

NHIN COORDINATING COMMITTEE

Meeting Notes: 1/21/10 (10-Noon EST)

Insert – “TBD”

NHIN CC Members

Member Type	Member Name	Member Organization	Present
NHIN Production Participants	Jim Borland	SSA	X (latter portion of call)
	Michael Matthews	MedVirginia	X
	Stephanie Griffin	VA	X
	Dr. John Mattison	Kaiser Permanente	X
NHIN Cooperative Representatives	Holt Anderson	NCHICA	X
	Marc Overhage	Regenstrief	
ONC	Mary Jo Deering	ONC	X
Secretary	Mariann Yeager	ONC	X

Other Invited Participants

- Steve Gravely, Subject Matter Expert
- Erin Whaley, Subject Matter Expert

Confirmed Observers

- Alex Baker, NeHC
- Ryan Barry, DHIN
- Liz Brown, ONC
- Raul Cary, WVHIN
- Kathy Church, Bloomington
- Michelle Grinberg, WVHIN
- Brian Heckert, NeHC
- Eric Heflin, DHIN
- Liesa Jenkins, CareSpark
- Elliot Maxwell, ONC
- Joyce Mahen, CMS
- Marty Prah, SSA
- Aaron Seib, NeHC
- Joe Turk, Cleveland Clinic

1 **MEETING SUMMARY**

2 1. Identify Participants

3 **Discussion Summary.** Mariann Yeager facilitated roll call and identified the NHIN CC
4 members and observers present.

5 **Decision/Outcome.** See list of participants and observers noted above.

6 **Action/Follow Up.** N/A

7 2. Quorum

8 **Discussion Summary.** Holt Anderson, Vice Chair, confirmed the NHIN CC members present
9 and declared quorum.

10 He also introduced and welcomed Stephania Griffin as the VA representative on the NHIN CC.
11 Mr. Tim Cromwell was thanked for his prior participation on an interim basis prior to Ms. Griffin's
12 arrival.

13 Steve Gravely confirmed that since KP and VA have signed the DURSA and are exchanging
14 information in production, they are "NHIN Production Participants." As a result, their
15 representatives are "Type 1" members of the NHIN Coordinating Committee.

16 Even though VA and KP are currently NHIN Production Participants, they will voluntarily submit
17 results of their validation testing to the CC for review at a future date. When these results are
18 submitted, they will be treated as Confidential Participant Information, in accordance with
19 Operating Policy and Procedure 6.

20 **Decision/Outcome.** Quorum was established since five of the eight members, including one
21 Federal (VA) and one non-Federal entity was present.

22 **Action/Follow Up.** Review VA and KP's validation testing results when received.

23 3. Review Agenda

24 **Discussion Summary.** Holt Anderson reviewed the agenda and asked members whether there
25 was any new business to add.

26 **Decision/Outcome.** No additional items were noted.

27 **Action/Follow Up.** N/A

28 4. Meeting Notes – 12/2/09 and 12/17/09

29 **Discussion Summary.** The group discussed the meeting notes from 12/2/09 and 12/17/09. No
30 changes or redactions were proposed. The NHIN CC approved dissemination of the full
31 meeting notes on a public site designed for such purpose.

32

33 **Decision/Outcome.** A motion to approve the 12/2/09 and 12/17/09 meeting notes was made,
34 seconded and passed without further discussion.

35 **Action/Follow Up.** NeHC will post the meeting notes to a public web site designed for such
36 purpose.

37 5. Old Business

38 **Discussion Summary.** Mariann Yeager provided a status regarding two outstanding action
39 items from the 12/17/09 meeting:

- 40 • NHIN CC Operating Policies and Procedures (OP&Ps) will be posted to the ONC web
41 site as a comprehensive package once all of the OP&Ps currently under development
42 are approved by the CC.
- 43 • NHIN CC meeting notes will be posted to a public web site. ONC and NeHC are working
44 together to identify the appropriate location.

45 **Decision/Outcome.** No decision was required.

46 **Action/Follow Up.** ONC and NeHC will inform the NHIN CC as to the location chosen for
47 public posting of the meeting notes.

48 6. Interim Validation Plan Test Results

49 **Discussion Summary.** The final summary report for the interim validation test results for VA
50 and KP were not available for the NHIN CC's consideration.

51 **Decision/Outcome.** The NHIN CC deferred discussion to its next regularly scheduled meeting.

52 **Action/Follow Up.** Add to next NHIN CC meeting agenda.

53 7. NHIN-CC: 6 – Information Handling

54 **Discussion Summary.** The NHIN CC was presented with a draft of Operating Policy and
55 Procedure #6 for review and approval. OP&P 6 is designed to provide the NHIN CC with a
56 process for handling the receipt, storage, dissemination and use of Confidential Participant
57 Information. The NHIN CC members, along with observers, had a productive discussion about
58 various aspects of the OP&P. These discussions resulted in both clarifications of intent and
59 suggested revisions to the language. Specifically, the NHIN CC discussed the following:

- 60 • The NHIN CC endorsed adding a new provision to Section II – Policy, which
61 identifies the legal basis of support staff’s confidentiality obligations.

- 62 • The NHIN CC members discussed the characteristics of the “secure” site
63 referenced in the OP&P. The secure site will contain a protected portal with
64 access limited to NHIN CC members and its designated support staff only. This
65 portal does not currently have the ability to further restrict access by document
66 type. Should this need arise in the future, the NHIN CC explore the ability to add
67 this functionality to the secure site.

- 68 • The NHIN CC is not a federal entity and is not subject to federal requirements for
69 governmental advisory groups.

- 70 • Confidential Participant Information received in hard copy will be scanned and
71 posted to the secure site and the paper copy destroyed. Notwithstanding this,
72 NeHC will archive original legal documents (such as notarized applications,
73 signed DURSA agreements) (Section III.6).

- 74 • NHIN Participants have the ability to request additional restrictions on the use
75 and disclosure of their Confidential Participant Information but the NHIN CC is
76 not obligated to approve these additional restrictions. The NHIN CC endorsed
77 the addition of language to the OP&P that clarifies this understanding. (Section
78 III.3)

- 79 • The NHIN CC confirmed that it does not intend to request Protected Health
80 Information (PHI) from Participants unless it is necessary for the NHIN CC to
81 fulfill its obligations. The NHIN CC endorsed revising the language in Section
82 III.7 regarding use of PHI to make it clear that the NHIN CC will make every effort
83 to request and use de-identified or aggregate data.

84 **Decision/Outcome.** While a motion was made and seconded to approve OP&P 6, after further
85 discussion, the NHIN CC decided to postpone approval until the OP&P is revised to incorporate
86 the points discussed above.

87 **Action/Follow Up.** The OP&P will be revised, distributed to the NHIN CC and presented for
88 approval at the next regularly scheduled NHIN CC meeting.

89 8. NHIN-CC: 7 – Breach Notification

90 **Discussion Summary.** The NHIN CC was presented with a draft of Operating Policy and
91 Procedure #7 for review and approval. OP&P 7 is designed to provide the NHIN CC with a
92 process for handling the receipt and disposition of Breach alerts and notifications.

93 It was noted that there may be benefit to proactively testing the processes identified in this
94 OP&P to verify that they allow the NHIN CC to effectively and efficiently handle Breach alerts
95 and notifications.

96 Several stylistic changes were proposed.

97 **Decision/Outcome.** A motion to approve OP&P 7 with minor stylistic changes was made,
98 seconded and passed without further discussion.

99 **Action/Follow Up.** The stylistic changes will be made and NHIN-CC OP&P 7 will be marked
100 final, with the approval date noted and posted to the portal and public web site. The NHIN CC
101 will test these processes in the near future.

102 9. NeHC – Support Relationship

103 **Discussion Summary.** Mary Jo Deering introduced NeHC and their role in supporting the
104 NHIN CC and NHIN Technical Committee under the NeHC-ONC Cooperative Agreement.

105 Brian Heckert, the interim Executive Director at NeHC, introduced the NeHC staff, Aaron Seib,
106 Alex Baker, Meryt McGindley and Ernest Clover who will be supporting the NHIN Coordinating
107 and Technical Committees.

108 He also highlighted the planned activities, including:

- 109 • NHIN CC support
- 110 • Support of an online presence
- 111 • Education and awareness

112 **Decision/Outcome.** N/A

113 **Action/Follow Up.** N/A

114

115 11. New Business

116 **Discussion Summary.**

117 *NHIN Support Mechanisms* - Mariann Yeager provided an update regarding current support
118 mechanisms for the NHIN. ONC will support the NHIN service registry and certificate authority
119 once in production, as well as implementation support for applicants and agencies engaged in
120 implementation. NeHC will provide support to the NHIN CC. There may not be a centralized
121 help desk for technical issues since Participants are in the best position to resolve these
122 matters. Additional support needs may be discussed over time.

123 *HIMSS* – ONC will provide visibility for the NHIN at the following HIMSS venues:

- 124 • Interoperability Showcase demonstrations; and
125 • NHIN educational session facilitated by Doug Fridsma.

126 ONC is compiling a summary of ONC, NHIN and CONNECT sessions at HIMSS. ONC would
127 welcome knowing what NHIN CC members will be doing around the NHIN at HIMSS.

128 *NPRM and IFR Comments* – The NHIN CC asked whether it could comment on the IFR or
129 NPRM. There does not appear to be a reason that this self-organized group could not
130 comment. Members will set up a special meeting to identify whether there are any topics /
131 issues where the NHIN CC would want to comment.

132 **Decision/Outcome.** Members interested in providing public comment regarding the NPRM and
133 IFR will coordinate directly with each other.

134 **Action/Follow Up.** N/A

135 12. Future Agenda Items

136 The group discussed a schedule and identified possible topics for upcoming calls.

137 **Decision/Outcome.** Meeting Schedule / Topics

- 138 • 2/4/2010 – NHIN Communications Call (formerly leadership group call)
139 • 2/18/2010 – NHIN-CC Monthly Call
140 • 3/4/2010 – NHIN Communications Call (formerly leadership group call)
141 • 3/18/2010 – NHIN-CC Monthly Call

142 April - December 2010 – Monthly calls scheduled the 3rd Thursday of each month (10-Noon
143 EST).

144 **Action/Follow Up.** Schedule calls and prepare agendas

145

146 13. Adjournment

147 The Vice Chair asked whether there was any other business the NHIN CC wanted to address.
148 No other business was raised.

149 **Decision/Outcome.** A motion to adjourn was made, seconded and passed without further
150 discussion

151 The meeting adjourned.

152 **Action/Follow Up.** N/A

DRAFT