|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |