



**Integrated Population Health Data (iPHD) Project  
Governing Board Meeting Minutes  
January 18, 2019  
1:00 PM-3:00 PM EST**

*iPHD Governing Board meeting convened in compliance with the New Jersey Open Public Meetings Act. The meeting was held at the New Jersey Department of Health (369 South Warren St., Trenton).*

**Board Members Present:**

*In-person:*

Rachel Hammond (Chair and Designee for the Commissioner of Health, Data Privacy Officer, NJ Department of Health), Dr. Joel Cantor (Ex officio/ Non-voting, Director of Rutgers Center for State Health Policy), Dr. Ranjana G. Madhusudhan (Designee for the State Treasurer, Chief Economist, NJ Department of the Treasury), Michele Norin (Ex officio, Chief Information Officer-Rutgers University), and Arundhati Mohankumar (Ex officio/Designee for the NJ Attorney General, Deputy Attorney General, NJ Office of the Attorney General)

*By-phone:*

Dr. Rashmi Jain (Appointed- Big Data/Security Expert, Chair of Information Management and Business Analytics, Montclair State University) and Sarah Adelman (Ex officio/Designee for the NJ Commissioner of Human Services, Deputy Commissioner, NJ Department of Human Services)

**Attendees:**

*In-person:*

Margaret Koller (Rutgers Center for State Health Policy), Mark McNally (Counsel to the Board-Office of the Attorney General of New Jersey), Jon Tew (Camden Coalition of Healthcare Providers), Felicia Wu (Research Scientist, Division of Medical Assistance and Health Services, State of NJ), Suzanne Borys (Assistant Division Director, Planning, Research, Evaluation & Prevention, NJ Division of Mental Health & Addiction Services), Eileen Troutman (Chief Information Officer, Office of Health Information Technology, NJ Department of Health), Debra Morgan (NJ Department of Health), Jose Nova (Rutgers Center for State Health Policy), Oliver Lontok (Rutgers Center for State Health Policy), Omna Syed (Rutgers Center for State Health Policy), and Manisha Agrawal (Rutgers Center for State Health Policy)

*By-phone:*

Carrie Parikh (NJ Office of Information Technology) and Chris Rein (NJ Office of Information Technology)

### **Call to Order/Opening Remarks**

- R. Hammond called the meeting to order at 1:05 pm with a quorum present.
- R. Hammond acknowledged that the meeting was being held in compliance with the 1975 NJ Open Public Meetings Act and that there was a publication of meeting time and location in two NJ print publications (Newark Star Ledger and The Times of Trenton) and on the Rutgers Center for State Health Policy website.
- R. Hammond and participants offered brief introductions.

### **General Updates/ Actions**

- R. Hammond mentioned that the November 27<sup>th</sup> meeting minutes were reviewed by the Minutes Subcommittee on December 18<sup>th</sup>. M. Norin made a motion for the full Governing Board to approve the November meeting minutes. R. Madhusudan provided the second, and upon roll-call the minutes were approved unanimously.
- The approved minutes will appear on the Rutgers Center for State Health Policy website.
- R. Hammond confirmed that \$1 million has been approved for the iPHD Project over two years. The funds can be used for personnel, website development and to fund pilot projects, among other things. MOA is in progress.
- R. Hammond mentioned that all the Governing Board members completed the ethics training in fall 2018. Governing Board members also need to complete outside employment (non-state Board Members) or outside activity (for current state employees) forms.
- R. Madhusudan questioned if Members are allowed to make recommendations for positions funded by the iPHD. R. Hammond suggested further discussion on this matter when more details are available.

### *Subcommittee Updates*

- Legal
  - R. Hammond acknowledges no legal subcommittee meeting has been held since the last Governing Board meeting on 11/27/18.
  - M. Koller provided an update on the dashboard tool that legal subcommittee is working on. This tool will provide a crosswalk of datasets with relevant privacy security statutes.
  - M. Koller mentioned that the priority datasets had been identified. Next steps would be to use law students for the legal analysis work. The law students will be funded by iPHD funding.

- Technical
  - R. Hammond mentioned that it is a statutory requirement that iPHD must comply with federal/state requirements including HIPPA, and the site visit to assess the Institute for Health (IFH) environment was productive and successful.
  - M. Norin described the three main areas of focus for the subcommittee:
    - Physical assessment of computing environment (NJ OIT site visit completed on January 8, 2019).
    - NJOIT Security Self-Assessment Readiness Tool (NJCCIC) shared by C. Rein. M. Norin acknowledged a positive set of scores is expected with regards to readiness of the IFH environment for the iPHD Project.
    - Policy and procedures – i.e. how to handle data, and report on incidents. This will be the major focus for the subcommittee. Once finalized, next steps would be pilot testing of data flow.
  - C. Rein spoke to how valuable and beneficial the site visit was and that the NJ Homeland Security department are going over the completed assessment tool. The infrastructure and the data flow control is impressive and provides a good foundation for the iPHD Project.
  - R. Hammond said the ultimate goal is to ensure that the environment is HIPPA compliant.
  - R. Hammond mentioned that C. Parikh will share the draft NJ OIT policies when available. M. Norin elaborated that the plan is to avoid duplication of policies and to only develop policies that address issues unique to iPHD (e.g., “incident response” policy).
  - F. Wu asked for clarification regarding which party would be responsible for a systems breach?
  - R. Hammond mentioned that discussions regarding cybersecurity breach insurance is still in progress. J. Cantor added that additional agreements may be required to address liability questions.

### *Briefings with Data Custodians*

- R. Hammond spoke about the productive briefing that had taken place already:
  - Meeting with M. Schaler-Haynes in November regarding data on maternal health.

- Meeting in December with the leadership at the Division of Mental Health and Addiction Services. S. Borys suggested adding NJ Department of Corrections dataset to the spreadsheet.
- A meeting on 1/16/19 with leadership and staff from the NJ DOH Office of Healthcare Quality & Informatics.
- M. Koller mentioned plans to brief Medicaid leadership about the iPHD in the near future.
- R. Hammond will hereafter update Commissioner Elnahal monthly.

## **Discussion**

### *Development of Communications and Engagement Subcommittee*

- R. Hammond proposed the idea of developing a Communications Subcommittee for the iPHD Project. One charge to the subcommittee will be to re-engage with stakeholders who participated in the June Research Priority Meeting.
- R. Hammond acknowledged that communication/engagement is part of the statutory requirements, including convening a research consortium.
- R. Hammond suggested that the first task could be review of the FAQs.
- J. Cantor suggested K. Noonan (absent from this meeting) to be the chair of the committee.
- R. Hammond offered that a member of the Governing Board should chair the subcommittee, but that communications experts from both RU and DOH should be represented on the subcommittee.
- R. Madhusudan made a motion to create a communications subcommittee. M. Norin provided a second, and all members provided their consent.

### *Convening Strategy for 2019*

- R. Hammond mentioned that the Governing Board will continue with the monthly phone meetings and quarterly in-person meetings.
- J. Cantor suggested planning a meeting around launch of the iPHD once data and funding are available. It will serve as an educational opportunity for researchers.

### *Key Milestones & Timeline*

- M. Koller said that the timeline is based on realistic goals. It will be a soft launch with 3-4 initial projects.
- R. Hammond said that some funding will be directed to support the pilot projects and for enabling the work of the research consortium.

- E. Troutman, based on her experience with the Health Information Network (HIN), one of the most challenging issues in executing DUA's will be addressing liability issues.
- E. Troutman suggested that the communications subcommittee could be helpful in developing an appropriate message/response regarding security concerns that can be shared with data custodians during the negotiation process.
- M. Norin suggested tapping legal/contract experts at RU, DOH and R.Hammond suggested also including NJOIT and possibly AG's office, to advance the conversations.
- R. Hammond mentioned that C. Parikh is planning to develop a standard DUA template that could be implemented statewide.

### **Executive Session**

At 2:15 PM, R. Hammond indicated the need for the Executive Session to discuss questions about medical marijuana. M. Norin made a motion to go into Executive Session and then adjourn meeting. A. Mohankumar offered a second.

**Adjourned to Executive Session at 2:15 pm.**

**Adjourned Governing Board meeting at 2:30 pm.**

### **-Upcoming Meetings-**

**Technical Subcommittee: February 8, 3:00 PM to 4:00 PM (cancelled)**

**Governing Board: February 15, from 1:00 PM to 3:00 PM**

**Legal Subcommittee: February 19, 3:00 PM to 4:00 PM (cancelled)**