Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
March 15, 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. Ranjana G. Madhusudhan (Designee for the State Treasurer, Chief Economist, NJ Department of the Treasury), Arundhati Mohankumar (Ex officio/Designee for the NJ Attorney General, Deputy Attorney General, NJ Office of the Attorney General), 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), and Sarah Adelman (Ex officio/Designee for the NJ Commissioner of Human Services, Deputy Commissioner, NJ Department of Human Services)

By-phone:
Dr. Joel Cantor (Ex officio/ Non-voting, Director of Rutgers Center for State Health Policy), Michele Norin (Ex officio, Chief Information Officer- Rutgers University), and Kathleen Noonan (Appointed- Chief Executive Officer, Camden Coalition of Healthcare Providers)

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), Greg Woods (Chief Innovation Officer, Division of Medical Assistance and Health Services Department of Human Services), Suzanne Borys (Assistant Division Director, Planning, Research, Evaluation & Prevention, NJ Division of Mental Health & Addiction Services), Jon Tew (Camden Coalition of Healthcare Providers), Jose Nova (Rutgers Center for State Health Policy), Oliver Lontok (Rutgers Center for State Health Policy), and Omna Syed (Rutgers Center for State Health Policy)

By-phone:
Felicia Wu (Research Scientist, Division of Medical Assistance and Health Services, Department of Human Services) and Chris Rein (Chief Technology Officer, NJ Office of Information Technology).

Call to Order/Opening Remarks
- R. Hammond called the meeting to order at 1:08 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
- R. Hammond requested board members to review the February 15th Governing Board meeting minutes.
- E. Litten and R. Jain need to be added to list of board member present via phone.
- K. Noonan made a motion for the full Governing Board to approve the February meeting minutes with the addition of the two board members' names. R. Madhusudan provided the second, and upon roll-call the minutes were approved unanimously.
- The edited, approved minutes will appear on the Rutgers Center for State Health Policy website.
- R. Hammond provided an update that the MOA between DOH and Rutgers is moving through the review process and further details to be discussed in executive session.
- S. Adelman noted that Greg Woods, Chief Innovation Officer at Medicaid, will be replacing her as the Commissioner of Human Services' designee. She said a formal appointment letter will follow.

Outside Activities Form
- O. Syed will follow up with remaining outstanding forms

HIPAA Readiness Update
- R. Hammond provided a HIPAA compliance update of the site visit and NJCICC assessments. Rutgers Institute for Health did very well, with the largest compliance gap being documentation of policies and procedures.

- M. Koller followed-up with Jennifer Pullen from the Office of Homeland Security & Preparedness regarding the formal feedback from the self-assessment that was completed and submitted by the Institute for Health's IT team. Jennifer said she would have a preliminary report by the April meeting.
- R. Hammond noted HIPAA compliance is needed before transferring any datasets into the iPHD.
- E. Litten asked whether a HIPAA compliance statement was for internal documentation or would it be publically available, noting that there needs to be a distinction between security and privacy requirements.
- R. Hammond stated this topic can be deferred to the legal subcommittee.
- M. Koller mentioned that this question could also be considered as part of the iPHD's communications strategy.
- R. Jain asked if there was any standard to meet for self-assessment.
- C. Rein stated that the National Institute of Standards and Technology (NIST) document was distributed to cabinet level individuals and CIOs to set benchmarks for assessment.
- R. Hammond explained that NIST is a suite of security and privacy frameworks in place and that more information is on the NJCCIC website.
- M. Norin shared that NIST has become a broad national standard across the industry, therefore it should serve as an appropriate guidepost for iPHD.
- R. Hammond reiterated M. Norin's statement calling it the "Industry Gold Standard"
- C. Rein mentioned that the NJCCIC is based on NIST 800-53.

Subcommittee Updates
- Communications
  - K. Noonan proposed a longer and broader conversation at the next Governing Board meeting before convening any communications subcommittee.
  - K. Noonan suggested we wait until we know how and when an RFP will be available to communicate to potential applicants.
- Legal
  - E. Litten acknowledged the next legal subcommittee call will take place on March 19th in which discussions will continue regarding the database tool outlining state and federal privacy laws that may restrict the transfer of data into the iPHD.

- E. Litten shared that Rutgers Center for State Health Policy has hired two research assistants, Sarah Polites and Andrew Cochran, who will be conducting the legal crosswalk research and drafting a memo for each data set examined.

- Technical
  - M. Norin provided an update that the technical subcommittee is continuing its work on policy documentation.
  - M. Norin shared that Rutgers Institute for Health has been working diligently for over a year to request data from external organizations, including Horizon Blue Cross Blue Shield of NJ. The fact that Horizon agreed to release its data into the Institute's computing environment speaks very well of the Institute's readiness to accept data for the iPHD.
  - M. Norin acknowledged that this is a huge milestone and can serve as leverage when requesting access to other large datasets.
  - M. Norin laid out an action plan for test data which will occur in late spring/early summer.
  - M. Norin mentioned that because milestones are being met, monthly technical subcommittees have been postponed and will reconvene in late spring/early summer.

Board Meeting Calendar
- R. Hammond reminded board members that the Governing Board meetings will be in person every 3rd meeting, with conference calls in between.
- R. Hammond and M. Koller discussed rescheduling or cancelling the April 18th meeting due to vacations and observance of the religious holiday.
- R. Hammond shared the intention to invite a guest from a more mature Integrated Data System (IDS) to participate in the next Governing Board meeting. M. Koller will extend an invitation to Maryanne Schretzman, Executive Director at the NYC Center for Innovation through Data Intelligence.

Executive Session
At 1:47 PM, R. Hammond indicated the need for an Executive Session. E. Litten made a motion to go into Executive Session. R. Madhusudhan offered a second.

The General session of the Governing Board meeting was adjourned to Executive Session at 1:48 pm.

The General session of the Governing Board meeting was reconvened at 2:10 pm.

Discussion

Research Priorities

- R. Hammond requested board members review the three research priorities which include: combatting opioid abuse, improving maternal and child health, and integration/access to physical and behavioral health care.
- R. Madhusudhan requested clarification on the term behavioral health, in priority three.
- Governing Board decided to use the term "behavioral health" with a notation in parentheses that includes "mental health and substance use".
- S. Borys suggested including neonatal abstinence syndrome (NAS) and substance exposed infants (SEI) in priority two (improving maternal and infant health).
- R. Hammond suggested keeping the priorities broader and less specific.
- E. Litten suggested approving the more general priorities and then contemplating refining the language in a later iteration.
- S. Adelman requested that we edit the first sentence in the description of priority 1 to state: "Improving infant and maternal related outcomes and reducing rates of infant mortality and disparities are very high priorities for New Jersey".
- A. Mohankumar suggested that we could add detail to the research priorities by including examples in the FAQs.
- S. Adelman said we should add the Medicaid statute as a footnote in the research priorities document to note that Medicaid data can only be used for activities that lead to the improvement of the Medicaid program. She will follow-up and provide the correct citation.
- J. Nova mentioned the need to identify other relevant restrictions/caveats for other data sets brought into the iPHD.
- R. Hammond called for a motion to approve the research priorities with the following edits: 1) Add reference to Medicaid statute as a footnote in the document, 2) add/edit language on racial and ethnic disparities in priority two on maternal and infant health, and 3) include parentheses to further define behavioral health in priority three.

- R. Madhusudhan made a motion to approve.
- R. Jain offered a second.
- Motion passed unanimously.

Identifying Initial Data Sets
- J. Cantor recommended bringing the following four datasets into the iPHD initially, all of which come from DOH: 1) hospital uniform billing (UB) data, 2) birth data, 3) death data, and 4) EMS/Naloxone administration data.
- J. Cantor said that the initial data sets could be transitioned into the iPHD by the end of the calendar year.

Timeline
- M. Koller reviewed the updated GANTT Chart.
- R. Hammond mentioned Commissioner Elnahal would like an initial launch by the end of the calendar year.
- M. Koller mentioned the Board needs to determine what constitutes "launch".
- E. Litten said she thought that the date we begin communicating to the public about the application process could be considered the "go live" or "launch" date.

Next Steps & Adjourn
- E. Litten made a motion to adjourn.
- A. Mohankumar offered a second.

The Governing Board meeting was adjourned at 3:08 pm.

-Upcoming Meetings-

Governing Board: April 18, 2019 from 1:00 PM to 3:00 PM [cancelled]
Legal Subcommittee: April 16, 2019 3:00 PM to 4:00 PM