|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACP Testing Workgroup Meeting** | | | | | Agenda: |  | Minutes: | X |
| Facilitator: | Healtheway | | Date: | 07/18/2014 | | | | |
| Note taker: | Carlos Fourquet | | Time: | 12-1:00PM (EST) | | | | |
| Attendees | | | | | | | | |
| |  |  | | --- | --- | | Ahmed | , Shuvo | | |  | |  |  | | --- | --- | | Hill | , David | | | | | |  |
| |  |  | | --- | --- | | Bartlett | , Janis | | |  | |  |  | | --- | --- | | Lamy | , Joe | | | | | |  |
| |  |  | | --- | --- | | Borden | , David | | | X | |  |  | | --- | --- | | Lomangino | , Mike | | | | | |  |
| |  |  | | --- | --- | | Davis | , Didi | | | X | |  |  | | --- | --- | | Moehrke | , John | | | | | |  |
| |  |  | | --- | --- | | Donnelly | , John | | |  | |  |  | | --- | --- | | Pack | , Henry | | | | | |  |
| |  |  | | --- | --- | | Fourquet | , Carlos | | |  | Prahl, Martin | | | | | X |
| |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | Heflin | , Eric | | | | X | |  |  | | --- | --- | | Ruf, | Lee,-Ann | | | | | | X |
| |  |  | | --- | --- | | Hernando | , Gonzalo | | | X | |  |  | | --- | --- | | Schramm | , David | | | | | | X |
|  | |  |  | | | | |  |

**Minutes: (This meeting was recorded for playback)**

* Review  July 11, 2014 Workgroup meeting
* Extension of test cases public comment period to 07/25/2014.
* Review P&T Committee discussions  from 07/16/2014 meeting (Didi – Marty)
* Review in Detail  ACP SSA Profile Test Case Document. (Marty)
  + [ACP SSA Profile TC w-Comments](http://ehealthexchange-acpworkgroup.wikispaces.com/file/detail/2014_07_18+ACP+SSA+Profile+Test+Cases+w-Comments.docx)
* Review of overall project timeline
* Action Items/Timeline reviewed
  + 7/18/2014 - Healtheway Staff and Co-chairs will incorporate edits/comments into ***ACP SSA Profile Test Document*** with participants comment and post it to [ACP Workgroup](http://ehealthexchange-acpworkgroup.wikispaces.com/). Wiki site
  + 7/23/2014 - Healtheway Staff and Co-chairs will incorporate edits/comments into ***ACP SSA Profile TC comment form*** and post it to [ACP Workgroup](http://ehealthexchange-acpworkgroup.wikispaces.com/). Wiki site
  + 7/24/2014 - Healtheway Staff and Co-chairs will incorporate edits/comments into final document for review and distribution. This document will be redistributed to all along with a summary of all comments received to workgroup by **noon on July 24, 2014**.
  + 7/25/2014 - Workgroup members are asked to review above artifacts and provide comments **by no later than 5pm ET July 24, 2014.** Please send comments as soon as possible to allow staff to incorporate.  Please send comments on the documents linked above to [testing@healthewayinc.org](mailto:testing@healthewayinc.org)
  + 7/25/2014 - Workgroup should have reviewed comments to verify they were properly addressed and come prepared to vote approval of test case artifacts on **July 25, 2014**.
  + Targeted Approval of Test Cases - Completed 8/1/2014
  + Test Tool Development Begins - 8/4/2014
  + Actual Pilot - 8/2014-9/2014

**Action Items:**

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| --- | --- | --- | --- | --- | --- |
| ID | Description | Owner | Date Opened | Date Due | Comments |
| 1 | Review Artifacts Distributed 7/18/2014 with comments by participants | ACP Workgroup Members | 7/18/2014 | 7/25/2014 |  |
| 2 | Posting of Comment Forms and Resolutions | ACP Chairs and Healtheway Staff | 7/18/2014 | 7/23/2014 |  |
| 3 | Incorporate edits to Artifacts | ACP Chairs and Healtheway Staff | 7/18/2014 | 7/24/2014 |  |
| 4 | Review Final Draft of Artifacts | ACP Workgroup Members | 7/11/2014 | 7/25/2014 |  |
| 5 | Approval of SSA Phase One Testing Artifact | ACP Workgroup Members | 7/18/2014 | 8/1/2014 |  |