

**Integrated Population Health Data (iPHD) Project
Governing Board (GB) Meeting Minutes
July 15, 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), 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 (NJ Department of Human Services), Darrin Goldman (NJ Department of Health), Yong Sung Lee (NJ Department of Health), Bhavani Sathya (NJ Department of Health), Katie Kurek (NJ Department of Health), Stella Tsai (NJ Department of Health), Tim Seplaki (NJ Department of Health), Abiola Animashaun-Amutah (NJ Department of Health), Jim St. Clair (LF Public), Jose Nova (Rutgers Center for State Health Policy), Kate Scotto (Rutgers Center for State Health Policy), Jolene

Chou (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 availability of an additional \$400K for the fiscal year 2023-24. She said that the funds will be used to support the iPHD Project and fund additional pilot projects.
- R. Hammond reminded everyone that the application submission deadline is July 15th (GB meeting date) and the final decisions on the applications will be made during the next GB meeting on October 21st.

Meeting Minutes

- R. Hammond requested board members review the April 8, 2022 Governing Board meeting minutes (approved by Minutes Subcommittee on May 10, 2022).
- J. Currie made a motion to approve the April meeting minutes. R. Jain provided the second and, upon roll call, the minutes were approved unanimously.

Data Transfer

- J. Nova said that in addition to Birth, Mortality, and NJ Hospital Discharge (Uniform Billing) datasets, CSHP has received NJ Communicable Disease Reporting and Surveillance System (CDRSS) Data for year 2020. He thanked the NJDOH colleagues for their support and efforts. Discussions are ongoing for the transfer of 2021 CDRSS, and EMS datasets. He estimates that 2021 CDRSS data will be available by the end of the calendar year and EMS data will be available in the next proposal cycle.

- J. Nova said the data dictionaries were posted on the iPHD website. The website is updated regularly as additional years of data become available.
- J. Nova said that the next steps include data cleaning and organization, data validation, documentation, identifying confidential fields for creating limited datasets, and linkage testing.
- R. Jain asked if applicants requesting CDRSS dataset will have three years of data available for research. S. Tsai responded that there is a lag because of data cleaning. The final 2021 data will be transferred to CDC in August 2022 and the transfer to the iPHD will be thereafter. J. Nova said that they may have to repeat linkage as additional years become available for Cycle 1 and there will be no additional cost to the applicants.
- R. Jain asked about data privacy issues as data will be integrated from multiple sources, and if that is considered at time of data validation. J. Nova responded that the team is currently running tabulations and scanning for fields with small sample size to flag any potential redisclosure issues. R. Jain added that data provenance is very essential for integrated datasets. E. Litten said that this is an important topic and should be included as a standing agenda item. R. Hammond agreed to include this topic as a standing agenda item for future meetings.

June 1, 2022 Research Consortium

- M. Koller provided an update about the broad outreach for the Consortium (# of invitations=264, # of registrations=183). The Consortium was well attended (n=119) and 41 attendees responded to the post-event survey. J. Cantor said that the presentation slides and recording were posted on the iPHD website.
- R. Jain noted that 49% of attendees who completed the survey were unsure if they will apply for the iPHD datasets. She asked if CSHP has some follow-up plans to motivate them. M. Koller responded that the letter of interest submission deadline reminder was sent to all registrants. However, the Cycle 1 timeline is tight and may be the reason for the hesitation to apply.

Cycle 1 Application Timeline

- M. Koller shared the proposed timeline for the launch of iPHD and highlighted the key dates. She added that CSHP staff will complete an initial review of the applications for completeness before proposals are sent to external reviewers.
- M. Koller said that for applications from the same Rutgers unit as CSHP, a non-Rutgers - Research Advisory Committee (RAC) member will assign the reviewers. CSHP will check for availability of RAC members for planning assignments. Each

application will be reviewed by three RAC members, and the RAC will have three weeks to complete their review. She added that CSHP will compile the RAC reviews for the Board meeting.

Discussion

Constituting Application Review Subcommittee

- R. Hammond shared the exciting news that iPHD received 11 letters of intent for Cycle 1 and the full proposals were due on July 15th (day of the GB meeting).
- R. Hammond mentioned that the DOH ethics officer, K. Kurek, will explain appropriate recusals.
- K. Kurek provided an overview and said that Board members with conflict must submit the recusal before the meeting starts. They can stay in the room for public session but they cannot take part in the discussion and will not be allowed to vote.
- J. Cantor reminded the Board of a proposal to create a subcommittee to deliberate over the pilot applications. The subcommittee will rank the proposals and share their recommendations during the full Board meeting, and at that time decisions will be made regarding which proposals to approve.
- R. Hammond said that voting is required to create the subcommittee and requested Board members to make a motion. K. Noonan made a motion to create a review subcommittee. R. Jain provided the second and, upon roll call, the subcommittee was approved unanimously.
 - J. Cantor said that the subcommittee cannot include more than four Board members to prevent quorum. They will review the proposals and RAC comments and provide recommendations to the Board. The Board will make the final determination to fund up to four pilot projects.
 - R. Jain and J. Currie agreed that in-depth review of applications should be the responsibility of the subcommittee. During the full Board meeting, members should look at recommendations from the RAC and the subcommittee for consistency.
 - J. Cantor said that each application will be reviewed by three RAC members. CSHP will create a summary sheet of all RAC reviews and share the summary sheet as well as the individual RAC reviews with the subcommittee.
 - K. Noonan asked if the scoring will be made public. J. Cantor responded that scores and comments will be made public for funded applications

only. For unapproved application, comments will be kept confidential, under the Open Public Meeting Act, and only shared with the applicants.

- o K. Noonan, R. Jain and J. Currie volunteered to participate in the subcommittee. M. McNally suggested the Board consider a back-up option if there is a conflict for any member. R. Hammond said that she will participate as needed. R. Jain suggested including non-Board members as needed. She added that as more applications come in for future cycles, there will be potential conflicts.
- o K. Noonan agreed to chair the subcommittee. J. Cantor said that CSHP staff will provide administrative support.
- M. Koller mentioned that CSHP will use Rutgers Box to share applications and RAC reviews with the subcommittee. Both R. Hammond and R. Jain said that a central location will be better for sharing documents. J. Cantor added that in addition to the application documents, CSHP will share a summary of the RAC review and individual RAC reviews (after removing reviewer's name from the RAC scoring sheet).

RWJF's Health Data for Action (HD4A) program

- J. Cantor provided an overview of the HD4A program and said that this is a long-standing program of RWJF.
- J. Cantor said that CSHP is in conversation with RWJF to include iPHD in their next cycle. He added that:
 - o Timing would align well with Cycle 2 applications.
 - o RWJF has a well-developed listserv and communication arm. This may help raise profile and provide an opportunity for national pilots. RWJF will add iPHD on their website as "data providers."
 - o This will be a dual application process for the applicants, and the data fees will be paid by HD4A to iPHD for all approved projects.
- E. Litten asked if iPHD will be able implement the same parameters on the application process. J. Cantor responded that applications will have the same rules and vetting process as Cycle 1. M. Koller said that more information will be available in October.

Additional Datasets

- R. Hammond said that the Board voted on including Medicaid data in iPHD. She asked for other suggestions/priority datasets for iPHD.

- J. Cantor said that expanding population health research is valuable to the state, and for sustainability, we need to identify additional datasets and create novel linkages.
- Suggestions offered for datasets:
 - Mother's connecting to home visitors
 - Licensed mental health or other health providers
 - Environmental Protection Agency (EPA) data
- R. Hammond said that these are great suggestions and CSHP will explore and provide more info to the Board how these datasets align with the research priorities and the statute.
- K. Noonan asked if the Board can curate call for proposals around state priorities such as behavioral health, and maternal and child health. J. Cantor responded that it is a great suggestion especially if the funding can be raised for focused research.
- M. Koller asked about vaccine data. R. Hammond responded that the transfer of new datasets will be facilitated through the existing DUA between DOH and Rutgers. J. Cantor said that adding COVID vaccine data will be very valuable and meaningful for researchers.
- R. Hammond requested the Board members to make a motion if they agree with bringing the COVID vaccine data to the iPHD. R. Jain made a motion and E. Litten provided the second and, upon roll call, the COVID vaccine data transfer was approved unanimously.
- R. Hammond said that the Legal Subcommittee will determine the next steps for bringing in Medicaid and COVID vaccine data.
- M. Koller said that we can also communicate with RAC and the Research Consortium members for additional dataset ideas. R. Jain said there are private companies collecting data on weather conditions to understand impact of weather on health issues in the state. R. Hammond responded that external datasets could be considered if the purpose aligns with the research priorities.

R. Hammond indicated the need for the executive session for legal guidance. 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 2:31 pm.

- R. Jain made a motion to adjourn.
- J. Currie offered a second.

- Unanimous vote to adjourn the open session.