael Barber	
Approval Signature	E-SIGNED by Michael Barber on 2016-04-04 12:23:30 GMT	Date
State Authorized Rep:	Georgia Maheras	
Approval Signature	E-SIGNED by Georgia Maheras on 2016-04-04 12:24:34 GMT	Date
DVHA Contract Administrator	Leah Korce	
Approval Signature	E-SIGNED by Leah Korce on 2016-04-04 12:25:18 GMT	Date

Comments: _____

Task Order #006: May 1, 2016 – May 31, 2016

Task Title:	Vermont Health Care Innovation Project (VHCIP) HDI Workgroup Support
Contractor:	Stone Environmental Inc.
Contract #:	28427
Effective Dates:	May 1, 2016 – May 31, 2016
Cost:	Estimated Cost \$15,000

1. Scope of Work

A. The Contractor shall provide support for the Health Data Infrastructure Work Group of the Vermont Health Care Innovation Project (VHCIP). Contractor shall provide support for activities and decision-making, including, but not limited to, the following areas:

- a. Work closely with VHCIP and the HDI Work Group leadership to strategize for Work Group meetings.
- b. Actively participate in HDI Work Group meeting discussions
- c. Make strategic recommendations to Work Group and VHCIP leadership on HIT and HIE goals as requested. (Team)
- d. Program Management to coordinate and manage HDI Work Group project management activities.
- e. Specific Project Management of HDI Work Group activities
 - i. **Expand Connectivity to HIE – Gap Analyses**
 1. LTSS
 - ii. **Expand Connectivity to HIE – Gap Remediation**
 1. LTSS Gap Remediation
 - iii. **Track progress on ENS project**
 - iv. **Industry and cross-industry best practices for improving the quality of clinical data throughout the health care landscape.**
 1. Research 42 CFR Part 2
 2. General CMS strategy
 - v. **Advanced analytics and data systems.**
 - vi. **Methods and technologies for improved extraction of data elements.**
 - vii. **Methods and technologies for standardization of data elements**
 - viii. **Expand Connectivity to HIE – Data Extracts from HIE**
 - ix. **Improve Quality of Data Flowing into HIE**
 1. Data Terminology Services
 2. LTSS Gap Remediation
 3. VITL Access onboarding for HHAs
 4. Data Quality metrics and diagram
 - x. **EMR Expansion**
 - xi. **Data Warehousing—**
 1. DocSite migration
 2. Larger warehouse planning.
 3. Blueprint Clinical Registry Budget
 4. Develop Work Scope
 - xii. **Care Management Tools**
 1. Closing out SCUP project
 2. Helping set direction on SCP and UTP projects
 - xiii. **General Health Data – HIE Planning**
 - xiv. **General Health Data – Expert Support**
 1. CAM update with Business Office

f. **Subject Matter Expertise:**

- i. Attend VHCIP Steering Committee meetings and other VHCIP Work Group meetings as necessary to support the goals of the HDI Work Group.
 - ii. Provide information, research, and expertise in preparing and presenting discussion materials for VHCIP or its work groups.
 - iii. Provide written and verbal information in support of Federal and State reporting criteria including project and financial information.
- g. Research :**
- i. Industry and cross-industry best practices for improving the interoperability of clinical data throughout the health care landscape.
 - ii. Industry and cross-industry best practices for improving the quality of clinical data throughout the health care landscape.
 - iii. Advanced analytics and data systems. Develop Work Scope
 - iv. Methods and technologies for improved extraction of data elements.
 - v. Methods and technologies for standardization of data elements

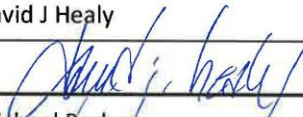
2. Deliverables

- a. Submit monthly Task Order and progress report indicating what work is to be done and confirming what work was accomplished each month.
- b. Participate in monthly VHCIP Steering Committee and work group meetings, and sub work-group meetings as needed.
- c. Participate in monthly VHCIP work group planning meetings.
- d. Provide research and summary documents to support VHCIP work group work plan and decision-making.
- e. Work with VHCIP Project Staff regarding IT infrastructure needs by providing research, papers and documents that support Work Group recommendations and decision-making.

3. Payment Provisions (Payment terms must specify if payments are based on an hourly rate or deliverables).

Total Amount based on hourly rates: ~\$15,000

Approval:

Stone Environmental	David J Healy	
Approval Signature		Date 5/4/16
Attorney General	Michael Barber	
Approval Signature	e-Signed by Michael Barber on 2016-05-12 15:22:14 GMT	Date
State Authorized Rep:	Georgia Maheras	
Approval Signature	e-Signed by Georgia Maheras on 2016-05-12 15:33:16 GMT	Date
DVHA Contract Administrator	Leah Korce	
Approval Signature	e-Signed by Karen Sinor on 2016-05-12 15:38:28 GMT	Date

Comments: _____

Task Order #007: June 1, 2016 – June 30, 2016

Task Title:	Vermont Health Care Innovation Project (VHCIP) HDI Workgroup Support
Contractor:	Stone Environmental Inc.
Contract #:	28427
Effective Dates:	June 1, 2016 – June 30, 2016
Cost:	Estimated Cost \$19,000

1. Tasks

The Contractor will continue to provide support for the Health Data Infrastructure Work Group of the Vermont Health Care Innovation Project (VHCIP). Contractor will provide support for activities and decision-making, including, but not limited to, the following areas:

A. Meetings

- a. Larry Sandage will meet monthly with VHCIP and the HDI Work Group leadership to strategize for Work Group meetings.
- b. Larry Sandage will actively participate in the monthly HDI Work Group meeting discussions.
- c. David Healy and Rachel Block will attend the Monthly HDI Work Group Meeting
- d. Larry Sandage will prepare an update HDI Work Group activities report weekly
- e. Larry will meet with State Health IT staff at least 5 days this month
- f. Team will conduct 2 phone calls per month to coordinate and update each other or each other's activities

B. Larry Sandage will Draft a Project Plan for Connectivity Criteria.

C. Larry Sandage will conduct Event Notifications planning with DOC.

D. Team will work with the HDI Data Warehousing subcommittee. David Healy will facilitate and coordinate this subcommittee's work. Rachel Block and Larry Sandage will be conducting research on this area. They will attend this month's postponed kickoff meeting. Expected outcome is the development of initial set of expectations; initial identification of data sets of interest; a discussion on how to harmonize data; facilitate integration for analysis; and a draft work plan, budget, and schedule for the project effort.

E. Based on the approved scope of work, David Healy and Rachel Block will begin their investigation of other state/regional data health utility organizations from around the country. This effort will scope will spell out investigation will include different models/structures/governance; authority; costs and funding mechanisms in play; and an assessment of the strengths and weaknesses of these organizations. This draft scope of work will be presented to HDI Work Group Leadership for review.

F. Project Management and development of Task Order of work to be performed in June will be developed.


2. Deliverables

- A. Progress report indicating what work is to be done and confirming what work was accomplished.
- B. Attend and participate in monthly VHCIP Steering Committee; and work group meetings, and sub work-group meetings as noted above.
- C. Participate in monthly VHCIP work group planning meetings.
- D. Progress report on analysis of other state/sub state data utilities/organizations.
- E. Summary of Data Warehousing subcommittee work.
- F. A Task Order for work to be done in July.

3. **Payment Provisions** (Payment terms must specify if payments are based on an hourly rate or deliverables).

Task Order 7: HDI Support Consulting Services			
Task	Est.	Rate	Est. Cost
Task A. Work Group Meetings/Communications			
Larry	12	\$ 125	\$ 1,500
Rachel	3	\$ 150	\$ 450
David	3	\$ 177	\$ 531
Task B. Project Plan for Connectivity Criteria			
Larry	6	\$ 125	\$ 750
Task C. Event Notification Planning			
Larry	4	\$ 125	\$ 500
Task D. Data Warehousing			
David	16	\$ 177	\$ 2,832
Rachel	20	\$ 150	\$ 3,000
Larry	8	\$ 150	\$ 1,200
Task E. Data Utility			
David	20	\$ 177	\$ 3,540
Rachel	20	\$ 150	\$ 3,000
Task F. Project Management			
David	4	\$ 177	\$ 708
Sammy	1	\$ 62	\$ 62
		Total	\$ 18,073
Expenses			
Knack Hosting		\$ 40	
Indirect-10%			
Consultants/Expense			\$ 1,044
Total Monthly Estimate			\$ 19,117

Approval:

Stone Environmental	David J Healy		
Approval Signature			Date 6/1/16
Attorney General	Michael Barber		
Approval Signature		e-Signed by Michael Barber on 2016-06-15 18:52:21 GMT	Date
State Authorized Rep:	Georgia Maheras		
Approval Signature		e-Signed by Georgia Maheras on 2016-06-15 19:31:35 GMT	e-Signed by Sarah Kinsler on 2016-06-15 19:30:54 GMT
DVHA Contract Administrator	Karen Sinor		
Approval Signature		e-Signed by Karen Sinor on 2016-06-15 19:50:02 GMT	Date

Comments: _____

Task Order #008: July 1, 2016 – July 31, 2016

Task Title:	Vermont Health Care Innovation Project (VHCIP) HDI Workgroup Support
Contractor:	Stone Environmental Inc.
Contract #:	28427
Effective Dates:	July 1, 2016 – July 31, 2016
Cost:	Estimated Cost \$18,000

1. Tasks

The Contractor will continue to provide support for the Health Data Infrastructure Work Group of the Vermont Health Care Innovation Project (VHCIP). Contractor will provide support for activities and decision-making, including, but not limited to, the following areas:

- A. Meetings
 - a. Larry Sandage will meet monthly with VHCIP and the HDI Work Group leadership to strategize for Work Group meetings.
 - b. Larry Sandage will actively participate in the monthly HDI Work Group meeting discussions.
 - c. David Healy and Rachel Block will attend the Monthly HDI Work Group Meeting
 - d. Larry Sandage will prepare an update HDI Work Group activities report weekly
 - e. Larry will meet with State Health IT staff at least 5 days this month
 - f. Team will conduct 2 phone calls per month to coordinate and update each other or each other's activities
- B. Larry Sandage will Draft a Project Plan for Connectivity Criteria.
- C.
- D. Larry Sandage will conduct Event Notifications planning with DOC.
- E. Team will work with the HDI Data Warehousing subcommittee. David Healy will facilitate and coordinate this subcommittee's work. Rachel Block and Larry Sandage will be conducting research on this area. They will facilitate this month's meeting. Expected outcome is the development of inal confirmation of goals, Engage them directly, Focus on specifics, one or two priorities, flush out use cases, and identify next steps. set of expectations; initial identification of data sets of interest; a discussion on how to harmonize data; facilitate integration for analysis; and a draft work plan, budget, and schedule for the project effort.
- F. David Healy and Rachel Block will continue their investigation of other state/regional data health utility organizations from around the country. This effort will scope will spell out investigation will include different models/structures/governance; authority; costs and funding mechanisms in play; and an assessment of the strengths and weaknesses of these organizations.
- G. Rachel Block will work on reviewing consent policies.
- H. Project Management and development of Task Order of work to be performed in August will be developed.

2. Deliverables

- A. Progress report indicating what work is to be done and confirming what work was accomplished.
- B. Attend and participate in monthly VHCIP Steering Committee; and work group meetings, and sub work-group meetings as noted above.
- C. Participate in monthly VHCIP work group planning meetings.
- D. Progress report on analysis of other state/sub state data utilities/organizations.
- E. Summary of Data Warehousing subcommittee work.
- F. A Task Order for work to be done in August.

3. **Payment Provisions** (Payment terms must specify if payments are based on an hourly rate or deliverables).

Task Order 8: HDI Support Consulting Services			
Task	Est.	Rate	Est. Cost
Task A. Work Group Meetings/Communication:			
Larry	12	\$ 125	\$ 1,500
Rachel	3	\$ 150	\$ 450
David	3	\$ 177	\$ 531
Task B. Project Plan for Connectivity Criteria			
Larry	6	\$ 125	\$ 750
Task C. Event Notification Planning			
Larry	4	\$ 125	\$ 500
Task D. Data Warehousing			
David	16	\$ 177	\$ 2,832
Rachel	20	\$ 150	\$ 3,000
Larry	8	\$ 150	\$ 1,200
Task E. Data Utility			
David	12	\$ 177	\$ 2,124
Rachel	20	\$ 150	\$ 3,000
Task F. Project Management			
David	4	\$ 177	\$ 708
Sammy	1	\$ 62	\$ 62
			Total \$ 16,657
Expenses			
Knack Hosting		\$ 40	
Indirect-10%			
Consultants/Expense			\$ 1,044
Total Monthly Estimate			\$ 17,701

Approval:

Stone Environmental	David J Healy	
Approval Signature		Date 7/11/16
Attorney General	Michael Barber	
Approval Signature	e-Signed by Michael Barber on 2016-07-20 13:16:30 GMT	Date
State Authorized Rep:	Georgia Maheras	
Approval Signature	e-Signed by Georgia Maheras on 2016-07-20 13:28:39 GMT	e-Signed by Sarah Kinsler on 2016-07-20 13:40:12 GMT
DVHA Contract Administrator	Karen Sinor	
Approval Signature	e-Signed by Karen Sinor on 2016-07-20 13:41:33 GMT	Date

Comments: _____

Task Order #009 (revised): August 1, 2016 – August 31, 2016

Task Title:	Vermont Health Care Innovation Project (VHCIP) HDI Workgroup Support
Contractor:	Stone Environmental Inc.
Contract #:	28427
Effective Dates:	August 1, 2016 – August 31, 2016
Cost:	Estimated Cost \$20,000

1. Tasks

The Contractor will continue to provide support for the Health Data Infrastructure Work Group of the Vermont Health Care Innovation Project (VHCIP). Contractor will provide support for activities and decision-making, including, but not limited to, the following areas:

- A. Meetings
 - a. Larry Sandage will meet monthly with VHCIP and the HDI Work Group leadership to strategize for Work Group meetings.
 - b. Larry Sandage will actively participate in the monthly HDI Work Group meeting discussions.
 - c. David Healy and Rachel Block will attend the Monthly HDI Work Group Meeting
 - d. Larry Sandage will prepare an update HDI Work Group activities report weekly
 - e. Larry will meet with State Health IT staff at least 5 days this month
 - f. Team will conduct 2 phone calls per month to coordinate and update each other or each other's activities
- B. Larry Sandage will continue on developing Connectivity Criteria.
- C. Larry Sandage will conduct Event Notifications planning with DOC.
- D. Team will work with the HDI Data Warehousing subcommittee. David Healy will facilitate and coordinate this subcommittee's work. Rachel Block and Larry Sandage will be conducting research on this area. They will facilitate this month's meeting. Expected outcome is the development of final confirmation of goals, Engage them directly, Focus on specifics, one or two priorities, flush out use cases, and identify next steps. set of expectations; initial identification of data sets of interest; a discussion on how to harmonize data; facilitate integration for analysis; and a draft work plan, budget, and schedule for the project effort.
- E. David Healy and Rachel Block will continue their investigation of other state/regional data health utility organizations from around the country. This effort will scope will spell out investigation will include different models/structures/governance; authority; costs and funding mechanisms in play; and an assessment of the strengths and weaknesses of these organizations.
- F. Rachel Block will work on reviewing consent policies.
- G. Annmarie Curley will provide project management monitoring and control for the VCN Data Repository Project; support VCN as requested in the following areas: create and review project plans, coordinate with IT vendors and facilitate weekly team meetings, develop specifications and interface design documents, review vendor deliverables and develop testing plan and methodology.
- H. Project Management and development of Task Order of work to be performed in September will be developed.

2. Deliverables

- A. Progress report indicating what work is to be done and confirming what work was accomplished.
- B. Attend and participate in monthly VHCIP Steering Committee; and work group meetings, and sub work-group meetings as noted above.
- C. Participate in monthly VHCIP work group planning meetings.
- D. Progress report on analysis of other state/sub state data utilities/organizations.
- E. Summary of Data Warehousing subcommittee work.

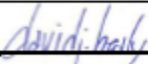
- F. Draft Consent Policy Document
- G. A plan review, and provide input and feedback for vendor Phase 2 plan, and Phase 2 Technical Specification, and assistance with development of agency integration plan for Phase 2.
- H. A Task Order for work to be done in September.

3. **Payment Provisions**
 based on an hourly


(Payment terms must specify if payments are rate or deliverables).

Task Order 9: HDI Support Consulting Services			
Task	Est.	Rate	Est. Cost
Task A. Work Group Meetings/Communication:			
Larry	10	\$ 125	\$ 1,250
Rachel	3	\$ 150	\$ 450
David	3	\$ 177	\$ 531
Task B. Project Plan for Connectivity Criteria			
Larry	6	\$ 125	\$ 750
Task C. Event Notification Planning			
Larry	4	\$ 125	\$ 500
Task D. Data Warehousing			
David	16	\$ 177	\$ 2,832
Rachel	20	\$ 150	\$ 3,000
Larry	8	\$ 150	\$ 1,200
Task E. Data Utility			
David	10	\$ 177	\$ 1,770
Rachel	20	\$ 150	\$ 3,000
Task F. Consent Management			
Rachel	4	\$ 150	\$ 600
Larry	4	\$ 125	\$ 500
Task G. VCN Data Repository Project Mgmt			
Annmarie	6	\$ 200	\$ 1,200
Task G. Project Management			
David	6	\$ 177	\$ 1,062
Sammy	1	\$ 62	\$ 62
Total			\$ 18,707
Expenses			
Knack Hosting		\$ 40	
Indirect-10%			
Consultants/Expense			\$ 1,019
Total Monthly Estimate			\$ 19,726

Approval:

Stone Environmental	David J Healy	
Approval Signature		Date 8/18//16
Attorney General	Michael Barber	
Approval Signature	e-Signed by Michael Barber on 2016-09-12 14:37:35 GMT	Date
State Authorized Rep:	Georgia Maheras	
Approval Signature	e-Signed by Georgia Maheras on 2016-09-12 15:09:12 GMT	Date
DVHA Contract Administrator	Karen Sinor	
Approval Signature	e-Signed by Karen Sinor on 2016-09-12 15:10:04 GMT	Date

Comments: _____


 e-Signed by Sarah Kinsler
 on 2016-09-12 15:08:28 GMT

Task Order #009: September 1, 2016 – September 30, 2016

Task Title:	Vermont Health Care Innovation Project (VHCIP) HDI Workgroup Support
Contractor:	Stone Environmental Inc.
Contract #:	28427
Effective Dates:	September 1, 2016 – September 30, 2016
Cost:	Estimated Cost \$27,000

1. Tasks

The Contractor will continue to provide support for the Health Data Infrastructure Work Group of the Vermont Health Care Innovation Project (VHCIP). Contractor will provide support for activities and decision-making, including, but not limited to, the following areas:

A. Meetings

- a. Larry Sandage will meet monthly with VHCIP and the HDI Work Group leadership to strategize for Work Group meetings.
- b. Larry Sandage will actively participate in the monthly HDI Work Group meeting discussions.
- c. David Healy and Rachel Block will attend the Monthly HDI Work Group Meeting as needed
- d. David Healy, Rachel Block will attend the HIT Governance Meetings.
- e. Larry Sandage will prepare an update HDI Work Group activities report weekly
- f. Larry will meet with State Health IT staff at least 5 days this month
- g. Team will conduct 2 phone calls per month to coordinate and update each other or each other's activities

B. Larry Sandage will continue on developing Connectivity Criteria.

C. Larry Sandage will conduct Event Notifications planning with DOC.

D. Team will work with the HIT Data Governance (formerly Data Warehousing) committee. David Healy, Rachel Block, and Larry Sandage will help facilitate and coordinate this subcommittee's work; conducting research on this area. They will facilitate this month's meetings. Expected outcome is the development of final confirmation of goals, Engage them directly, Focus on specifics, one or two priorities, flush out use cases, and identify next steps. set of expectations; initial identification of data sets of interest; a discussion on how to harmonize data; facilitate integration for analysis; and a draft work plan, budget, and schedule for the project effort.

E. David Healy and Rachel Block will continue their investigation of other state/regional data health utility/governance organizations from around the country. This effort will scope will spell out investigation will include different models/structures/governance; authority; costs and funding mechanisms in play; and an assessment of the strengths and weaknesses of these organizations.

F. Rachel Block will work on reviewing consent policies.

G. Annmarie Curley will provide project management monitoring and control for the VCN Data Repository Project; support VCN as requested in the following areas: create and review project plans, coordinate with IT vendors and facilitate weekly team meetings, develop specifications and interface design documents, review vendor deliverables and develop testing plan and methodology.

H. Project Management and development of Task Order of work to be performed in September will be developed.

2. Deliverables

- A. Progress reports indicating what work is to be done and confirming what work was accomplished.
- B. Attend and participate in monthly VHCIP Steering Committee; and work group meetings, and sub work-group meetings as noted above.

- C. Participate in monthly VHCIP work group planning meetings.
- D. Progress report on analysis of other state/sub state data utilities/organizations.
- E. Summary of Data Warehousing subcommittee work.
- F. Draft Consent Policy Document
- G. A review, and provide input and feedback for vendor Phase 2 plan, and Phase 2 Technical Specification, and assistance with development of agency integration plan for Phase 2.
- H. A Task Order for work to be done in September.


3. Payment Provisions (Payment terms must specify if payments are based on an hourly rate or deliverables).

Task Order 10: HDI Support Consulting Service			
Task	Est.	Rate	Est. Cost
Task A. Work Group Meetings/Communication:			
Larry	10	\$ 125	\$ 1,250
Rachel	3	\$ 150	\$ 450
David	3	\$ 177	\$ 531
Task B. Project Plan for Connectivity Criteria			
Larry	6	\$ 125	\$ 750
Task C. Event Notification Planning			
Larry	4	\$ 125	\$ 500
Task D. Data Warehousing/Governance			
David	16	\$ 177	\$ 2,832
Rachel	20	\$ 150	\$ 3,000
Larry	8	\$ 150	\$ 1,200
Task E. Data Utility			
David	10	\$ 177	\$ 1,770
Rachel	20	\$ 150	\$ 3,000
Task F. Consent Management			
Rachel	4	\$ 150	\$ 600
Larry	4	\$ 125	\$ 500
Task G. VCN Data Repository Project Mgmt			
Annmarie	40	\$ 200	\$ 8,000
Task G. Project Management			
David	8	\$ 177	\$ 1,416
Sammy	1	\$ 62	\$ 62
Total			\$ 25,861
Expenses			
Knack Hosting		\$ 40	
Indirect-10%			
Consultants/Expense			\$ 1,019
Total Monthly Estimate			\$ 26,880

Approval:

Stone Environmental	David J Healy	
Approval Signature		Date 9/6//16
Attorney General	Michael Barber	
Approval Signature		Date
State Authorized Rep:	Georgia Maheras	
Approval Signature		Date
DVHA Contract Administrator	Karen Sinor	
Approval Signature		Date

Comments: _____


 e-Signed by Sarah Kinsler
 on 2016-09-07 12:42:05 GMT

Task Order #011: October 1, 2016 - October 31, 2016

Task Title:	Vermont Health Care Innovation Project (VHCIP) HDI Workgroup Support
Contractor:	Stone Environmental Inc.
Contract #:	28427
Effective Dates:	October 1, 2016 – October 31, 2016
Cost:	Estimated Cost \$27,000

1. Tasks

The Contractor will continue to provide support for the Health Data Infrastructure Work Group of the Vermont Health Care Innovation Project (VHCIP). Contractor will provide support for activities and decision-making, including, but not limited to, the following areas:

- A. Meetings
 - a. Larry Sandage will meet monthly with VHCIP and the HDI Work Group leadership to strategize for Work Group meetings.
 - b. Larry Sandage will actively participate in the monthly HDI Work Group meeting discussions.
 - c. David Healy and Rachel Block will attend the Monthly HDI Work Group Meeting as needed
 - d. David Healy, Rachel Block will attend the HIT Governance Meetings.
 - e. Larry Sandage will prepare an update HDI Work Group activities report weekly
 - f. Larry will meet with State Health IT staff at least 5 days this month
 - g. Team will conduct 2 phone calls per month to coordinate and update each other or each other's activities
- B. Larry Sandage will continue on developing Connectivity Criteria.
- C. Larry Sandage will conduct Event Notifications planning with DOC.
- D. Team will work with the HIT Data Governance (formerly Data Warehousing) committee. David Healy, Rachel Block, and Larry Sandage will help facilitate and coordinate this subcommittee's work; conducting research on this area. They will facilitate this month's meetings. Expected outcome is the development of final confirmation of goals, Engage them directly, Focus on specifics, one or two priorities, flush out use cases, and identify next steps. set of expectations; initial identification of data sets of interest; a discussion on how to harmonize data; facilitate integration for analysis; and a draft work plan, budget, and schedule for the project effort.
- E. David Healy and Rachel Block will continue their investigation of other state/regional data health utility/governance organizations from around the country. This effort will scope will spell out investigation will include different models/structures/governance; authority; costs and funding mechanisms in play; and an assessment of the strengths and weaknesses of these organizations.
- F. Rachel Block will work on reviewing consent policies.
- G. Annmarie Curley will provide project management monitoring and control for the VCN Data Repository Project; support VCN as requested in the following areas: create and review project plans, coordinate with IT vendors and facilitate weekly team meetings, develop specifications and interface design documents, review vendor deliverables and develop testing plan and methodology.
- H. Project Management and development of Task Order of work to be performed in September will be developed.

2. Deliverables

- A. Progress reports indicating what work is to be done and confirming what work was accomplished.
- B. Attend and participate in monthly VHCIP Steering Committee; and work group meetings, and sub work-group meetings as noted above.

- C. Participate in monthly VHCIP work group planning meetings.
- D. Draft report on analysis of other state/sub state data utilities/organizations.
- E. Draft Governance Work Group Materials as needed.
- F. Draft Consent Policy Document
- G. A review, and provide input and feedback for vendor Phase 2 plan, and Phase 2 Technical Specification, and assistance with development of agency integration plan for Phase 2.
- H. A Task Order for work to be done in November.

3. **Payment Provisions** (Payment terms must specify if payments are based on an hourly rate or deliverables).

Task Order 11: HDI Support Consulting Service			
Task	Est.	Rate	Est. Cost
Task A. Work Group Meetings/Communication:			
Larry	8	\$ 125	\$ 1,000
Rachel	3	\$ 150	\$ 450
David	3	\$ 177	\$ 531
Task B. Project Plan for Connectivity Criteria			
Larry	6	\$ 125	\$ 750
Task C. Event Notification Planning			
Larry	4	\$ 125	\$ 500
Task D. Data Warehousing/Governance			
David	16	\$ 177	\$ 2,832
Rachel	20	\$ 150	\$ 3,000
Larry	6	\$ 150	\$ 900
Task E. Data Utility			
David	10	\$ 177	\$ 1,770
Rachel	14	\$ 150	\$ 2,100
Task F. Consent Management			
Rachel	4	\$ 150	\$ 600
Larry	2	\$ 125	\$ 250
Task G. VCN Data Repository Project Mgmt			
Annmarie	40	\$ 200	\$ 8,000
Task G. Project Management			
David	8	\$ 177	\$ 1,416
Sammy	1	\$ 62	\$ 62
Total			\$ 24,161
Expenses			
Knack Hosting		\$ 40	
Indirect-10%			
Consultants/Expense			\$ 874
Total Monthly Estimate			\$ 25,035

Approval:

Stone Environmental	David J Healy	
Approval Signature		Date 10/6//16
Attorney General	Michael Barber	
Approval Signature	e-Signed by Michael Barber on 2016-10-07 14:03:35 GMT	Date
State Authorized Rep:	Georgia Maheras	
Approval Signature	e-Signed by Georgia Maheras on 2016-10-07 14:05:09 GMT	Date
DVHA Contract Administrator	Karen Sinor	
Approval Signature	e-Signed by Karen Sinor on 2016-10-07 14:06:08 GMT	Date

Comments: _____

e-Signed by Sarah Kinsler
on 2016-10-07 14:04:36 GMT

Task Order #012: November 1, 2016 - November 30, 2016

Task Title:	Vermont Health Care Innovation Project (VHCIP) HDI Workgroup Support
Contractor:	Stone Environmental Inc.
Contract #:	28427
Effective Dates:	November 1, 2016 – November 30, 2016
Cost:	Estimated Cost \$26,000

1. Tasks

The Contractor will continue to provide support for the Health Data Infrastructure Work Group of the Vermont Health Care Innovation Project (VHCIP). Contractor will provide support for activities and decision-making, including, but not limited to, the following areas:

- A. Meetings
 - a. Larry Sandage will meet monthly with VHCIP and the HDI Work Group leadership to strategize for Work Group meetings.
 - b. Larry Sandage will actively participate in the monthly HDI Work Group meeting discussions.
 - c. David Healy and Rachel Block will attend the Monthly HDI Work Group Meeting as needed
 - d. David Healy, Rachel Block will attend the HIT Governance Meetings.
 - e. Larry Sandage will prepare an update HDI Work Group activities report weekly
 - f. Larry will meet with State Health IT staff at least 5 days this month
 - g. Team will conduct 2 phone calls per month to coordinate and update each other or each other's activities
- B. Larry Sandage will continue on developing Connectivity Criteria.
- C. Larry Sandage will conduct Event Notifications planning with DOC.
- D. Team will work with the HIT Data Governance (formerly Data Warehousing) committee. David Healy, Rachel Block, and Larry Sandage will help facilitate and coordinate this subcommittee's work; conducting research on this area. They will facilitate this month's meetings. Expected outcome is the development of final confirmation of goals, Engage them directly, Focus on specifics, one or two priorities, flush out use cases, and identify next steps. set of expectations; initial identification of data sets of interest; a discussion on how to harmonize data; facilitate integration for analysis; and a draft work plan, budget, and schedule for the project effort.
- E. David Healy and Rachel Block will continue their investigation of other state/regional data health utility/governance organizations from around the country. This effort will scope will spell out investigation will include different models/structures/governance; authority; costs and funding mechanisms in play; and an assessment of the strengths and weaknesses of these organizations.
- F. Rachel Block will work on reviewing consent policies.
- G. Annmarie Curley will provide project management monitoring and control for the VCN Data Repository Project; support VCN as requested in the following areas: create and review project plans, coordinate with IT vendors and facilitate weekly team meetings, develop specifications and interface design documents, review vendor deliverables and develop testing plan and methodology.
- H. Project Management and development of Task Order of work to be performed in September will be developed.

2. Deliverables

- A. Progress reports indicating what work is to be done and confirming what work was accomplished.
- B. Attend and participate in monthly VHCIP Steering Committee; and work group meetings, and sub work-group meetings as noted above.

- C. Participate in monthly VHCIP work group planning meetings.
- D. Draft report on analysis of other state/sub state data utilities/organizations.
- E. Draft Governance Work Group Materials as needed.
- F. Draft Consent Policy Document
- G. A review, and provide input and feedback for vendor Phase 2 plan, and Phase 2 Technical Specification, and assistance with development of agency integration plan for Phase 2.
- H. A Task Order for work to be done in November.

3. **Payment Provisions** (Payment terms must specify if payments are based on an hourly rate or deliverables).

Task Order 12: HDI Support Consulting Services			
Task	Est.	Rate	Est. Cost
Task A. Work Group Meetings/Communications			
Larry	8	\$ 125	\$ 1,000
Rachel	3	\$ 150	\$ 450
David	3	\$ 177	\$ 531
Task B. Project Plan for Connectivity Criteria			
Larry	6	\$ 125	\$ 750
Task C. Event Notification Planning			
Larry	4	\$ 125	\$ 500
Task D. Data Warehousing/Governance			
David	16	\$ 177	\$ 2,832
Rachel	24	\$ 150	\$ 3,600
Larry	8	\$ 150	\$ 1,200
Task E. Data Utility			
David	10	\$ 177	\$ 1,770
Rachel	14	\$ 150	\$ 2,100
Task F. Consent Management			
Rachel	4	\$ 150	\$ 600
Larry	2	\$ 125	\$ 250
Task G. VCN Data Repository Project Mgmt			
Annmarie	40	\$ 200	\$ 8,000
Task H. Project Management			
David	8	\$ 177	\$ 1,416
Sammy	1	\$ 62	\$ 62
		Total	\$ 25,061
Expenses			
		Knack Hosting	\$ 40
Indirect-10%			
		Consultants/Expense	\$ 964
		Total Monthly Estimate	\$ 26,025

Approval:

Stone Environmental	David J Healy	
Approval Signature		Date 11/4/16
Attorney General	e-Signed by Jared Bianchi	
Approval Signature	on 2016-11-09 14:56:58 GMT	Date
State Authorized Rep:	Georgia Maheras	
Approval Signature	e-Signed by Georgia Maheras on 2016-11-10 13:16:17 GMT	e-Signed by Sarah Kinsler on 2016-11-10 13:03:40 GMT Date
DVHA Contract Administrator	Karen Sinor	
Approval Signature	e-Signed by Karen Sinor on 2016-11-10 13:18:27 GMT	Date

Comments: _____