



**Integrated Population Health Data (iPHD) Project  
Governing Board Meeting Minutes  
May 17, 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), Arundhati Mohankumar (Ex officio/Designee for the NJ Attorney General, Deputy Attorney General, NJ Office of the Attorney General), Elizabeth Litten (Appointed- Legal & Privacy Expert, Partner and HIPAA Privacy & Security Officer, Fox Rothschild LLP), 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), 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), Maryanne Schretzman (NYC Center for Innovation through Data Intelligence-NYCIDI), Eileen Troutman (NJ Department of Health), Catherine Brewster (NJ Housing and Mortgage Finance Agency), Suzanne Borys (Assistant Division Director, Planning, Research, Evaluation & Prevention, NJ Division of Mental Health & Addiction Services), Chris Rein (Chief Technology Officer, NJ Office of Information Technology), Jon Tew (Camden Coalition of Healthcare Providers), Jose Nova (Rutgers Center for State Health Policy), Manisha Agrawal (Rutgers Center for State Health Policy), and Omna Syed (Rutgers Center for State Health Policy)

*By-phone:*

Felicia Wu (Research Scientist, NJ Division of Medical Assistance and Health Services, Department of Human Services), Debra Morgan (NJ Department of Health), Shelby Klein (NJ Innovation Institute), and John Novak (NJ Innovation Institute)

### **Call to Order/Opening Remarks**

- R. Hammond called the meeting to order at 1:11 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 introduced and welcomed G. Woods, Medicaid Chief Innovation Officer, who is now the Commissioner of Human Services' designee to the Governing Board.
- R. Hammond introduced and welcomed M. Schretzman (NYC Center for Innovation through Data Intelligence) as a guest speaker for the afternoon.
- R. Hammond requested board members to review the March 15<sup>th</sup> Governing Board meeting minutes (approved by minutes subcommittee on April 23, 2019)
- M. Norin made a motion to approve the March meeting minutes. E. Litten provided the second, and upon roll-call the minutes were approved unanimously.

### *Subcommittee Updates*

- Legal
  - E. Litten confirmed that the subcommittee will be focusing on reviewing 4 initial data sets to support the research priorities; birth, mortality, hospital discharge (uniform billing) and EMS.
  - E. Litten identified three questions that the legal research assistants will be addressing:
    - 1) Is the transfer of this data set in whole or in part consistent with the purposes of iPHD?
    - 2) What are applicable laws/regulations restricting the transfer of specific data elements from the data custodian to the iPHD?
    - 3) What are applicable laws/regulations restricting specific data elements from the iPHD to a researcher?
  - E. Litten shared that the Rutgers team is setting up individual spreadsheets for each of the data sets that list all of the variables in each data set with flags to note PII and PHI considerations. The research assistants will use the

- spreadsheet to complete their statutory crosswalk and submit a memo of findings. The goal is complete all work by the end of August.
- G. Woods expressed interest in beginning conversations around permissibility of including the Medicaid data into the iPHD.
  - J. Cantor mentioned that the Medicaid privacy officer had previously shared a list of existing statutes and regulations that are relevant to Medicaid data.
  - Technical
    - In providing the update, M. Norin noted that the RU team had follow-up call with J. Pullen from NJOIT regarding the Cyber Assessment tool that RU submitted in January. J. Pullen is working with her team to share findings and provide feedback to all of the agencies that completed the self-assessment. Her preliminary feedback was very positive regarding the readiness of the IFH environment to send and receive data.
    - M. Norin mentioned J. Pullen will share the formal written assessment prior to the Tech Subcommittee meeting scheduled for June 14th. In the interim, she shared the follow up "Cybersecurity Assessment Interview Questions" which maps to the Internal Controls Survey. RU team is reviewing that document to make a recommendation to J. Pullen regarding sections/interview questions that are applicable to the IFH environment.
    - M. Koller shared that the RU team provided a suite of current IT/security policies with J. Pullen that have been developed over the past year to inform her summary of IFH's readiness assessment.

#### *MOA Status*

- R. Hammond updated the group that the MOA has been signed and sent to Rutgers.

#### *DOH Leadership*

- R. Hammond shared that the DOH Commissioner will be leaving the department at the end of June, and will be taking on a new role as President & CEO of University Hospital in Newark. No successor has been identified.

## Discussion

### *Research Consortium*

- R. Hammond reminded the board that the iPHD statute enlists the responsibility to the board to organize a research consortium of researchers.
- M. Koller proposed that starting discussions now with the goal of convening a meeting in late-2019. Important to go beyond Rutgers research community.

### *Sharing Best Practices & Lessons Learned from Implementation*

- M. Schretzman shared thoughts and comments based on her experiences at NYCIDI:
  - Need to make the case that the iPHD will be helpful to decision makers in the agencies.
  - Need to identify the iPHD's "customer" and be responsive to their needs.
  - Critical key to success is building trusted relationships between the iPHD project team and agency staff.
  - Beneficial to have a work group of individuals with expertise in each of the research priority areas.
  - Gather feedback from the agencies on the focus of the RFP for pilot funding. M. Koller mentioned that the initial plan is to fund four pilot projects budgeted at \$40,000 each.
  - To get support and cooperation from the agencies sharing data, have agencies "make an ask" to the iPHD Governing Board in terms of what they want to get out of the iPHD. J. Cantor noted the challenge of managing different agency expectations.
- E. Litten raised the concern that the iPHD needs to be seen as more than a "Rutgers project." In response, M. Schretzman noted that having Rutgers Center for State Health Policy manage the iPHD is an advantage because of the Center's neutral reputation.
- C. Rein, as a member of a work group with the First Lady Tammy Murphy, suggested bringing this project to the attention of her office since maternal and infant health is one of the iPHD's research priorities.
- K. Noonan asked about the nature of NYCIDI's data projects, raising the concern that the iPHD would attract more academics focused on research that generates peer review publication rather than work that could inform state agency decision making.

- Commissioner Shereef Elnahal stopped by the meeting to express his gratitude for the work of the iPHD Governing Board and staff at DOH and CSHP.
- M. Schretzman suggested highlighting CSHP's experience linking Medicaid data to other data sets as an example of iPHD's capacity. Could be part of the communications strategy. NYCIDI hired a communications/marketing consultant during their implementation planning and that was very helpful.
- M. Koller mentioned the project director position is being developed.

**The General session of the Governing Board meeting was adjourned to Executive Session at 3:03 pm.**

**The General session of the Governing Board meeting was reconvened at 3:22 pm.**

#### **Next Steps & Adjourn**

- K. Noonan made a motion to adjourn.
- E. Litten offered a second.

**The Governing Board meeting was adjourned at 3:22 pm.**

#### **-Upcoming Meetings-**

**Legal Subcommittee: June 11, 2019 3:00 PM to 4:00 PM**

**Technical Subcommittee: June 14, 2019 3:00 PM to 4:00 PM**

**Governing Board: June 21, 2019 from 1:00 PM to 3:00 PM**