

# NHIN Coordinating Committee

Meeting Notes: 12/17/09 (10-Noon EST) - FINAL

## Committee Members

Member Type	Member Name	Member Organization	Present
NHIN Production Participants	Jim Borland	SSA	X
	Michael Matthews	MedVirginia	
Definitive Plan Participants	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	
Secretary	Mariann Yeager	ONC	X

## Other Invited Participants:

- Steve Gravely, Troutman Sanders – DURSA Subject Matter Expert
- Erin Whaley, Troutman Sanders – DURSA Subject Matter Expert
- Leslie Power, ONC - Testing Subject Matter Expert

## Confirmed Observers

- Eric Heflin, DHIN
- Liz Brown, ONC
- Kathy Church, Bloomington
- Buff Colchagoff, ONC
- Alaina Crislip, WVHIN
- Jamie Ferguson, KP
- Keith Hepp, HealthBridge
- Liesa Jenkins, CareSpark
- Rich Kernan, ONC
- Eric Larson, ONC
- Charley Magruder, CDC
- Amy Phelps, NIST
- Justine Piereman, SSA
- Marty Prahl, SSA
- Todd Rowland, Bloomington
- Aaron Seib, ONC
- Erin Whaley, Troutman Sanders

## Meeting Summary

Agenda Topic	Summary	Decision / Outcome	Action / Follow Up
Identify participants	Mariann Yeager facilitated roll call and identified the NHIN CC members and observers present.	See list of participants and observers noted above.	N/A
Quorum	Jim Borland, Chair, confirmed that all Committee members were present.	Quorum was established. Three of the six members, including one Federal and one non-Federal.	N/A
Meeting Notes – 12/2/09	Review and approval of the meeting notes was deferred until the next call on 1/21/2010	N/A	N/A
NHIN Validation Plan	<p><u>NHIN Validation Plan (Version .91)</u></p> <p>Revisions to the NHIN Validation plan were reviewed with the Committee. The changes were made to align the language in the plan with the DURSA.</p> <p>It was confirmed that the document with the redlined changes (while entitled version .9), was actually version .91.</p>	<p><u>NHIN Validation Plan (Version 1.0)</u></p> <p>Holt Anderson made a motion to approve the plan with the following changes:</p> <ul style="list-style-type: none"> <li>• Accept the proposed redline changes presented in Version .91.</li> <li>• Change the version from .91 to version 1.0.</li> <li>• Remove the “Optional: Access Consent Policies” from both the text and diagram of required core services.</li> <li>• Change “proscribed” to “prescribed”</li> </ul> <p>John Mattison seconded the motion.</p> <p>There was no further discussion.</p> <p>All voted in favor. There was no opposition.</p> <p>Version 1.0 of the NHIN Validation Plan was approved and will serve as Appendix 2 in the DURSA.</p>	<p>Post the approved Validation Plan to the NHIN-CC portal site and NHIN public web site.</p>

Agenda Topic	Summary	Decision / Outcome	Action / Follow Up
Interim Validation Plan	<p><u>Interim Validation Plan (Version 1)</u></p> <p>The Committee reviewed the addition of a statement to explicitly apply the interim validation plan to only the following entities: VA, DoD and Kaiser Permanente.</p> <p>The Committee noted that this plan should also apply to CDC.</p>	<p><u>Interim Validation Plan (Version 1)</u></p> <p>The revised plan was approved with one change, the addition of CDC.</p> <p>John Mattison made a motion to approve the validation plan with the addition of CDC.</p> <p>Holt Anderson seconded the motion.</p> <p>There was no further discussion.</p> <p>All voted in favor. There was no opposition.</p> <p>Version 1.0 of the Interim Validation plan was approved and applies only to the identified entities in the plan.</p>	<p>Post the approved Interim Validation Plan to the NHIN-CC portal site and NHIN public web site.</p>
NHIN-CC: 2 – General Operating Procedures (Revised)	<p>Erin Whaley reviewed the changes to NHIN-CC: 2.</p> <p>Section 7 was added – Provisional Action in the Absence of a Quorum.</p> <p>The group discussed changing the timeframe from 4 days to 5 days to give the Committee some latitude to convene a quorum to ratify an issue.</p> <p>The Committee deferred the issue of other technical mechanisms for collecting votes.</p>	<p>Holt Anderson made a motion to approve the revised NHIN-CC:2, with one change – revising “4 days” to “5 days” in Section 7.</p> <p>John Mattison seconded the motion.</p> <p>There was no additional discussion.</p> <p>All voted in favor. No opposition.</p> <p>Revised NHIN-CC: 2 (Version 2) was approved.</p>	<p>Post the approved operating procedure to the NHIN-CC portal site and the NHIN public web site.</p>
NHIN-CC Operating Procedure (NHIN-CC: 3) - Participation Changes, Suspension and Termination (Revised Draft Version 1)	<p>The group reviewed the revisions to Section III.B regarding Voluntary Suspension.</p> <p>The Committee noted that the language captured the Committee’s comments from the 12/2 call.</p>	<p>John Mattison motioned to approve NHIN-CC 3: (Version 1)</p> <p>Jim Borland seconded the motion</p> <p>There was no additional discussion.</p> <p>All voted in favor. No opposition.</p> <p>Revised NHIN-CC: 3 (Version 1) was approved.</p>	<p>Post the approved operating procedure to the NHIN-CC portal site and the NHIN public web site.</p>

<b>Agenda Topic</b>	<b>Summary</b>	<b>Decision / Outcome</b>	<b>Action / Follow Up</b>
NHIN-CC Operating Procedure (NHIN-CC: 4) – NHIN Change Process for NHIN Performance and Service Specifications	The operating procedure was reviewed with the Committee. There were limited questions.	Holt Anderson facilitated the vote. Jim Borland motioned to approve NHIN-CC 4 without changes. John Mattison seconded the motion. There was no additional discussion All voted in favor. No opposition. Revised NHIN-CC: 4 (Version 1) was approved.	Post the approved operating procedure to the NHIN-CC portal site and the NHIN public web site.
NHIN-CC: 5 – NHIN Change Process – NHIN Operating Policies and Procedures	The operating procedure was reviewed with the Committee.	Holt Anderson motioned to approve NHIN-CC 4 5 without changes. Jim Borland seconded the motion. There was no additional discussion All voted in favor. No opposition. Revised NHIN-CC: 5 (Version 1) was approved.	Post the approved operating procedure to the NHIN-CC portal site and the NHIN public web site.
New Business	ONC has designated Mary Jo Deering to replace Ginger Price as the ONC representative on the NHIN-CC.	The Committee acknowledged this change.	Update NHIN-CC Roster
Future Agenda Items	The group discussed a schedule and identified possible topics for upcoming calls.	Meeting Schedule / Topics <ul style="list-style-type: none"> <li>• 1/7/2010 – NHIN Cooperative Leadership Call</li> <li>• 1/21/2010 – NHIN-CC Monthly Call <ul style="list-style-type: none"> <li>- Review NHIN-CC: 6 – Information Handling</li> <li>- Review NHIN-CC: 7 – Suspected Breach Notification</li> </ul> </li> </ul>	Schedule calls and prepare agendas
Adjournment	The Chair asked whether there was any other business the Committee wanted to address.	No other business was raised. There was a motion to adjourn. This motion was seconded. The meeting adjourned.	N/A