**Integrated Population Health Data (iPHD) Project**
**Governing Board Meeting Minutes**
**September 20, 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), 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), Dr. 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), Dr. Rashmi Jain (Appointed- Big Data/Security Expert, Chair of Information Management and Business Analytics, Montclair State 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), Eileen Troutman (NJ Department of Health), Shelby Klein (New Jersey Innovation Institute), Dr. Michael Ostermann (NJ Center on Gun Violence Research), Dr. Bernadette Hohl (NJ Center on Gun Violence Research), Jose Nova (Rutgers Center for State Health Policy), Oliver Lontok (Rutgers Center for State Health Policy), Katherine Kovacs (Project Consultant, 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 1:04 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**

*New Jersey Center on Gun Violence Research*

- R. Hammond introduced B. Hohl and M. Ostermann from the Rutgers Center on Gun Violence Research stating how both their Center and the iPHD share similar research goals.
- B. Hohl introduced the Center and its mission to provide multi-disciplinary research on gun violence causality and prevention, and to translate this research into clear and actionable policies and programs. The Center for Gun Violence Research is funded by the state. Having the goal of bringing evidence to bear around gun violence in New Jersey. B. Hohl stated that a key long-term goal of the Center is identify relevant datasets and develop a robust, real-time data system to inform the characterization of perpetration and injury. Access to this data also will enhance the Center's ability to answer gun violence questions posed by NJ government officials.
- M. Ostermann discussed his work as a criminologist within the prison system and his familiarity with perpetrator datasets. He expressed interest in gaining accessing to and linking disparate data sets, including CCH data (Computerized Criminal History) and Uniform Billing (UB) data. This will enable an understanding not only of gun violence, but also the context of the violence, including neighborhood factors and social determinants of both victims and perpetrators.
- R. Hammond believes this would be an excellent area for collaboration between the Center and the iPHD, and can help inform the next wave of datasets to be incorporated within iPHD.
- J. Cantor and M. Koller reiterated privacy concerns and ongoing work by the legal subcommittee to review federal and state statutes to ensure appropriate use.
- B. Hohl assured the Board that the Center understands data privacy concerns as an academic, public health research organization.
- K. Noonan added that the iPHD needs to advance the question "What actions will be taken as a result of the research?" The Governing Board should identify which outcomes could be addressed by examining specific datasets. B. Hohl commented that the Center on Gun Violence Research's goals are not just descriptive; the Center also wants to inform actionable policies through the assessment of program outcomes and improved distribution of resources.
- R. Hammond agreed this needs to be addressed in the application process - to have researchers address the actions that will result from the use of iPHD data.

*Updates*
- R. Hammond updated the group that a new NJ Department of Health Commissioner has been appointed, Judith M. Persichilli, who will be invited to attend a future Governing Board meeting.
- R. Hammond reiterated the four initial data sets the iPHD is working to obtain: Universal Billing (UB), Birth, Death, and EMS.
- J. Cantor stated that the EMS data set is very complicated, similar to an electronic health record, with evolving governmental standards. R. Hammond shared that the data on the administration of naloxone and buprenorphine is incorporated into the EMS data set and already has generated a large volume of inquiries, which suggests potential opportunity for an iPHD pilot project.
- J. Nova provided an update on his September 18th, 2019 meetings at the DOH intended as a means to create the initial connection with each steward of the identified iPHD datasets: Yong Sung Lee for UB data, Darrin Goldman for Birth and Death data, and Tim Seplaki for EMS data. Data flow, data limitations, meta-data, and future lines of communication were discussed. E. Troutman suggested talking to the NJ DOH Informatics team regarding the birth and death data, and looking at case management information for the cause of death as it is more detailed than death registry data. She also shared that the Office of Health Information Technology is receiving funding to clean and de- duplicate the EMS data.
- E. Troutman said she would explore the possibility of influencing interoperability standards in the state and noted that the EMS and birth datasets would be part of a statewide master patient index (MPI) process. The MPI is a sophisticated matching algorithm designed to resolve potential patient matches within and across datasets.   She also mentioned the vendor, 4Medica, to help with formatting and standardization. J.Nova can follow up for additional information. R. Hammond noted that we will have an update about the NJHIN and MPI process at a future Governing Board meeting.
- R. Hammond requested board members to review the June 21st Governing Board meeting minutes (approved by minutes subcommittee on July 16th, 2019)
- A. Mohankumar made a motion to approve the June meeting minutes. R. Jain provided the second and, upon roll-call, the minutes were approved unanimously.

*MOA Status*

- R. Hammond provided an update that the MOA has been fully executed with Rutgers.
- M. Koller added that an account number is still pending for the $1 million budget. The budget was intended for a span of two years; however, due to delays, it should be seen as an 18-month budget. Up until now, the Robert Wood Johnson Foundation core grant has supported the Rutgers Center for State Health Policy's efforts on iPHD.
- At the request of R. Hammond, Katherine Kovacs introduced herself to the group as the new iPHD Project Consultant. Katherine brings over 20 years of experience in marketing and business development roles within the pharma industry and holds an MBA from the University of Chicago. She received her MPH in epidemiology from Rutgers School of Public Health in 2018 and recently worked on the Children's System of Care Promising Path to Success ROI Evaluation.
- R. Hammond shared that she along with M. Koller, O. Syed, M. McNally, Jeanette Barnard from the AG's office, and Chris Martin from Rutgers Office of Corporate Compliance met this past month and made significant progress on the draft DUA between Rutgers and the NJ DOH. Additionally, an MOA between Rutgers and iPHD Governing Board is being finalized. Another meeting will be scheduled to draft the DUA template between Rutgers and potential researchers.

*Subcommittee Updates*

- Technical
    - R. Hammond shared that the committee is waiting on the final report from the NJCICC Cyber Assessment. Rutgers fared very well on the assessment and a final report with scoring will follow.
    - G. Woods asked in what capacity was this assessment done.
    - R. Hammond replied that Rutgers was being assessed based on readiness to send and receive state administrative data set.
    - M. Koller shared that Rutgers' Institute for Health also conducted an internal HIPPA GAP Assessment. The results were consistent with the NJCICC self-assessment, which demonstrated compliance with all security requirements. Areas to be addressed were non-significant.

- o E. Troutman stated the assessments are useful for addressing potential questions that might arise from agencies regarding data safety.
- Legal
  - o R. Hammond reported that the subcommittee would be regrouping with the legal interns to provide additional structure and feedback on how to complete the legal memos associated with the iPHD datasets.
- Communications
  - o R. Hammond shared that the communications subcommittee aims to convene in October with the goal of creating a communications strategy adhering to the mission of the iPHD. One of the first initiatives of the committee is to organize the research consortium.
  - o K. Noonan will chair the communications subcommittee and will be supported by staff members from both DOH and Rutgers. Jon Tew of the Camden Coalition was also recommended for the subcommittee.
  - o The board agreed Rutgers will host the website on the Rutgers platform.
  - o E. Troutman shared that Judy Garland from state OIT might be helpful with NJ DOH co-branding recommendations.
  - o R. Hammond shared that the committee will provide recommendations on how to initially engage the research consortium, possibly through a webinar format in early 2020. The target audience will include all state research and medical institutions, as per the statute. J. Cantor said he doesn't think the scope is limited to these institutions, but we must include them, at a minimum, in the consortium.

## Discussion

*Schedule for Upcoming Meetings*
- R. Hammond suggested cancelling the October and December meetings and keeping the November meeting as a in person conversation
- Many board members expressed conflicts with the November 15th date, and November 8th was posed as an alternate date.
- O. Syed to follow up and confirm with governing board members not in attendance.

**The General session of the Governing Board meeting was adjourned to Executive Session at 2:38 pm.**

**The General session of the Governing Board meeting was reconvened at 2:50 pm.**

**Next Steps & Adjourn**
- R. Madhusudan made a motion to adjourn.
- R. Jain offered a second.

**The Governing Board meeting was adjourned at 2:55 pm.**