



**Integrated Population Health Data (iPHD) Project  
Governing Board Meeting Minutes  
October 22, 2018  
11:00 AM-1:00 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)

*By-phone:*

Dr. Joel Cantor (Ex officio/ Non-voting, Director of Rutgers Center for State Health Policy), Dr. Ranjana G. Madhusudhan (Designee for the State Treasurer, Deputy Director of Revenue & Economic Analysis, NJ Department of the Treasury), Arundhati Mohankumar (Designee for Attorney General, Deputy Attorney General, Office of the Attorney General of New Jersey - Division of Law, Health and Human Services), Dr. Rashmi Jain (Appointed- Big Data/Security Expert, Chair of Information Management and Business Analytics, Montclair State University), Elizabeth Litten (Appointed- Legal & Privacy Expert, Partner and HIPAA Privacy & Security Officer, Fox Rothschild LLP), Michele Norin (Ex officio, Chief Information Officer- Rutgers University), Kathleen Noonan (Appointed- Chief Executive Officer, Camden Coalition of Healthcare Providers).

**Attendees:**

*By-phone:*

Margaret Koller (Rutgers Center for State Health Policy), Mark McNally (Counsel to the Board-Office of the Attorney General of New Jersey), Carrie Parikh (NJ Office of Information Technology), Felicia Wu (NJ Department of Human Services-Division of Medical Assistance & Health Services), Jose Nova (Rutgers Center for State Health Policy), Oliver Lontok (Rutgers Center for State Health Policy), and Manisha Agrawal (Rutgers Center for State Health Policy)

**Call to Order/Opening Remarks**

- R. Hammond called the meeting to order at 11:10 am 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 she requested the NJDOH Communications Office to include the iPHD information to the NJDOH website.
- J. Cantor welcomed K. Noonan, CEO of the Camden Coalition of Healthcare Providers, and the appointee of Senator Sweeney. Ms. Noonan replaces Natassia Rozario on the Board and represents the individuals whose data may be included in the iPHD.
- R. Hammond mentioned that she submitted a request for an update with the Office of Legislative Affairs regarding an appointment from the Assembly Speaker's Office for an expert on human subjects research.
- R. Madhusudan made a motion to approve the September 28<sup>th</sup> meeting minutes. L. Litten 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.

### **Discussion**

#### *Input on the List of Frequently Asked Questions (FAQs)*

- R. Hammond mentioned that the draft list of FAQs looks comprehensive and we would add questions as the implementation process moved along.
- R. Jain mentioned adding "how the findings will be implemented/applied" to the document
- J. Cantor suggested adding a policy to feed the data back to the agencies that contribute the data to the iPHD along with a summary of project findings.
- R. Hammond mentioned that we should include this as standard text within the DUA, along with other project specific deliverables.
- J. Cantor mentioned that CSHP will draft initial responses to the FAQ's and share for input on the December call.

## *Subcommittee Updates*

- M. Norin provided following update on the Technical Subcommittee:
  - The Subcommittee re-evaluated the data flow chart regarding the existing framework and environment at the Institute for Health as the environment has been part of other data projects that require high security.
  - Highlighted additional readiness assessment needs and compliance requirements.
  - Subcommittee is tracking the use of Master Patient Index (MPI) as a relevant issue for both the iPHD and the HIN project.
  - Mentioned plans for pilot testing the data flow with Chris Rein, NJOIT's Chief Technology Officer.
  - Initiated discussion about components of the iPHD Operations Policy. M. Koller mentioned exploring other states with similar set-up for further refining and elaborating the on NJ's iPHD policy.
  
- L. Litten provided following update on the Legal Subcommittee:
  - Legal framework, that includes all the state/federal regulations regarding privacy and security of data, will be further revised to make it user-friendly tool.
  - The Subcommittee will start exploring the legal/regulatory requirements applicable to each dataset and share examples with the Board in the near future.
  - M. Koller will send the list of priority NJDOH datasets to L. Litten to advance the work.

## *Revised Research Priorities*

- R. Hammond mentioned waiting for further opinion from the OAG before we can move forward with finalizing the Research Priorities.

## *Identification of Priority Datasets*

- R. Hammond mentioned calls with experts and data stewards for identification of initial datasets that will be transitioned into the iPHD.
- M. Koller explained that based on the discussions with the Commissioner, initial plan is to focus on the NJDOH datasets. CSHP will initiate conversations with Medicaid, EMS, and the Division of Mental Health and Addiction Services before the end of the year.
- M. Koller mentioned that CSHP has been organizing an inventory of datasets and will share the spreadsheet during the next Subcommittee call

- M. Koller recommended submitting a progress report (4-5 pages) to the NJDOH leadership before the end of the calendar year.

### **Executive Session**

At 11:50 am, R. Hammond indicated the need to go into Executive Session to review the Executive Session minutes from the September 28<sup>th</sup> meeting. The motion would also include adjourning the full Board meeting at the conclusion of Executive Session. L. Litten made a motion to go into Executive Session to review minutes from September 28<sup>th</sup> meeting and then adjourn. R. Jain offered a second, and upon roll-call the meeting moved into Executive Session.

**Adjourned from Executive Session and concluded iPHD Board Meeting at 12:00 pm.**