

# Meeting of the RI AHRQ Health IT Project Steering Committee

July 24, 2008 ♦ 7:00am – 8:30am

Robinson C. Trowbridge Center at Kent Hospital ♦ 10 Health Lane ♦ Warwick, RI

## MEETING MINUTES

### MEETING ATTENDEES (\*indicates participation by teleconference)

#### Steering Committee

- Nancy Barisano, Westerly Hospital
- Virginia Burke, RI Health Care Association
- Nancy Coburn, NHPRI
- Carole Cotter, Lifespan, Co-Chair
- Gary Croteau, South County Hospital
- Yul Ejnes, MD, RI Medical Society
- Jim Feeney, East Side Clinical Laboratory
- Bill Florio, BCBS of Rhode Island
- Steve Foley, Prov. Community Health Ctrs
- Chuck Jones, Thundermist Health Center
- Ron Jordan, URI College of Pharmacy
- Jack Landers, RI Dept. of Administration
- Pat Moran, Hospital Association of RI
- Don Nokes, NetCenergy
- Paul Oates, United Health Networks
- Cedric Priebe, MD, Care NE, Co-Chair
- Frank Spinelli, RI Dept. of Human Svcs
- Norma Tatterfield, BCBS of Rhode Island

#### Steering Committee, continued

- Alan Tavares, RI Partnership for Home Care
- Linda Tucker, RI Assoc of Facilities and Services for the Aging
- John Young, RI Dept of Hospitals (MHRH)

#### Management Committee

- Laura Adams, Rhode Island Quality Institute
- Rebekah Gardner, Quality Partners of RI
- Beth Perry, EDS
- Laura Ripp, Consultant, Project Staff
- Patrick Vivier, MD, Ph.D. \*, Brown University
- Judy Wright, Rhode Island Quality Institute
- Amy Zimmerman, RI Department of Health

#### Other Attendees

- Areina Cabezas, RI Department of Health
- Reid Coleman, MD, Lifespan
- Nina Lennon, Rhode Island Quality Institute
- Crystal Pilon, St. Joseph Health Svcs of RI
- Roger Van Brussel, ICW

### MEETING PURPOSE

To communicate project updates; discuss the current *care* [RI HIE] breach policies and technical design specification and consider for a vote of approval; and provide an opportunity for new Steering Committee members to gain additional insights into the RI AHRQ Health IT Project.

### AGENDA

- |                    |  |
|--------------------|--|
| <b>7:00 – 7:10</b> | <b>1. Call to Order, Welcome and Introductions</b><br><i>Carole Cotter, Lifespan, Steering Committee Co-Chair</i>  |
| <b>7:10 – 7:15</b> | <b>2. Consideration for Approval: 6/26 Meeting Minutes</b><br><i>Carole Cotter, Lifespan, Steering Committee Co-Chair</i>                                    |
| <b>7:10 – 7:30</b> | <b>3. Project Update</b><br><i>Carole Cotter, Lifespan, Steering Committee Co-Chair</i>  |
| <b>7:30 – 8:30</b> | <b>4. VOTE: Consideration of Recommendations to Approve Policy and Technical Deliverables</b><br><i>Carole Cotter, Lifespan, Steering Committee Co-Chair</i> |
| <b>8:30am</b>      | <b>6. Recap Next Steps and Adjourn</b><br><i>Cedric Priebe, MD, Care New England, Steering Committee Co-Chair</i>  |
| <b>8:30 – 9:00</b> | <b>5. New Member Q&amp;A: Open Discussion</b><br><i>Cedric Priebe, MD, Care New England, Steering Committee Co-Chair</i>                                     |

## SUMMARY OF DECISIONS AND ACTION ITEMS

- A. Decision: June 26, 2008 meeting minutes were approved with changes.
- B. Decision: Approve the policy document titled: "Response to Breach of current *care*" as written.
- C. Decision: Approve the policy document titled: "current *care* Notification of Breach" as amended.
- D. Decision: Accept the recommendation of the Technical Solutions Group (TSG) to approve the EDS technical deliverable titled "RI HIE Project Draft Detailed Design Specification v0.2 (D23a)" as a partial deliverable with refinements and exclusions as agreed to by the TSG and EDS on July 17, 2008.

## MEETING DETAILS

### 1. Call to Order, Welcome and Introductions

Carole Cotter, Steering Committee Co-Chair, opened the meeting at 7:00 a.m. and welcomed the group with special recognition of five new Steering Committee members:

- Nancy Barisano, CIO, Westerly Hospital
- Nancy Coburn, COO, Neighborhood Health Plan of Rhode Island
- Donald Nokes, President, NetCenergy | Rhode Island Business Group on Health
- Ron Jordan, Interim Dean, University of Rhode Island College of Pharmacy
- Linda Tucker, Administrator, Scandanavian Home | RI Association of Facilities and Services for the Aging

### 2. Consideration for Approval: 6/26 Meeting Minutes

#### ACTION

**DECISION:** The June 26, 2008 meeting minutes were approved with two changes: Notation of Virginia Burke's attendance and a correction in the spelling of Alan Tavares' name.

### 3. Project Update

The updates to the Steering Committee included the following topics:

- Status of Policy / EDS Deliverables and Project Schedule
- Status of HIE Enrollment planning
- Status of RHIO designation contract and transition issues

Major points of discussion:

#### ➤ **Status of Policy / EDS Deliverables and Project Schedule**

Laura Ripp reviewed the Project Milestone Schedule that was distributed to the group. The schedule reflects the most recent timeline for both organizational capacity-building by the Rhode Island Quality Institute (the state-designated Regional Health Information Organization (RHIO)) and technical development of current *care*, the statewide health information exchange network. It was noted that much progress was being made on all

fronts, yet there are contracting issues that have created delays in the system implementation schedule. At this time, the timing of three major milestones is as follows:

1. Consumer enrollment in current *care* begins in August 2008. [precedes data flow by at least 3 months to maximize the number of consumers who "opt-in"]
2. First data flows into current *care* from Data Submitting Partners (DSPs) in 4<sup>th</sup> quarter 2008. [data will accumulate until the system goes live at pilot sites]
3. Go live with current *care* at pilot user (healthcare provider) sites in June 2009. [goal is for providers to find a reasonable proportion of their patients with data in the system to demonstrate value]

➤ **Status of HIE Enrollment planning**

Amy Zimmerman updated the group on the current *care* enrollment plan noting that the initial mailing of enrollment forms to a random sample of 25,000 Medicaid beneficiaries is slated for mid-August. Much effort is being made to make the enrollment materials comprehensible and encouraging to consumers. In addition to English, mailed materials will be translated into four foreign languages. Communication with stakeholders, particularly licensed physicians, will be an important focus of the coming weeks to assure that providers are notified in advance of the mailing.

Judy Wright reported that capacity-building efforts are well underway at RIQI. An enrollment database has been built at RIQI's current *care* location and an Enrollment Specialist is being hired. In addition, RIQI is actively recruiting a Technical Director to oversee technology planning and deployment. Plans to test the onsite enrollment strategy will begin at Thundermist Health Center and two interns have been hired to assist in this process.

Laura Adams reported that on September 29, 2008, a ceremonial signing of the RI HIE Act of 2008 will take place at the State House. The governor and other key legislators and stakeholders will be on hand to acknowledge the achievement.

➤ **Status of RHIO Designation Contract and Transition Issues**

Laura Adams reported that the contract between RIQI and the State has been fully executed which completes the designation of RIQI as the state RHIO. In addition, a second contract delineates mutual performance on management and operational details pertaining to current *care* including a timeline for transitioning full responsibility from the RI Department of Health to RIQI for network operations. Ms. Adams noted that Judy Wright will serve as the Director of current *care* Operations.

Ms. Adams reported that RIQI has been asked by its Board to explore and evaluate a range of technologies relative to future requirements and the need to rapidly build health information exchange capacity and value. RIQI will undertake a process to gain insights into enabling technologies.

#### **4. VOTE: Consideration of Recommendations to Approve Policy and Technical Deliverables**

In preparation for the detailed review and discussion of policy and technical deliverables, the Steering Committee was given a summary document with descriptions of the major current *care* policies and procedures and the process for development and approval. Laura

Adams noted that for policies where RIQI Board approval is suggested, the RIQI Board will consider the recommendations of the Steering Committee.

Carole Cotter presented three motions pertaining to the following current *care* policy and technical deliverables for Steering Committee consideration and vote of approval:

- current *care* Response to Breach Policy
- current *care* Notification of Breach Policy
- current *care* (RI HIE) Draft Design Specification

The motions and specific discussion and decisions are as follows:

a) **Policy:** Response to Breach of current *care*

**Discussion:** The policy was reviewed and the few clarifying refinements made by the Policy and Legal Committee were noted.

**Motion:** Accept the policy document titled: **Response to Breach of current *care*** as written.

**ACTION**

**DECISION:** The Steering Committee moved to approve the motion as stated; the motion was seconded and a vote was conducted that resulted in all members of the voting quorum voting in favor with no abstentions.

b) **Policy:** current *care* Notification of Breach

**Discussion:** The policy was reviewed and the few clarifying refinements made by the Policy and Legal Committee were noted. The group suggested additional amendments to improve clarity and completeness.

**Motion:** Accept the policy document titled: **current *care* Notification of Breach** as amended.

- Procedure Part B should now read: "If it is determined that the information breached was encrypted and there is not a reasonable likelihood that the encrypted information was rendered viewable, no further action is necessary."
- Procedure Part F2 should now read: "Electronic notice, if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in Section 7001 of Title 15 of the United States Code and assuming no PHI is included in the notice."

**ACTION**

**DECISION:** The Steering Committee moved to approve the motion as stated; the motion was seconded and a vote was conducted that resulted in all members of the voting quorum voting in favor with no abstentions.

c) **Technical Deliverable:** RI HIE Project Draft Detailed Design Specification v0.2 (D23a)

**Discussion:** There was brief discussion about the TSG review process of technical deliverables and the Steering Committee role in approval. It was noted that the TSG is a subcommittee of the Steering Committee charged with performing detailed review

of technical deliverables and providing guidance on technical issues as they arise in the project. As such, the TSG operates in a delegated capacity to advance technical recommendations to the Steering Committee. The group requested that anyone present that has participated in the TSG review process attest to their support of the TSG recommendation being advanced. Bill Florio offered his unconditional support of the TSG recommendations and expressed confidence in the leadership and competence of the group and the effectiveness of its decision-making process.

The Steering Committee inquired about the approach to finalize the Draft Design Specification document. EDS will complete the Draft and present it to the TSG for final review and include any remaining sections in the Final Detailed Design Specification deliverable (D23b), which is a separate document. EDS noted that the system hardware is under procurement and the software needed to complete the specification will be obtained soon.

**Motion:** Accept the recommendation of the Technical Solutions Group (TSG) to approve the EDS technical deliverable titled **RI HIE Project Draft Detailed Design Specification v0.2 (D23a)** as a partial deliverable with refinements and exclusions as agreed to by the TSG and EDS on July 17, 2008.

The document is a lengthy technical piece that describes the detailed technical specifications to be used to integrate and configure the different components of the Rhode Island Health Information Exchange system (a.k.a. *currentcare*). The Draft Detailed Design Specification is an essential guide for moving forward to build the RI HIE system. In its current form, it is a partial deliverable since it excludes several system components, including some that rely on software not yet installed. However, much progress can be made to configure the system while details of the outstanding components are finalized. The Draft Design Specification will be updated to include the following components:

1. User authentication and management [Sun ID Manager]
2. Terminology and data mapping/interoperability [Apelon solutions]
3. Modifications to reporting capabilities as agreed to by HEALTH and EDS

**ACTION**

**DECISION:** The Steering Committee moved to approve the motion as stated; the motion was seconded and a vote was conducted that resulted in all members of the voting quorum voting in favor with no abstentions.

## 5. Recap Next Steps and Adjourn

Dr. Priebe noted that the need for an August meeting will be assessed. He dismissed any members not choosing to stay for the New Member Q&A. The meeting was formally adjourned at 8:30 a.m.

## 6. New Member Q&A: Open Discussion

Dr. Cedric Priebe facilitated a Q&A session for new members.