



**Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
February 21, 2020
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), Francis Baker (Ex officio/Designee for the NJ Attorney General, Deputy Attorney General, NJ Office of the Attorney General), Greg Woods (Ex officio/Designee for the NJ Commissioner of Human Services, Chief Innovation Officer, Division of Medical Assistance and Health Services Department of Human Services), Dr. Ranjana G. Madhusudhan (Designee for the State Treasurer, Chief Economist, NJ Department of the Treasury), Joel Cantor (Ex officio/ Non-voting, Director of Rutgers Center for State Health Policy), Dr. Rashmi Jain (Appointed- Big Data/Security Expert, Chair of Information Management and Business Analytics, Montclair State University), Michele Norin (Ex officio, Chief Information Officer- Rutgers University), and Elizabeth Litten (Appointed- Legal & Privacy Expert, Partner and Chief Privacy & HIPAA Compliance Officer, Fox Rothschild LLP)

By-phone:

Kathleen Noonan (Appointed- Chief Executive Officer, Camden Coalition of Healthcare Providers)

Attendees:

In-person:

Margaret Koller (Rutgers Center for State Health Policy), Mark McNally (NJ Office of the Attorney General), Yong Sung Lee (NJ Department of Health), Barbara Bolden (NJ Department of Health), Tim Seplaki (NJ Department of Health), Yannai Kranzler (NJ Department of Health), Venita Puerto (NJ Department of Health), Genevieve Lalanne-Raymond (NJ Department of Health), David Powell (NJ Department of Health), Darrin Goldman (NJ Department of Health), Katherine Stoehr (NJ Department of Children & Families), Jon Tew (Camden Coalition of Healthcare Providers), Jose Nova (Rutgers Center for State Health Policy), Oliver Lontok (Rutgers Center for State Health Policy), Katherine Kovacs (Rutgers Center for State Health Policy), Jolene Chou (Rutgers Center

for State Health Policy), Manisha Agrawal (Rutgers Center for State Health Policy), and Omna Syed (Rutgers Center for State Health Policy)

Call to Order/Opening Remarks

- R. Hammond called the meeting to order at 1:02 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.

General Updates/Actions

Updates from the Chair

- R. Hammond updated that O. Syed will be leaving Rutgers CSHP, transitioning to a new position at the New Jersey Hospital Association. O. Lontok will be managing all Governing Board related activities.

Meeting Minutes

- R. Hammond requested board members review the November 8th Governing Board meeting minutes (approved by Minutes Subcommittee on December 16, 2019).
- R. Madhusudhan made a motion to approve the November meeting minutes. M. Norin provided the second and, upon roll-call, the minutes were approved unanimously.

Subcommittee Updates

- **Technical**

M. Norin shared that the last subcommittee meeting was held on February 14th. Three primary areas of focus; policy reconciliation, cyber self-assessment, and the website development.

- CSHP has been cross referencing policies (36 domains) between Rutgers, NJOIT, and Rutgers IFH and identifying gaps. 12 domains have been reviewed and categorized into three buckets; fully aligned, partially aligned, and not aligned. Additional review is ongoing. Full review will be completed prior to launch.
 - Cyber-assessment review has been conducted by NJ Homeland Security. Homeland Security has come out with a new, more refined

tool which CSHP will also complete. Once that document is complete, we can expect review and feedback within 3 weeks validating the readiness of the technical environment. M. Koller added that the initial assessment had an impressive outcome. An area that needed improvement was documentation, which will be addressed by the policy crosswalk.

- CSHP went through a competitive review process to select the website vendor, Zivtech.
 - R. Hammond stated that the site will be hosted on Rutgers servers, and discussions with regard to visual identify, cobranding etc. are ongoing.
 - K. Kovacs and M. Norin noted that the website has to follow Rutgers visual identity guidelines.
- **Legal E.** Litten shared that the legal subcommittee had been suspended for the time being in order to identify new resources to complete the remaining legal memos. Simultaneously
 - Contract in place for Jim Lloyd from the Center for Healthcare Strategies to complete the EMS and UB memos.
 - CSHP is identifying additional resource to complete the birth memo.
 - All memos are expected to be completed by April and will be submitted to the AG's office for final approval.
 - **Communication**
 - K. Noonan stated the main focus of the committee has been on the website design, which is expected to begin in March.
 - K. Kovacs updated on the researcher engagement strategy. The plan is to schedule a webinar with the larger research community in May, followed by a an in-person research consortium meeting later in the year.
 - K. Noonan shared a takeaway from the kitchen cabinet meeting held earlier this year that members believed data access should not be limited to non-profits and should be available to for-profits as well.
 - K. Noonan added that the FAQs are in the process of being developed and will be shared at the next Governing Board meeting.

Discussion

iPHD Project Timeline

- R. Hammond stated that work is continuing to finalize DUA between DOH and Rutgers which will allow transfer of initial four datasets (UB, birth, death, and EMS). The work in the technical and legal subcommittees are expected to help with the data transfer process. Additionally, the execution of the MOA between RU and the Governing Board, as advised by Board's legal counsel, is in progress.
- R. Hammond shared key dates to enable a late 2020 launch, with the caveat that the dates are subject to change. Additionally, CSHP is exploring other datasets to bring to iPHD.
- R. Hammond mentioned that the CSHP team is currently working on the application process for the pilot projects.
- R. Jain asked if a design document is being develop for data extraction/cleaning.
- J. Nova responded that the team is currently in the process of creating such documentation. However, the document will be finalized after data transfer and initial review of data elements.
- M. Koller shared that J. Nova has met with the DOH data stewards to ensure the efficiency of the transfer process, and there has been simultaneous progress with regard to documentations and work-flow development.
- R. Jain asked whether there is a specific data platform being used for the iPHD.
- J. Nova responded SAS is the program largely used, however transfer using other tools is possible. Flat files will be used primarily for iPHD research purposes.
- J. Cantor added the intention is to create project specific data sets that will be compatible with the applicants' data platform. Applicants need to demonstrate that appropriate data security is in-place before any data transfer.

Update on Research Kitchen Cabinet

- J. Cantor shared that a research kitchen cabinet meeting was held earlier this month. Key takeaways included the need for a value proposition to make the iPHD Project responsive to the needs of the research community. This included:
 1. Linked data
 2. Value of data for population health analysis
 3. Pilot funding
 4. Streamline application process
 5. Opportunity to inform NJ policy

6. Early adoption of iPHD
 7. Security and privacy
 8. Young researchers who can grow along with the project expansion
- J. Cantor stated that although the statute requires focus on NJ research and medical institutions, the plan is to go beyond that. The initial phase will begin with pilot funding, then open the doors for applications without funding. An RFP is currently in draft. The research advisory committee (RAC) is currently in the process of being created, noting that the reviewers will not be only NJ based.
 - R. Jain added that it will be beneficial to include data scientists as they are currently dominant in health analytics research.
 - J. Cantor agreed stating that the team is also looking to add engineering schools and computer science.

The General session of the Governing Board meeting was adjourned to Executive Session at 2:06 pm.

Next Steps & Adjourn

- M. Norin made a motion to adjourn.
- R. Jain offered a second.

The Governing Board meeting was adjourned at 3:07 pm.