

**Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
April 8, 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), Francis Baker (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), 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), Darrin Goldman (NJ Department of Health), Barbara Bolden (NJ Department of Health), Eileen Troutman (NJ Department of Health), Bretta Jacquemin (NJ Department of Health), Emily Erwin (NJ Office of the Attorney General), Jose Nova (Rutgers Center for State Health Policy), Kate Scotto (Rutgers Center for State Health Policy), Ed Liu (Rutgers Center for State Health Policy), Oliver Lontok (Rutgers Center for

State Health Policy), Joe Brecht (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 1:06 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 the Newark Star Ledger and three websites (NJ.Com, NJ Press Association, and 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 the websites.

General Updates/Actions

Updates from the Chair

- R. Hammond provided an update on the briefing with Commissioner Persichilli. She said that the Commissioner was pleased with the progress and has accepted the invitation to provide opening remarks for the Research Consortium meeting scheduled for June 1, 2022. More information will be shared soon.

Meeting Minutes

- R. Hammond requested board members review the January 21, 2021 Governing Board meeting minutes (approved by Minutes Subcommittee on March 2, 2022).
- J. Currie made a motion to approve the January meeting minutes. R. Jain provided the second and, upon roll call, the minutes were approved unanimously.

Fee Schedule

- M. Koller said that the fee schedule was approved by the RU Tax Office and it is now established in place within the Rutgers accounting system. It will function basically as a recharge center.
- M. Koller mentioned that MOA with DOH to add an additional \$400,000 is under development with DOH.
- J. Cantor said that iPHD has reached a milestone with the financial structure in place and the rates will be adjusted every year based on volume and available funding.

Data Transfer

- J. Nova said that in addition to Birth and Mortality datasets, iPHD received NJ Hospital Discharge Data (Uniform Billing). He thanked the NJDOH colleagues for their support and efforts. Discussions continue for the transfer of CDRSS, and EMS datasets.
- J. Nova said that the next steps include data cleaning and organization, documentation, identifying confidential fields for creating limited datasets, data integration and linkage testing.
- M. Koller mentioned that transfer of CDRSS data before launch will be a priority. She shared Commissioner Persichilli's remarks that there will be a lot of interest in research related to long COVID symptoms and CDRSS data will be in high demand. R. Hammond agreed that CDRSS will be a priority for COVID Long Hauler Syndrome research.

Rutgers OIT Computing Platform

- M. Norin said RU has established its Clinical Research Data Warehouse (CRDW) to handle, store, protect and manage sensitive data. She added that there are strict protocols in place to comply with all legal requirements. The current plan is to explore moving iPHD data to the CRDW.
- M. Norin said that Rutgers OIT is currently working to transfer other datasets housed at Rutgers Institute for Health (where the iPHD is stored) including recent approval to move CMS data to CRDW. The environment is ready and has data stored from other initiatives.
- J. Currie shared an interest in seeing the protocols. M. Norin responded that protocols will be shared. Some rules are driven by data stewards (roles/responsibilities/requests/access/process etc.).
- J. Cantor said iPHD is not at a leading edge and will benefit from the transfer of CMS data. The transfer of iPHD data to this central warehouse is about 1 year away.
- J. Currie shared her concerns that this centralization may cause some unintended consequence with regard to things like changing access permission without notifying the PIs. M. Norin responded that RU tracks the changes, and the plan is to keep it as close to the operational procedures as possible.
- M. Koller said that internal discussions started with IFH IT regarding third party assessment through the Department of Homeland Security for the data warehouse. M. Norin agreed that completing the assessment will be good to evaluate the environment. R. Hammond said that the third-party assessment is

DOH's standard to ensure data safety. Additionally, the DUA between DOH and Rutgers would need to be updated if this transfer moved forward.

- R. Hammond mentioned that the new environment may provide an opportunity for cost savings as researchers can work within the high security environment and there would be no need for Rutgers CSHP to send limited data sets externally. M. Norin agreed that would be the new process in the CRDW.

Discussion

Virtual Research Consortium

- J. Cantor provided an overview of the June 1 Research Consortium planning and shared a draft agenda. Key highlights included:
 - CSHP is building an extensive distribution list to reach NJ research community
 - Commissioner Persichilli accepted the invitation to deliver opening remarks
 - Launch to proceed without EMS data
 - The purpose of Research Consortium is to create a community of interest that supports iPHD mission to generate population health research for NJ
- K. Noonan said that it is a great news that we are going to the public part. J. Cantor responded that we are preparing invitation materials and trying to ensure that messaging is effective in building excitement for the project.

Application Timeline and Review Process

- J. Cantor shared proposed timeline for the launch of iPHD. He said that the Letter of Intent (LOI) is mandatory but non-binding, and this will provide an estimate of the number of applications that will be submitted. Based on the response, we will check availability of RAC members and plan assignment.
- R. Hammond suggested to add to the agenda for the July Board meeting the lists of researchers who submit LOI in June to identify when there may be a conflict for a Governing Board member and therefore a need for recusal during the proposal review process.
- J. Cantor proposed creating a subcommittee of the Board to deliberate over the pilot applications. The subcommittee will share their recommendations during the full Board meeting and at that time decisions will be made regarding which proposals to approve.

- E. Litten said that it is a great idea and suggested to involve more members than needed to accommodate any future conflicts and recusals. Both J. Currie and R. Jain agreed and said that timeline seems ambitious. M. Koller responded that timeline is anchored to the October 21st Board meeting to discuss recommendations and make decisions. K. Noonan shared interest in participating in the subcommittee.
- J. Currie asked about the timeline going forward (rolling/annual/biannual). J. Cantor responded that currently thinking on a biannual basis. R. Jain added that different schedules were discussed and twice a year seemed to be the best approach in the beginning.
- M. Koller mentioned that two pilot projects will acknowledge the late Dr. Ranjana Madhusudhan and Colette Lamothe-Galette for their commitment to population health in general and this project specifically. Information regarding this will be mentioned at the Consortium and posted on the website.
- R. Hammond asked if any training (or information) is needed for reviewing pilot applications. E. Litten added that information on deliberation process for the subcommittee will be needed. M. McNally responded that it is a good idea and specifics will be discussed in an Executive Session.
- M. Koller said that as the volume increases, we need to formulate an optimal process for data-only applications. She added that all the application materials will be posted on the iPHD website.

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 2:10 pm.

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