

**Integrated Population Health Data (iPHD) Project
Governing Board (GB) Meeting Minutes
April 14, 2023**

3:00 PM-4:30 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), Bretta Jacquemin (NJ Department of Health), Tim Seplaki (NJ Department of Health), Maria Baron (NJ Department of Health), Jose Nova (Rutgers Center for State Health Policy), Kate Scotto (Rutgers Center for State Health Policy), Oliver Lontok (Rutgers Center for State Health Policy), Jolene Chou (Rutgers Center for State Health Policy), Joe Brecht

(Rutgers Center for State Health Policy), Joshua Lue (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 3:05 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). Instructions for registration and login information were posted in the publications and the websites.

General Updates/Actions

Updates from the Chair

- R. Hammond mentioned the [NJ legislation](#) approved on January 18, 2022 that requires establishing a database of certain appointed positions and elected offices. The legislation authorized Eagleton Institute of Politics at Rutgers to establish the database. Relevant points include:
 - Eagleton Institute started sending a survey to appointed Governing Board members to collect demographic information.
 - Some iPHD members acknowledged that they received the survey. E. Litten asked about the term limits of the GB members. R. Hammond responded that the term limits continue absent further action taken to terminate the appointment.
 - M. McNally to provide some guidance on the GB member term limits and the survey completion so that the information is standardized for the database which will be publicly available.
- R. Hammond reminded the Board that letters for Colette's and Ranjana's families were shared with the meeting packet and it will be shared with the families soon.

Meeting Minutes

- R. Hammond requested Board members review the February 10, 2023, Governing Board meeting minutes (approved by the Minutes Subcommittee on March 8, 2023).
- G. Woods made a motion to approve the February meeting minutes. E. Litten provided the second, and upon roll call, the minutes were approved unanimously.

Cycle I Progress

- M. Koller provided an update on the status of the pilot awards including:
 - Data Use Agreements (DUA's) and the IRB applications are approved for applicants. Accounts to support the pilot funding are in the process of being established.
 - Study datasets nearly ready for transfer for two of the four approved projects.
 - CSHP is resolving the final linkage of mothers and babies in the birth data which will be necessary for two of the approved projects.
 - Cycle 1 awards press release was published in [Rutgers Today](#) on May 2.

RWJF's Health Data for Action (HD4A) program

- M. Koller said that discussions are ongoing with the Robert Wood Johnson Foundation (RWJF) program officer to include iPHD in HD4A cycle. Some key points include:
 - The letter of intent (LOI) is competitive and will be due on August 1, 2023. CSHP will conduct a preliminary LOI review to ensure that the proposed research aligns with the iPHD requirements.
 - Approved LOIs will be invited to submit a full proposal.
 - Proposals will be reviewed by external RWJF reviewers. Reviews will be shared with the iPHD Governing Board, and it will be the Board's decision to review and approve release of iPHD data.
 - Data fees for approximately two projects, \$50K per project, will be paid by HD4A to iPHD to cover data prep cost. J. Cantor added that researchers will receive approximately \$100K in pilot funding from RWJF for the project.
 - This will be a national funding opportunity. There is the iPHD requirement that applications for pilot funding or fee waivers must be led by a principal investigator (PI) from a New Jersey research institution. This may help promote iPHD nationally through the RWJF/AcademyHealth networks.

Discussion

Cycle II Application Process

- M. Koller provided an update on the LOIs received and the available datasets for Cycle II:
 - Overall, 23 LOIs received including: 16 Rutgers applications, other universities include Montclair, Stockton, Princeton, NJIT, Johns Hopkins in collaboration with NJ Attorney General's Office, and Yale. Four Cycle 1 applicants submitted an LOI for consideration in Cycle 2.
 - Alignment with research priorities- addressing the social determinants of health (15 LOIs), improving maternal and infant health (10 LOIs), combatting the opioid epidemic (8 LOIs), and supporting the response to COVID-19 and other public health emergencies (4 LOIs). Most applicants are planning to address more than 1 research priority.
 - Current iPHD datasets included mortality, birth, all-payer hospital uniform billing and COVID-19 surveillance data. Discussions are ongoing for transfer of NJ Emergency Medical Services data during the summer.

Application Review Process

- M. Koller provided an overview of the on the Research Advisory Committee (RAC) expansion and the review process:
 - Currently 75 members have agreed to participate on the RAC. However, there is a conflict of interest for 7 RAC members because of their Cycle 2 iPHD application submission.
 - CSHP will be scheduling a virtual orientation session in May.
 - Each application will be reviewed by at least 2 RAC members.
 - Based on the number of full applications received on April 26th, 2-3 RAC members will be added to expand the GB Subcommittee.
 - The application documents and RAC reviews will be shared with the GB Subcommittee. The GB Subcommittee will meet to discuss the proposal review and make recommendations, including proposal ranking, to the Governing Board. CSHP will assist in drafting the summary document.
 - R. Jain asked if a standard template will be available for the summary document. M. Koller responded that CSHP will develop a

template and share it with M. McNally for approval. The draft template will be shared with the Board for feedback.

- o CSHP will share the summary document from the GB Subcommittee meeting, RAC reviews and application materials with the GB at least 2 weeks prior to the full Governing Board meeting.
- o The GB Subcommittee chair will lead the full Board meeting discussion and share Subcommittee's recommendations and rankings for each application. The Subcommittee external reviewers may join the full Board meeting as a non-voting participant.
- o The Governing Board will discuss the proposals and vote on the release of data and pilot funding and fee waivers.

Additional Datasets and Fee Schedule

- J. Cantor provided a list of the potential datasets including COVID vaccine, NJ State Cancer Registry, Pregnancy Risk Assessment Monitoring System (PRAMS), and Substance Abuse Monitoring System (SAMS) for future cycles. He added that the fee schedule will be revised for 2024.
- R. Hammond reminded that the Board previously approved the transfer of COVID vaccine and the Medicaid datasets for the next wave of data transfer. R. Hammond will discuss the legal and technical issues of the Medicaid data transfer with G. Woods.
- R. Hammond asked if the next step is to discuss other datasets with their respective data stewards.
 - o K. Noonan asked if CSHP has capacity to manage additional datasets and what type of quality check is done for the current datasets. J. Cantor responded that CSHP has the capacity and a lot of experience in database management, and documentation will be provided for transparency. He added that the plan is to bring in datasets that are used extensively and are research ready.
- R. Hammond suggested to start with the COVID vaccine and the Medicaid datasets. J. Cantor said that the dataset suggestions came from numerous researchers. He added that initial discussions and DUAs take a long time and bringing in additional datasets is critical for the success of iPHD. Additional datasets discussion will continue in future meetings.

R. Hammond indicated that executive session is not needed. 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 4:15 pm.

- R. Jain made a motion to adjourn the meeting.
- K. Noonan offered a second.
- Unanimous vote to adjourn the open session of the meeting.