Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
June 22, 2018
1:00 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: Sarah Adelman (NJ Department of Human Services), Shereef Elnahal (Ex officio, Commissioner, NJ Department of Health), Rachel Hammond (Chair and Designee for the Commissioner of Health, Data Privacy Officer, NJ Department of Health), 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), Dr. Ranjana Madhusudhan (Designee for the State Treasurer, Deputy Director of Revenue & Economic Analysis, NJ Department of the Treasury), Arundhati Mohankumar (Designee for Attorney General, Deputy Attorney General, Office of the Attorney General of New Jersey -Division of Law, Health and Human Services), Michele Norin (Ex officio, Chief Information Officer- Rutgers University), and Natassia Rozario (Appointed- Consumer Advocate, Associate Counsel & Senior Director of External Affairs, Camden Coalition of Healthcare Providers)

Attendees:, Matthew Berns (Office of the Attorney General of New Jersey), Tom Gregorio (NJ Innovation Institute), Margaret Koller (Rutgers Center for State Health Policy), Mark McNally (Counsel to the Board-Office of the Attorney General of New Jersey), Jose Nova (Rutgers Center for State Health Policy), John Palatucci (Rutgers Center for State Health Policy), Chris Rein (NJ Office of Information Technology), Atul Verma (NJ Department of Health), and Joe Vetrano (NJ Department of Human Services, Division of Medical Assistance and Health Services)

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 November 9, 2017 publication of meeting time and location in two NJ print publications (Newark Star Ledger and The Times of Trenton).
- R. Hammond and participants offered brief introductions.

General Updates

- R. Hammond stated that an appointee is still needed with expertise in human subjects' research (appointed by the NJ Assembly Speaker).
- R. Hammond reported on June 11th briefing with Commissioner Shereef Elnahal; R. Hammond reiterated his charge to expedite the iPHD timeline to ensure implementation by summer 2019.
- R. Hammond explained that the iPHD Operations Policy needs to be reviewed and approved; the Operations Policy is the final policy required in order to launch the project.
- R. Hammond applauded the efforts of the Rutgers Center for State Health Policy regarding the successful June 13th iPHD Research Priority Meeting, and she recognized J. Palatucci for his efforts relating to that meeting and general iPHD activities.
- R. Hammond and M. Koller reported their participation at the June 18th and 19th Actionable Intelligence for Social Policy (AISP) Conference, held at the University of Pennsylvania, where integrated data centers from around the country met to discuss their efforts.

Review and Approve

March 23, 2018 Board Meeting Minutes

- R. Hammond asked for review and motion on minutes from March 23, 2018 meeting, approved by subcommittee on April 10, 2018.
- R. Jain made a motion to approve the minutes. L. Litten provided the second, and the minutes were approved unanimously.
- The approved minutes will appear on the Rutgers Center for State Health Policy website.

Discussion

- R. Hammond indicated that as the project approaches 2019 launch, more meetings will be required.
- M. Koller announced the monthly convening with the Governing Board through June 2019.

Operationalizing the iPHD Project

- R. Hammond reiterated Rutgers Center for State Health Policy is charged with operationalizing the iPHD which includes the infrastructural support from Rutgers OIT.
- M. Norin expressed the need for increased communication with Rutgers leadership as the iPHD project approaches launch.

- J. Nova described the three computing environments at the Rutgers Institute for Health: standard (all users), high security (restricted use and availability), and isolated (restricted to a computing space with no internet connectivity).
- M. Koller reiterated that this is not a data warehouse. Data will be maintained or destroyed per data use agreements.

Dataset Availability
- R. Hammond explained Master Person Index (MPI) to identify individuals' health data.
  - Social Security Number can be flawed or is not available in some hospital data entries.
- C. Rein suggested that the board be given the National Institute of Standards and Technology (NIST) 800 Series State Information Security Manual (SISM).
- L. Litten asked about what data sets are available or what datasets are being requested, cautioning that data set availability will determine what research activities can be performed.
- M. Koller explained that we will identify the initial set of Research Priorities in year 1, and then revisit annually.

Subcommittees
- L. Litten suggested the formation of subcommittees relating to aspects of the iPHD project that required additional input.

Technical Subcommittee
- R. Hammond suggested the formation of a Technical Subcommittee.
- L. Litten offered the motion, M. Norin provided the second. The formation of the Technical Subcommittee passed unanimously.
  - **Membership** – M. Norin, Chair; R. Jain; J. Nova; C. Rein; A. Verma; Jim Cavanagh (NJ Innovation Institute), Proposed Member; and Diane Davis (Rutgers Institute for Health), Proposed Member
- M. Norin proposed a charge for the Technical Subcommittee to *define datasets across an integration and management framework. With immediate activities to include:*
  - Finalize the Operations Policy,
  - Identify applicable RUOIT and NJOIT certification standards, and
  - Develop a data architecture for the iPHD project.

Legal Subcommittee
- R. Madhusudhan offered the motion for a Legal Subcommittee, L. Litten offered the second. The formation of the Legal Subcommittee passed unanimously.

- o **Membership**- L. Litten, Chair; M. McNally; N. Rozario; John Jacobi, Proposed Member (Seton Hall Law School); Chris Martin (Rutgers Office of Corporate Contracts), Proposed Member; Tara Ragone (Seton Hall Law School), Proposed Member
- L. Litten proposed goals for the Legal Subcommittee to categorize possible datasets with regards to availability and privacy concerns.
- Members discussed the possibility of a communications subcommittee for future consideration.
- M. Koller explained that CSHP will staff and support all subcommittees.

Review of Research Priority Meeting Notes

- L. Litten explained that a goal for Research Priorities is needed to frame their development.
- S. Elnahal explained the need for research relating to medical marijuana, including:
  - o The need for cross-sectional analysis examining the long and short-term effects of cannabis consumption (e.g. addiction, side-effects).
  - o Cost-benefit analyses relating to both individuals and communities.
  - o Study of vulnerable populations affected by the expansion of medical marijuana and the impact on the criminal justice system.
  - o Relative risk compared to other powerful drugs (e.g. steroids, opioids).
- L. Litten and R. Hammond, suggested a concise and consistently formatted document to summarize the Research Priorities; this document could be revised annually.

Executive Session

- At 3:10 PM, the Board adjourned to meet in executive session to confer with counsel in regard to sub committees.
- At 3:20 PM, the Board reconvened.

Adjournment

- R. Madhusudhan offered a motion to adjourn, and N. Rozario provided the second. Meeting was adjourned at 3:22 PM.

-Next Meeting-
July 24, 2018 from 2:00 PM to 4:00 PM