



**Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
May 15, 2020
1:00 PM-2:30 PM EST**

iPHD Governing Board meeting convened in compliance with the New Jersey Open Public Meetings Act. All participants attended the meeting virtually due to the Covid-19 pandemic restrictions.

Board Members Present:

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), 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), Elizabeth Litten (Appointed- Legal & Privacy Expert, Partner and Chief Privacy & HIPAA Compliance Officer, Fox Rothschild LLP), and Kathleen Noonan (Appointed- Chief Executive Officer, Camden Coalition of Healthcare Providers)

Attendees:

Margaret Koller (Rutgers Center for State Health Policy), Mark McNally (NJ Office of the Attorney General), Suzanne Borys (Division of Mental Health & Addiction Services), Yong Sung Lee (NJ Department of Health), Tim Seplaki (NJ Department of Health), Darrin Goldman (NJ Department of Health), 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), and Manisha Agrawal (Rutgers Center for State Health Policy)

Call to Order/Opening Remarks

- R. Hammond called the meeting to order at 1:10 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 (CSHP) website. Information regarding transition from an in-person to virtual meeting due to the Covid-19 pandemic was posted in the publications and on the CSHP website.

General Updates/Actions

Updates from the Chair

- R. Hammond offered condolences on the passing of Dr. Ranjana Madhusudhan, Chief Economist at the NJ Department of Treasury, and recognized her contribution to the iPHD Governing Board, where she actively served as the Treasurer's designee for over two years. Her presence will be greatly missed.
- To honor Dr. Madhusudhan's memory, R. Hammond shared M Koller's idea to dedicate the pilot funded projects in her name. R Hammond requested that Board members share their suggestions/other ideas.
- R Hammond recognized the challenges to health and safety during this first-ever declared public health emergency in NJ. She highlighted the resources/information available on the NJDOH COVID-19 Information Hub.

Meeting Minutes

- R. Hammond requested board members review the February 21, 2020 Governing Board meeting minutes (approved by Minutes Subcommittee on March 26, 2020).
- K. Noonan made a motion to approve the February meeting minutes. R. Jain provided the second and, upon roll-call, the minutes were approved unanimously.

iPHD Website

- K Kovacs provided an update on the status of the iPHD website. The engagement with Zivtech began in early March. As of May 15th, the site map,

functional business requirements, logo design, home page design, and design of seven page templates have been completed. The website will be hosted at Rutgers and will use a Rutgers URL.

- The design principles used to develop the site included adherence to Rutgers visual identity guidelines, while incorporating aspects of the NJ DOH color palette and NJ state imagery. All branding decisions were made in consultation with the Communications Subcommittee and input from NJDOH. K. Noonan added that the changes clearly represent iPHD as a state project.
- K. Kovacs presented the iPHD logo, designed to convey connection & integration, while highlighting the project's relationship to NJ and the goal to elevate all NJ research institutions.
- R. Jain inquired how applicants will get updates on the status of their applications, once submitted.
- J. Cantor responded that a protocol will be established to inform applicants in a timely manner. M. Koller added that initial plan is to be lenient and allow revisions if proposals are strong and worthy of further consideration.
- R. Jain asked if multiple revisions will be allowed.
- J. Cantor responded that if the proposal is strong, multiple revisions will be allowed. However, pilot-funded applications will be competitive and we will likely have a higher threshold with regard to allowing revisions after submission. Data-only applications will be handled more leniently.
- J. Cantor added that there will be an iPHD page on the NJDOH website and visitors can click on the page and will be directed to the iPHD website.

Subcommittee Updates

- **Technical**
 - M. Norin shared that the main focus of the subcommittee is on reviewing/revising the Acceptable Use Guidelines and the Data Use and Access policy documents, and identifying and filling the gaps.
 - M. Koller added that the subcommittee is looking at language around breach and notification to harmonize across the menu of policies that have already been developed.
 - M. Norin stated that the revised policies will be shared with the Board.

- **Legal**
 - E. Litten mentioned that she received the EMS and Uniform Billing/Hospital Discharge data memos from Jim Lloyd at the Center for HealthCare Strategies.
 - M. Koller mentioned that J. Chou is in the process of completing the birth record data memo, and further actions on these memos will be discussed in the Executive Session.
- **Communication**
 - K. Noonan stated that the subcommittee met in March and April, mainly focused on website design and structure.

Discussion

Implementation Timeline

- J. Cantor presented changes to the implementation timeline because of the delay in finalizing the DUA between NJDOH and Rutgers, which will authorize transfer of initial four datasets (UB, birth, death, and EMS), due to the public health emergency. If the DUA is executed by June, pilot funding will be available in November. However, if the DUA is executed later than June, launch will be pushed to 2021. MOA between RU and the Governing Board is also in progress at the Office of Attorney General.
- J. Cantor mentioned additional required critical path activities before the launch including establishing a research advisory committee, a researcher DUA template, and finalizing application process, fee schedule, and data use policies.

iPHD support for COVID-19 (and other) public health emergencies

- R. Hammond suggested the Board consider exploring if/how NJDOH Communicable Disease database, which houses the COVID-19 data, could be valuable to the iPHD.
- The Governing Board discussed the potential of adding COVID-19 as a fourth research priority. G. Woods and E. Litten expressed support for a new priority.
- J. Cantor suggested to word it more generically, e.g., "Analysis to support public health emergencies in NJ" and discussed data constraints such as timeliness of data when there is a public health emergency. It's important to manage expectations. He suggested that use of preliminary data is a possibility.

- R. Hammond noted DUA will allow for data updates and discussed other datasets needed to support the fourth research priority.
- J. Cantor noted that the planned initial four data sets (i.e. birth, mortality, UB, and EMS) also have value for COVID research.
- J. Nova voiced his enthusiasm for the COVID data, while also mentioning the challenges involved with linking data sets with various data lags, i.e. "you can only go as fast as your longest lag." iPHD data team can move stand-alone data fairly quickly; linking data will take more time.
- K. Noonan proposed taking a vote for the fourth research priority. She also expressed her appreciation for the information available on the NJDOH COVID-19 dashboards.
- The Governing Board formally adopted the fourth research priority:
 - **"Supporting New Jersey's response to the COVID-19 and other public health emergencies."**
 - K. Noonan made a motion to approve adding the fourth research priority. M. Norin provided the second and, upon roll-call, adding the fourth research priority was approved unanimously.
- M. Koller mentioned creating a subcommittee to oversee framing and implementation of 4th, COVID-related research priority.
- R. Hammond asked for input from the members and a motion to create a COVID-19 Public Health Emergency Use Case Subcommittee.
 - K. Noonan made a motion to approve adding the fourth subcommittee. M. Norin provided the second and, upon roll-call, creating the COVID-19 Public Health Emergency Use Case Subcommittee was approved unanimously.
 - As chair of the Governing Board, R. Hammond will participate as an alternate on this subcommittee.
 - Upon discussion the following structure was formed:
 - Monthly meetings
 - K. Noonan will chair
 - K. Noonan recommended to add Aaron Truchill, Director of Strategy & Analytics of Camden Coalition as a member
 - R. Jain, E. Litten, and T. Seplaki offered to participate
 - The subcommittee will make every effort to convene the first meeting before June 15th

Research Advisory Committee selection

- M Koller mentioned a three-member review process for each application, including subject matter experts (SME's), methods/research experts and an expert from DOH, ideally familiar with the dataset being employed in the research.
- M. Koller added that CSHP will be responsible for compliance, and continue to work on developing a process for the Research Advisory Committee over the summer. Issues to consider when developing the process include conflict of interest, and compensation.
- Governing Board members were requested to provide their recommendations via email and reminded not to "reply to all" to avoid a quorum.

The open session of the Governing Board meeting was adjourned to executive session at 2:50 pm.

- G. Woods made a motion to convene executive session.
- M. Norin offered a second.
- Unanimous vote to go into executive session.

Open session was reconvened at 3:10.

- M. Norin made a motion to adjourn open session at 3:11
- R. Jain provided a second.
- Unanimous vote to adjourn open session.