

Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
January 21, 2022

1:00 PM-3:00 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), Joel Cantor (Ex officio/ Non-voting, Director of Rutgers Center for State Health Policy), Rashmi Jain (Appointed- Big Data/Security Expert, Chair of Information Management and Business Analytics, Montclair State University), 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), 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), Kathleen Noonan (Appointed- Chief Executive Officer, Camden Coalition of Healthcare Providers) and Janet Currie (Appointed- Human Subjects Research Expert, Professor of Economics and Policy Affairs, Princeton University)

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), Darrin Goldman (NJ Department of Health), Christine Campbell (Office of Information Technology), Barbara Bolden (NJ Department of Health), Brandie Wooding (NJ Department of Health), Bretta Jacquemin (NJ Department of Health), Maria Baron (NJ Department of Health), Bhavani Sathya (NJ Department of Health), Stella Tsai (NJ Department of Health), Tim Seplaki (NJ Department of Health), Mildred Mendez (NJ Department of Health), Jose Nova (Rutgers Center for State Health Policy), Jolene Chou

(Rutgers Center for State Health Policy), Kate Scotto (Rutgers Center for State Health Policy), Ed Liu (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 1:04 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 iPHD 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 iPHD website.

General Updates/Actions *Updates from the Chair*

- R. Hammond opened the first meeting of 2022 by thanking Board members for their support and participation.
- R. Hammond provided an update on the Research Advisory Committee (RAC) orientation sessions held on January 13th and 19th. She said that RAC included an impressive group of reviewers with a wide range of expertise.
 - M. Koller said that 34 members attended the two sessions and there was a high level of enthusiasm and engagement. A common question posed by the RAC members was regarding the time commitment. RAC members should anticipate to review 2-3 grant proposals/year with the option to decline due to schedule conflicts.
 - R. Jain agreed that the diversity, background and the expertise of the RAC were impressive.
- M. Koller mentioned that the draft DUA between Rutgers and researchers, and the application materials were shared for feedback. Though these evolving documents do not require the Board's official approval, the CSHP team welcomes any feedback on their content or structure.

Meeting Minutes

- R. Hammond requested board members review the November 12, 2021 Governing Board meeting minutes (approved by Minutes Subcommittee on December 15, 2021).

- E. Litten made a motion to approve the November meeting minutes. R. Jain provided the second and, upon roll call, the minutes were approved unanimously.

Data Transfer

- R. Hammond said that J. Nova is working with data stewards to transfer data into the iPHD Project.
- J. Nova said that iPHD has reached a milestone with the transfer of the first two (Birth and Mortality) datasets. He thanked the NJDOH colleagues for their efforts in the seamless data transfer. Discussions continue for the transfer of the UB, CDRSS, and EMS datasets.
- J. Nova said that the next steps include data cleaning and organization, development of data dictionaries, data integration and linkage testing.

Discussion

Policy Documents

- R. Hammond said that the Legal Subcommittee reviewed the updates and citations discrepancy in the Data Use and Access Policy.
 - Recommendations included adding definitions, grammatical clarifications, citations corrections, and language consistency.
 - R. Jain made a motion for the conditional approval of the Data Use and Access Policy. K. Noonan provided the second and, upon roll call, the Data Use and Access Policy was approved unanimously. R. Hammond said that the final version of the document will be shared subsequent to a final cross check for consistency in section references and language.
- R. Hammond said that the Acceptable Use Guidelines, last approved on July 9, 2021, will be shared subsequent to a final cross check for citation corrections and language consistency.

Fee Schedule

- J. Cantor said that the fee schedule is derived using methods consistent with NIH “Core Facilities” and the goal is to keep the fee structure transparent and the costs close to breakeven. He added that the Rutgers Tax Office is reviewing the fee schedule and any changes that result from that review will be shared with the Board members.

- J. Cantor mentioned that a detailed memo was shared with the Board members for their review and requested Board's approval to post the fee schedule and the documentation.
- R. Jain said that the prototype scenarios provided a clear understanding and asked about the infrastructure cost.
- J. Cantor said that the cost is incorporated into the Institute for Health IT infrastructure cost.
- K. Noonan said that the cost seems reasonable. J. Cantor responded that high project volume would facilitate cost reduction. K. Scotto said that the fee structure is based on assumptions and more concrete information will be available after the program is implemented and projects are selected.
- M. Norin said that the changes in the infrastructure at Rutgers in the next 3-6 months would positively impact the fee structure.
- R. Jain suggested that the fees may deter individual researchers and hinder creative work. She asked if there is provision to review special request to subsidize fees.
- J. Cantor responded that the fees reflect what researchers budget in their grant applications. The only way to subsidize is through DOH and other sources of funding. M. Koller said that the issue will be in the first cycle. Researchers will include data fees in their proposal going forward.
- E. Litten asked about the status of the DOH funding. M. Koller provided an overview of the DOH funding and expenditures. J. Cantor said that CSHP will continue to monitor DOH funding and expenses and subsidize when possible.
- E. Litten made a motion to approve the fee schedule. R. Jain provided the second and, upon roll call, the fee schedule was approved unanimously.

R. Hammond indicated that there are no agenda items for the executive session. R. Hammond asked if anyone would like to make a public comment. There were no comments and the open session of the Governing Board meeting was adjourned at 2:57 pm.

- R. Jain made a motion to adjourn.
- E. Litten offered a second.
- Unanimous vote to adjourn the open session.