|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACP Testing Workgroup Meeting** | Agenda: |  | Minutes: | X |
| Facilitator: | Healtheway | Date:  | 08/22/2014 |
| Note taker: | Juan C. 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 |

 | X |

|  |  |
| --- | --- |
| Pack | , Henry |

 |  |
|

|  |  |
| --- | --- |
| Fourquet | , Carlos |

 | X | Prahl, Martin |  |
| Harrell, Nan |  | Rosas, Jennifer |  |
|

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
| Heflin | , Eric |

 |

 |  |

|  |  |
| --- | --- |
| Ruf,  | Lee,-Ann |

 |  |
|

|  |  |
| --- | --- |
| Hernando | , Gonzalo |

 |  |

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

 |  X |
| Hudson, Gretchen | X | Whitecar, Michelle |  |
| Helman, Jeff | X |  |  |

**Agenda**

* Update on the Test Tools Discussions – Next Steps
	+ We have a Statement of Work from Aegis that is currently under review but it does capture all the requirements we have scoped. Aegis SOW has a phased approach to the implementation.
	+ Upcoming ACP workgroup External Meeting more informational.
* General Q&A from Group
	+ Aegis will be reaching to ACP group to help test prior conducting the pilot.
* Action Items/Timeline reviewed
	+ Once the SOW is finalized we will publish timetables

**Action Items:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 | Completed |
| 2 | Posting of Comment Forms and Resolutions | ACP Chairs and Healtheway Staff | 7/18/2014 | 08/11/2014 | Completed |
| 3 | Incorporate edits to Artifacts | ACP Chairs and Healtheway Staff | 7/18/2014 | 08/04/2014 | Completed |
| 4 | Review Final Draft of Artifacts  | ACP Workgroup Members | 7/11/2014 | 8/08/2014 | Completed |
| 5 | Approval of SSA Phase One Testing Artifact | ACP Workgroup Members | 7/18/2014 | 8/11/2014 | Completed |
| 6 | Test Tool Development | Healtheway/Aegis | 8/2014 | 9/2014 | Began 8/11 – SOW to be provided by Aegis for development of DIL requirements.  |
| 7 | SOW Received from Aegis | Aegis/Healtheway Staff | 8/21/2014 | 8/26/2014 | Discussion with HeW team held 8/21 and Mariann/Eric have action items with follow up pending. |
| 8 | Communication of Target Date for Pilot to Begin | Healtheway Staff | 8/22/2014 | 9/15/2014 | Date to be confirmed |
| 9 | Presentation to Specification Factory for Approval | Healtheway Staff | 8/2014 | 9/2014 | Exact Date TBD |
| 10 | Presentation to the Coordinating Committee for Approval | Healtheway Staff | 10/2014 | 10/2014 | Exact Date TBD |