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| **ACP Testing Workgroup Meeting** | Agenda: |  | Minutes: | X |
| Facilitator: | Healtheway | Date:  | 07/18/2014 |
| Note taker: | Carlos Fourquet  | Time:  | 12-1:00PM (EST) |
| Attendees |
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| Ahmed | , Shuvo |

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| Hill | , David |

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| Bartlett | , Janis |

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| Lamy | , Joe |

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| Borden | , David |

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| Lomangino | , Mike |

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| Davis | , Didi |

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| Moehrke | , John |

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| Donnelly | , John |

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| Pack | , Henry |

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| Fourquet | , Carlos |

 |  | Prahl, Martin | X |
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| Heflin | , Eric |

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| Ruf,  | Lee,-Ann |

 | X |
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| Hernando | , Gonzalo |

 | X |

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| --- | --- |
| Schramm | , David |

 | X |
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**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%2BACP%2BSSA%2BProfile%2BTest%2BCases%2Bw-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
	+ 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 |  |