

CC - MONTHLY CALL MEETING NOTES 7 15 10

Coordinating Committee

Monthly Call

Meeting Notes: 7/15/10 (10:00 - 11:00 am EST)

NOTE: Portions of the meeting notes related to Confidential Participant Information may have been removed.

Committee Members (attendance signified with a "✓")

Participant Members

- ✓ Michael Matthews, MedVirginia (CC Chair)
- ✓ Justine Piereman, SSA
- ✓ Stephania Griffin, VA
- ✓ John Mattison, Kaiser Permanente
- ✓ Stone Quillian, DoD
Charlie Magruder, CDC
- ✓ Marc Overhage, Regenstrief
Robert Burger, CMS
- ✓ Mark Rea, Southern Pines Women's Center
- ✓ Rodney Cain, HealthBridge

Cooperative Representative Members

- ✓ Holt Anderson, NCHICA (CC Vice-Chair)

ONC

- ✓ Mary Jo Deering
- ✓ Mariann Yeager, (CC Secretary)

Invited Subject Matter Experts

- ✓ Steve Gravely, Troutman Sanders
- ✓ Erin Whaley, Troutman Sanders
- ✓ Doug Fridsma, ONC Office of Standards and Interoperability
- ✓ Rich Kernan, Specifications Lead
Jackie Key, Technical Team
Leslie Power, ONC Testing Team

Confirmed Observers

- ✓ Jean McGraw, MedVirginia
- ✓ Trudi Matthews, HealthBridge
- ✓ Aaron Seib, NeHC
- ✓ Vernetta Roberts, NeHC
- ✓ Jamie Ferguson, KP
- ✓ Kate Cawley, Wright State University
- ✓ Mark Hiner, DoD
- ✓ Alaina Crislip, WVHIN
- ✓ Diane Davis, South Carolina Office of Research and Statistics
- ✓ Lt. Laurie Brown, DoD
- ✓ William Martinez, SSA
- ✓ Joe Turk, Cleveland Clinic
- ✓ Dennis Belter, WVHIN
- ✓ Cheryl Stevens, Community Health Information Collaborative
- ✓ Marty Prah, SSA

Meeting Summary

Agenda Topic #1: Identify participants

Discussion Summary: Roll call facilitated to identify CC members and observers present.

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

Action / Follow Up: N/A

Agenda Topic #2: Quorum

Discussion Summary: Committee Chair confirmed the CC members present and declared a quorum.

Decision / Outcome: Quorum was established since 9 of the voting members, including at least one Federal and one non-Federal Type 1 members, were present.

Action / Follow Up: N/A

Agenda Topic #3: Review Agenda

Discussion Summary: The agenda was reviewed and a request for any new business was made.

Decision / Outcome: Mark Hiner from the Department of Defense (DoD) raised an issue regarding the DoD's schedule for conformance and interoperability testing. This issue will be discussed during the Coordinating Committee's Executive Session meeting since it involves Confidential Participant Information. No other new business was raised.

Action / Follow Up: N/A

Agenda Topic #4: Approve 6/17/10 Meeting Notes

Discussion Summary: Meeting notes from 6/17/10 were reviewed by the CC.

Decision / Outcome: A motion to approve the 6/17/10 meeting notes was made, seconded and approved without further discussion.

Action / Follow Up: Mark meeting notes as final and post to www.hhs.gov/healthit web site.

Agenda Topic #5: Update on status of CC OP&P Revisions

Discussion Summary: The CC has previously endorsed revisions to OP&P 4 and OP&P 5. The changes to OP&P 5 require that Participants submit their approval or rejection of a proposed change to the CC in writing by a date identified by the CC. To obtain this written approval, staff distributed a survey to each Participant's CC representative soliciting the Participant's approval of the revisions. At this point, because of the lack of responses to the approval survey, the requisite number of Participant approvals has not been obtained.

The CC discussed approval of OP&P 4 and 5, specifically, and the lack of response to the survey instrument more generally. With respect to OP&P 4 and 5, the CC determined that changes to these policies could be approved by the CC since all of the Participants have representatives on the Committee and since the current version of OP&P 5 does not require a written approval from each Participant. As a result, the CC entertained a motion to approve the changes to OP&P 4 and 5, which was approved unanimously.

With respect to the more general issue of the lack of response to the survey instrument, the CC discussed trying to streamline the OP&P change process. Because the DURSA sets forth specific parameters for the approval of new or amended OP&Ps, the CC is asking the DURSA Task Group to look at revising the OP&P amendment process to make it more self-executing and streamlined.

Decision / Outcome - Summary:

- ✓ A motion to approve the changes to OP&P 4 and OP&P 5 was made, seconded and approved without further discussion.
- ✓ CC is asking the DURSA Task Group to look at a more self-executing and streamlined process for approval of changes to the OP&Ps.

Action / Follow Up: Mark OP&P 4 and OP&P 5 as final and post to www.hhs.gov/healthit web site. Communicate the CC request to the DURSA Task Group.

Agenda Topic #6: Overall update on 6/8 Strategy Session Action Items

Discussion Summary: At its last meeting, the CC reviewed a number of very important action items that resulted from the June 8th Strategy Session. To help the CC track progress on each item, staff created a status chart showing the overarching types of activities that resulted from the 6/8 meeting, the description of each action item within the larger activity, the responsible party, the status, a target date for completion and the actual date for completion. This status chart will be updated prior to each CC meeting.

Decision / Outcome: No discussion.

Action / Follow Up: Continue to update and present status of each action item at next monthly CC meeting.

Agenda Topic # 7: Update on legal action items from 6/8 Strategy Session: DURSA Task Group

Discussion Summary: The DURSA Task Group is continuing to work diligently on revisions to the DURSA. A list of the issues that the Task Group is considering is included in Attachment 3 of the meeting materials. When evaluating issues, the DURSA Task Group is determining which changes are necessary to address risks that may arise over the next 12-18 months. At ONC's request, a high-level explanation of these risks and resolutions is being prepared.

The Task Group will hold a two-day, in-person meeting in Washington, D.C. on July 20-21, 2010. Hopefully, at the end of this meeting, the Task Group will have a near final draft of the revised DURSA, which can be shared with the CC. In early August, the CC will be asked to endorse the changes to the DURSA. Following the CC's endorsement, Participants will be asked to approve the revisions to the DURSA. This approval process will include Federal clearance for the Federal Participants.

The Strategic Issues Task Group is convening for a call Friday, July 16, 2010 at 1:00 to discuss recommendations for the composition of the CC. The Strategic Issues Task Group's final recommendation will be included in the revised DURSA that is presented to the CC and sent to the Participants for approval.

Decision / Outcome: No discussion.

Action / Follow Up: Send final revised version of the DURSA to the CC prior to the CC meeting in which the CC's endorsement of the revisions will be sought.

Agenda Topic # 8: Update on operations/sustainability action items from 6/8 Strategy Session: Operations Tiger Team

Discussion Summary: One of the action items from the June 8th Strategy Session was to convene an Operations Tiger Team that included representatives from ONC, NeHC and the CC. The Operations Tiger Team was asked to identify near-term recommendations to help migrate to repeatable operational processes over the next 6-12 months. The Operations Tiger Team met on June 29, 2010 to discuss these issues. Justine Piereman, Marty Prahl and Sandy McCleaf were the CC reps in the meeting. It was a very productive meeting that resulted in numerous recommendations. The Operations Tiger Team held a conference call on July 8, 2010 to finalize its recommendations. These recommendations are included as Attachment #4 in the meeting materials.

The CC reviewed and discussed the key findings and recommendations put forward by the Operations Tiger Team and included in Attachment #4. For the CC, one of the most important findings is that there needs to be better proactive collaboration between the Technical Committee (TC) and the CC.

Decision / Outcome: A motion to approve the Operations Tiger Team's recommendations as summarized in the Recommendations document dated 7/7/10, was made, seconded and approved without further discussion.

Action / Follow Up: CC members are asked to send Mariann Yeager suggestions for more proactive coordination between the TC and the CC. The Operations Tiger Team will continue to meet on quarterly basis.

Agenda Topic # 9: Update on business functions action items from 6/8 Strategy Session:

Discussion Summary:

- ✓ Value Proposition: On June 28, 2010, Michael Matthews (MedVirginia), Col. Moody (DoD) and Linda Fischetti (VA) presented a Nationwide Health Information Network University class describing the value propositions for the Exchange. The content for the class was derived from the value proposition slides submitted by each Participant. The session was well attended (over 300 attendees) and received very positive feedback. For those who were not able to attend, the session was recorded and is available at: <http://nationalehealth.org/NHIN105.aspx>.
- ✓ Metrics: Work on defining the measures for the success of the Exchange and the process for monitoring progress has not yet started. This work will begin in August 2010.
- ✓ Communications: NeHC is collaborating with ONC on a communications strategy. Part of the strategy will include enhanced education on the process for becoming a Participant in the Exchange.
- ✓ Lessons Learned: At the last meeting, the NHINCC endorsed the concept of capturing lessons learned from the Participants and using this information to educate stakeholders and to prepare to provide input to ONC's governance rule-making, when appropriate. Staff prepared a work plan for gathering lessons learned, which was included as Attachment 5 of the meeting materials. The NHINCC reviewed and approved this work plan.
- ✓ Privacy and Security Tiger Team: The Health IT Policy and Standards Committees created a Privacy and Security Tiger Team to look at privacy and security issues in multiple types of exchanges, including the Exchange. The Privacy and Security Tiger Team does not have formal representation from the Exchange so Participants are urged to monitor the Tiger Team's work. If a Participant has a concern, they are encouraged to provide feedback directly to the Tiger Team or notify those members of the Policy and Standards Committees who are Exchange Participants.

Decision / Outcome: The NHINCC approved the work plan for gathering lessons learned from the Participants.

Action / Follow Up: Staff will distribute an email to the NHINCC with the questions that each Participant is being asked to answer as part of the lessons learned work plan and ask how the CC members how they want to submit their input.

Agenda Topic #10: New Business

Discussion Summary: N/A

Decision / Outcome: N/A

Action / Follow Up: N/A

Agenda Topic #11: Meeting Schedule

Discussion Summary: N/A

Decision / Outcome:

- 8/19/10 - Next Monthly CC Call
- Anticipated agenda items for next meeting:
 - Approve 7/15/10 Meeting Notes
 - Update on action items from 6/8 Strategy Session

Action / Follow Up: Schedule calls and prepare agendas

Agenda Topic #12: Adjournment

Discussion Summary: The Chair asked whether there was any other business the CC wanted to address. No other business was raised.

Decision / Outcome: A motion to adjourn was made, seconded and passed without further discussion. The meeting adjourned.

Action / Follow Up: N/A