



**Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
November 27, 2018
10:00 AM-12:00 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, Chief Economist, NJ Department of the Treasury), 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), Chris Rein (NJ Office of Information Technology), Peter Slocum (NJ Office of the Attorney General), John Tew (Camden Coalition of Healthcare Providers), Kelly Levy (NJ Office of the Attorney General), 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).

Call to Order/Opening Remarks

- R. Hammond called the meeting to order at 10:05 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 the December Governing Board meeting is cancelled and the next Governing Board meeting is on January 18, 2019.
- R. Hammond confirmed that one million dollars has been approved for the iPHD Project over two years. MOA is under development.
- R. Madhusudan made a motion to approve the October 22nd meeting minutes. R. Jain 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.
- M. Koller reported that 2019 monthly Board meetings have been scheduled through June.

Subcommittee Updates

- L. Litten provided following update on the Legal Subcommittee, which convened on November 20th:
 - Legal framework, which includes all the state/federal regulations regarding privacy and security of data will be further revised.
 - The Subcommittee will focus on NJDOH data sets related to the initial research priorities to explore applicable legal/privacy/data security rules.
 - M. Koller added that the template developed by J. Chou has a dashboard feature which can crosswalk datasets with relevant privacy security statutes and can be shared with broad iPHD audiences.
 - C. Rein mentioned that the software “Spirion” (used by Office of Homeland Security) is licensed for all state agencies. This software provides complete inventory of all datasets stored anywhere, in any format, and at any time. NJ has license to use the software.
 - M. Koller mentioned that the iPHD funds could be used for supporting hourly staff time (e.g., law students) for the legal analysis work.
- M. Norin provided following update on the Technical Subcommittee, which convened on November 9th:
 - 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.

- M. Norin mentioned plans for pilot testing the data flow with Chris Rein, NJOIT's Chief Technology Officer.
- M. Norin mentioned that the information about the priority data sets in the spreadsheet is helpful for planning and evaluating the readiness of the environment.
- M. Norin mentioned discussion about components of the iPHD Operations Policy, and a need for more investigation with regard to existing policies (both State and Rutgers) and gaps.
- M. Koller shared C. Parikh's recommendation to carve out "Incident Response" as a standalone policy, separate from the Operations Policy.
- M. Koller mentioned that C. Rein, M. Randisi, and R. Hammond will visit CSHP for an assessment of the readiness and security features of the IFH system. Next steps will be pilot testing the data flow.
- C. Rein mentioned information about a system assessment tool for security compliance. It is based on security controls and highlights risk areas. C. Rein will share the tool with M. Norin.
- M. Koller mentioned that the December 13th Subcommittee meeting (December may be an in-person meeting).

Contract Call Update

- R. Hammond mentioned that there will be two MOAs with Rutgers:
 - First one is between NJDOH and Rutgers for funding
 - Second one is between the iPHD Governing Board and Rutgers for oversight
- M. McNally mentioned that there will be two DUAs for Rutgers:
 - First one is between agency contributing data and Rutgers
 - Second one is between Rutgers and researchers requesting data
- M. McNally mentioned having the first MOA draft available by the end of the year.
- R. Hammond mentioned that the NJDOH datasets will be the first datasets to be moved into iPHD.
- M. Koller mentioned scheduling meeting with Rutgers University legal counsel for consultation.

Discussion

Input on the List of Frequently Asked Questions (FAQs)

- M. Koller mentioned that this work is in progress and requested members to email their feedback.

- L. Litten suggested providing some broad overview of the project before providing specific details for question #4.
- J. Cantor clarified that links will be added to the questions as applicable for more detailed information.
- K. Noonan suggested adding language about conflict of interest and recusal situations.
- R. Hammond suggested to discuss the revised FAQs in the January Governing Board meeting and post the approved FAQs on the CSHP iPHD website.

Identification of Priority Datasets

- R. Hammond mentioned that the initial plan is to focus on the NJDOH datasets.
- J. Cantor shared plans to use a triage process with state contacts and content area experts for identifying a couple of datasets to get started. This will also inform the work of the Legal Subcommittee.

Briefing Strategy

- R. Hammond mentioned an upcoming briefing with A. Mammo, Executive Director at Center for Health Statistics, and M. Schaler-Haynes, Director of Policy, at DOH, about the iPHD Project.
- R. Hammond mentioned upcoming briefing call with the Division of Mental Health and Addiction Services.
- M. Koller mentioned meeting scheduled with M. Davey, Medicaid Director, to brief her about the iPHD Project.
- R. Hammond shared CSHP plans for sending an update email to iPHD stakeholders (including those who attended the June Research Priority Meeting) to brief them about the status of the work.
- L. Litten suggested integrating a blog on the website to drive traffic, improve search visibility and get feedback.

Executive Session

Not Convened

Motion to Adjourn

R. Madhusudan made a motion to adjourn the meeting. L. Litten offered a second, and upon roll-call the meeting was adjourned at 11:35 am.