



**Integrated Population Health Data (iPHD) Project  
Meeting Minutes  
December 12, 2016  
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:** Commissioner Cathleen Bennett (Chair/Ex officio, NJ Department of Health), Joel Cantor (Ex officio/ Non-voting, Rutgers Center for State Health Policy), Francesco Ferrantelli (Designee, NJ Attorney General's Office), Valerie Harr (Designee, NJ Department of Human Services), Marc Miles (Alternate, NJ Department of the Treasury), Michele Norin (Ex officio, Rutgers University), Natassia Rozario (Appointed, Camden Coalition), and James Wooster (Designee, NJ Department of the Treasury).

**Attendees:** Catherine Brewster (NJ Housing and Mortgage Finance Agency), Stuart Dubin (NJ Medicaid), Margaret Koller (Rutgers Center for State Health Policy), Jose Nova (Rutgers Center for State Health Policy), John Palatucci (Rutgers Center for State Health Policy), Liz Rowe (NJ Office of Information Technology), Eileen Troutman (NJ Department of Health), Aaron Truchil (Camden Coalition of Healthcare Providers), and Anthony Welch (NJ Department of Health)

**Call to order/Role of Governing Board –**

- Commissioner Bennett called the meeting to order at 1:20 PM
- Provided overview of iPHD including that project is “in but not of” the Dept. of Health and Rutgers Center for State Health Policy is responsible for operationalizing the project.
- The primary goal of the iPHD project is to improve the health of NJ residents while improving the efficiency of healthcare delivery in NJ.
- Governing Board will convene in person on a quarterly basis.

**Update on Status of Implementation Activities (Dr. Cantor)-**

- Briefings- Rutgers Center for State Health Policy staff has completed an initial round of briefings with senior staff at agencies represented on the Governing Board including, the Office of the NJ State Treasurer, Office of the NJ Attorney General, and the NJ Department of Human Services

- Appointments- One of the four public Board appointments has been made: Natassia Rozario from the Camden Coalition of HealthCare Providers (which has the ability to advocate on behalf of persons whose data may be received, maintained, or transmitted by the iPHD Project). Three additional appointments are pending.
- Baseline audit will be completed by NJ OIT and Office of Homeland Security & Preparedness (NJOHSP), in spring 2017, in collaboration with RU OIT.
- Rutgers CSHP is continuing to identify funding opportunities to support the project in addition to developing a data request fee schedule.

### **Review Draft Project Charter (Dr. Cantor)**

- Commissioner Bennett suggested a “data retention period” for data transmitted through iPHD.
- Commissioner Bennett proposed an edit to Section 2.2 to emphasize that both de-identified, and in some cases, identified data will be transmitted through the iPHD, though only de-identified Limited Data Sets (LDSs) will be released to external users.
- Michele Norin asked if there would be pre-loading of certain data sets. Board discussed that data will be requested and flow on an approved project-by-project basis.
- Dr. Cantor provided a preliminary workflow for data requests:
  1. Research question identified
  2. Relevant data set(s) requested
  3. Data Use Agreements executed
  4. Execution of data linkages
  5. Analysis of de-identified data
  6. Release of aggregated data or de-identified Limited Data Sets (LDS) to Authorized Users

### **Discuss Draft Policies and Procedures (Dr. Cantor)**

#### ***Bylaws-***

- Commissioner Bennett advised that all public Board members would have to undergo ethics training and submit annual financial disclosures and Bylaw language should be edited accordingly.
- Commissioner would like to expand Research Advisory Committee to include qualified candidates from NJ state agencies.
- Typo in 2.11 (3<sup>rd</sup> sentence) of bylaws draft should read “Open Public Meetings Act.”

### ***Acceptable Use Guidelines***

- Eileen Troutman mentioned Guidelines on page 5 , as “Access to de-identified data” should be made explicit
- Stuart Dubin recommended 2.1 be amended to say “and state agencies contributing data”
- Dr. Cantor explained that the small group data suppression rules would be set at 30. Any cell size smaller than 30 must be denoted with a placeholder (e.g., \*,N/A) in a report
- Valerie Harr asked whether draft Limited Data Sets (LDs) will be confidential for the purposes of an Open Public Records Act (OPRA) request.
- Frank Ferrantelli will request legal guidance from colleagues in the Attorney General’s Office.
- Anthony Welch noted that the Board would not be voting on the documents at this meeting. Rutgers CSHP will make requested edits and revised documents will be circulated and voted upon at the March 2017 meeting

### **Discuss Process for Developing Research Agenda (Dr. Cantor)**

- Rutgers CSHP will request that departments identify their initial priorities and research questions to inform the development of a research agenda.
- Second round of briefings will begin in January with other agencies that may contribute data to the iPHD. That will also inform the Research Agenda.
- Approval of research agenda is requested by September 2017