



**Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
June 21, 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) and Elizabeth Litten (Appointed- Legal & Privacy Expert, Partner and HIPAA Privacy & Security Officer, Fox Rothschild LLP)

By-phone:

Arundhati Mohankumar (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), 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), Michele Norin (Ex officio, Chief Information Officer- Rutgers University), and Kathleen Noonan (Appointed- Chief Executive Officer, Camden Coalition of Healthcare Providers)

Attendees:

In-person:

Sarah Phillips (Fox Rothschild LLP) and Carmella Campisano (Fox Rothschild LLP)

By-phone:

Margaret Koller (Rutgers Center for State Health Policy), Mark McNally (Counsel to the Board-Office of the Attorney General of New Jersey), Eileen Troutman (NJ Department of Health), Suzanne Borys (Assistant Division Director, Planning, Research, Evaluation & Prevention, NJ Division of Mental Health & Addiction Services), Felicia Wu (Research Scientist, NJ Division of Medical Assistance and Health Services, Department of Human Services), Debra Morgan (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), 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 1:05 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 provided an update on the Actionable Intelligence for Social Policy (AISP) meeting which she attended along with, J. Cantor, M. Koller, and J. Nova. AISP convenes the network of Integrated Data System projects from around the country. Key takeaways from the conference included:
 - We should include the people in the planning process whose data will be used in the iPHD; i.e., NJ residents
 - Consider implication of racial bias/disparities in the sets
 - M. Koller mentioned AISP will shortly be sharing an updated tool kit for consistent communications that may be helpful for the iPHD.
- M. Koller noted that the challenges faced in the iPHD planning process were common to other sites as well. J. Nova mentioned the importance of Meta Data and that he is exploring a resource link shared by AISP.
- Relevant material from the event will be shared with members of the Governing Board meeting.
- R. Hammond requested board members to review the May 17, 2019 Governing Board meeting minutes.
- K. Noonan made a motion to approve the May meeting minutes. E. Litten provided the second, and upon roll-call the minutes were approved unanimously.

Subcommittee Updates

- Legal
 - E. Litten shared the subcommittee had a meeting on June 18th with a focus on providing feedback to Andrew Cochran on his questions regarding the

- crosswalk of the UB/ Hospital Discharge data. The group helped to narrow his focus to examine other statutes beyond HIPAA.
- E. Litten shared that Sarah Polities also provided a short written update on her work on the mortality data and she seems to be on the right track.
 - E. Litten restated the goal is still to complete review of the 4 datasets (UB, Mortality, Death & EMS data) by end of August.
 - E. Litten mentioned that talks have begun regarding the permissibility of including Medicaid data in the iPHD. Information is being collected to inform the conversations. G. Woods requested to be added on to the calls in regards to the Medicaid data matters.
 - Technical
 - M. Norin shared the technical subcommittee reconvened on June 14th after a short hiatus.
 - M. Norin stated the focus of the meeting was on the policy portfolio put together by the Rutgers Institute for Health Computing Office. M. Norin mentioned that Jennifer Pullen from Homeland Security provided a verbal update on the findings from IFH's cyber security self-assessment which was very positive. J. Pullen said a full report will be provided to the Committee by September.
 - M. Norin shared that the CSHP team is in the process of creating a policy matrix that aligns content for the iPHD/IFH/Rutgers and NJOIT policies. The policy matrix will focus on making sure that the language in the breach and incident response policies is consistent and reporting responsibilities and timeframes are clear.
 - M. Koller added that the CSHP team has met internally in the past week and have begun initial discussion on how to go about it.

MOA Status

- R. Hammond updated the group that the MOA has been signed by DOH and is currently pending approval through Rutgers internal process.
- M. Koller mentioned that the MOA has a 24 hour incidence response clause, noting that this is something the policy matrix will address to make sure there is no other contradicting policy.
- E. Litten suggested considering putting together a list of key terms/responsibilities, and as different MOA's are created in the iPHD process have them preloaded into

a spreadsheet so that there's an easy place to access the information. She will share an "app" that she uses for similar work.

- K. Noonan raised issues about timing for external communications regarding the iPHD launch. She suggests getting further along with developing template contract/agreements and then advancing communications work.
- R. Hammond suggested to reconvene conversations between RU and DOH contracts office regarding the development of template DUAs and MOAs.

M. Koller agreed and will contact Chris Martin in the Rutgers Office of Corporate Contracts to schedule a telephone meeting with Rachel and Mark McNally to restart conversations.

Schedule for Upcoming Meetings

- R. Hammond posed the question to the group if monthly Governing Board meetings are still convenient on Friday afternoons. She also raised the issue of whether the meetings should be virtual or in person.
- K. Noonan suggested to meet in person every other month, as in person meetings prove to be more productive.
- R. Hammond concurred to moving every other month in person, but to leave the other meetings on the calendar as of now.

Discussion

Research Consortium

- R. Hammond reminded the board that the iPHD statute invests the responsibility to the board to organize a research consortium of researchers and posed the question as to next steps. J. Cantor suggested using the roster of attendees from last summer's research priority meeting as a start.
- E. Litten added that is important to carefully target individuals and discussion topics of panels so that it is tailored to the specific wants and needs of the academic institutions invited.
- R. Hammond suggested to use the pilot projects as a hook to bring people to the table. E. Litten suggested creating an advisory group of potential interested parties before developing an invitation list for the consortium.
- J. Cantor shared that using the statute is a good starting point as the history of the legislation is that there is equal opportunity and access to the iPHD to all research institutions in NJ.
- M. Koller mentioned that the Board will finalize the list of potential participants. Rutgers team will put together a two-pager to give a starting point of discussion

for the rest of the group and identified this is a good start for the communications committee.

- E. Litten suggested using a “mutually helpful” approach for inviting potential participants.

The General session of the Governing Board meeting was adjourned to Executive Session at 2:09 pm.

The General session of the Governing Board meeting was reconvened at 2:14 pm.

Next Steps & Adjourn

- E. Litten made a motion to adjourn.
- R. Madhusudan offered a second.

The Governing Board meeting was adjourned at 2:15 pm.

-Upcoming Meetings-

Technical Subcommittee: July 12, 2019 3:00 PM to 4:00 PM

Governing Board: July 19, 2019 from 1:00 PM to 3:00 PM [CANCELLED]

Legal Subcommittee: July 24, 2019 3:00 PM to 4:00 PM