

**DISTRICT OF COLUMBIA  
HEALTH INFORMATION  
EXCHANGE  
POLICY BOARD  
MEETING**



**September 20, 2018, 3:00 – 5:00 PM**



# AGENDA

- **Call to Order**
  - **Roll Call**
  - **Announcement of Quorum**
- **Welcome New Board Member**
- **Q&A on DHCF HIT/HIE Ongoing Projects**
- **New Vice-Chair Election**
- **Break**
- **Strategic Planning Proposal**
- **Public Comments/ Next Steps/Adjournment**

# Welcome to the Board!

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## Zinethia Clemmons, MHA, MBA Public Member



Ms. Zinethia Clemmons is a senior manager offering 20 plus years of private and public experience specialized within the healthcare industry. She is a proven leader with expertise in business development and operations, financial management including budget formulation of over \$50 million dollars and human resource management of up to 100 people; building, directing and developing high performance leaders and teams.

Ms. Clemmons has extensive project management experience integrating key performance indicators (KPIs) in resulting in highly measurable process improvements, increased customer satisfaction, improve services and cost savings.



# Q&A on DHCF HIT/HIE Ongoing Projects



**Michael Fraser, MPH**  
Management Analyst



**Nina Jolani, MS**  
Program Analyst



**Eduarda Koch, MS, MBA**  
Project Manager



**Adaeze Okonkwo, MPH**  
Program Analyst

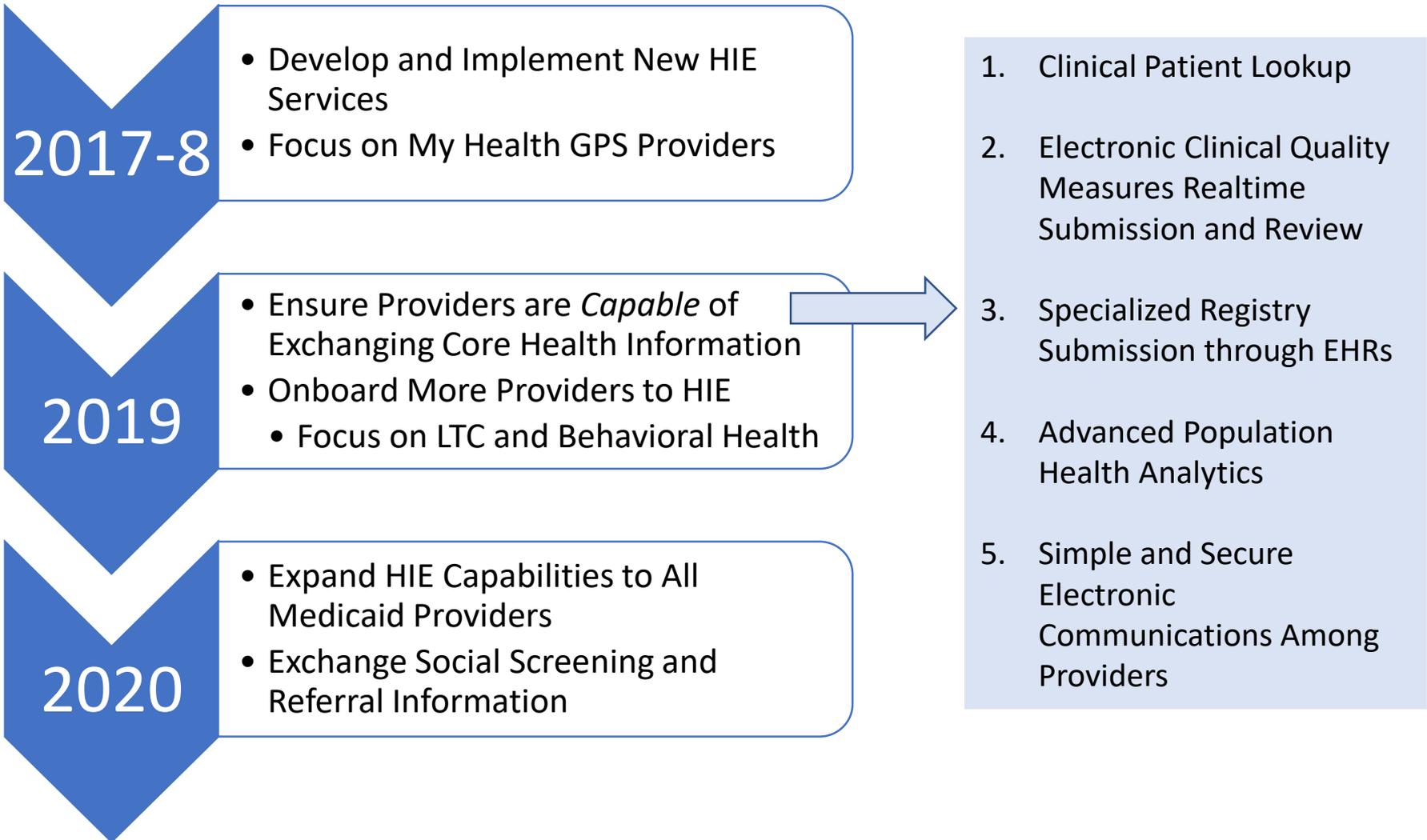


**Noah Smith, MPH, EMT**  
Program Manager



**Deniz Soyer, MBA, MPH**  
Project Manager

# Approach to Implementing the SMHP Through 2020





# New Vice-Chair Election

# Roles & Responsibilities of the Vice-Chair

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The role and function of the Vice-Chair as described in the HIE Policy Board Bylaws, include:

- In the absence or disability of the Board Chair, the Vice-Chair shall preside at all meetings of the Board, and shall possess the same powers and discharge all the duties of the Board Chair until he or she returns, or a new Board Chair is designated by DHCF; and,
- To serve in such capacity based on the membership terms stipulated in Article #2.

Informal roles and duties shall include:

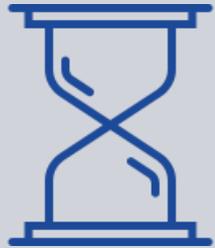
- Facilitating certain agenda discussions for the HIE Policy Board meetings; and,
- Chairing governance workgroups (e.g. strategic planning workgroup).

## STAFF RECOMMENDATION FOR BOARD ACTION

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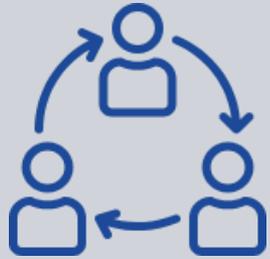


**Vote** on a candidate for the HIE Policy Board vice-chair for the duration of 2019.



# 10 Minute Break

*Please be back promptly at 3:45 PM*



# HIE Policy Board Strategic Planning Proposal



# Why are we discussing strategic planning for the Board?

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**WHY?**

- 1 Beginning of a three-year term
- 2 Member interviews: Diverse opinions about Board role and status of HIE in DC
- 3 SMHP is framing the direction of the DC HIE
- 4 Reach consensus on how HIE Policy Board contributes to DC HIE vision

# Summary of Strategic Planning Workgroup Meetings

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## **Purpose:**

Recommend to the HIE Policy Board a strategic planning proposal that meets the function of the Board and establishes subcommittees that support the implementation of the DC State Medicaid Health IT Plan. The proposal will be presented to the Board at its quarterly meeting on September 20, 2018.

**Workgroup Chair:** Donna Ramos-Johnson

## **Workgroup Members:**

- Dena Hasan
- Dr. Eric Marshall
- Dr. Yavar Moghimi
- Justin Palmer
- James Turner
- Lucinda Wade

**Meeting Frequency:** 4 meetings (90 mins. each), virtual/in-person option

# Summary of Strategic Planning Workgroup Meetings

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## Meeting #1

Workgroup consensus to focus on activities that:

- Advance the SMHP Roadmap; and,
- Align activities with the roles and responsibilities of the HIE PB in Mayor's Order 2016-035.

## Meeting #2

- Staff provided five (5) groupings that the workgroup narrowed to three (3) subcommittees: 1) Stakeholder Engagement, 2) Data Quality, and 3) Policy.
- The workgroup eliminated activities that did not meet the function of the Board.

## Meeting #3

- The workgroup reviewed activities arranged under the (3) proposed subcommittees.
- The workgroup made the decision to sunset the sustainability subcommittee and to integrate sustainability activities under the new subcommittees.
- The workgroup decided to keep the designation subcommittee and to update its role and activities post-designation.

## Meeting #4

- The workgroup proposed a new name for the Designation subcommittee.
- The workgroup determined possible chairpersons for the subcommittees.
- The workgroup addressed specific issues related to the governance of the subcommittees.

# General Governance Recommendations for Subcommittees

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**Term for Subcommittees:** 1 year (with intended annual review and renewal)

**Frequency of Meetings:** TBD by subcommittee chairs, members, and DHCF staff

## **Subcommittee Size:**

- **HIE Policy Board Members:** Minimum 3 members
- **Non-Board Members\*:** Minimum 3 non-members

## **Subcommittee Cross-Collaboration:**

- Per the **Board Bylaws (2016)**, at least a week before the next scheduled meeting, the subcommittee chair shall submit a written report to the Board Chair (and Vice-Chair) that describes the discussions of the subcommittee that he or she presides over. Reports may include specific motions or recommendations to be acted upon the Board. All subcommittee reports shall be made a matter of public record.
- New subcommittee chairs will meet prior to their first subcommittee meetings and standardize processes and templates to be used for reporting to the Board.

# Proposed Plan for *Existing* Subcommittees

**Sustainability Subcommittee:** Conclude subcommittee structure and activities and evolve into the newly proposed subcommittees

**Designation Subcommittee:** Maintain subcommittee and current activities (pre-designation)

- **Proposed New Name:** HIE Operations, Compliance, and Efficiency Subcommittee
- **Purpose (Pre-Designation):** Provide recommendations to DHCF regarding the establishment of a formal Registration and Designation process for HIEs operating in the District
- **Proposed Chair:** Lucinda Wade

## Short Term (0-1 year) Activities (timeframe relates to pre-designation process)

- Maintain current subcommittee structure
- Assign a Chair
- Frequency of Meetings: Based on remaining needs of the HIE Rule and HIE registration and designation applications
- Continue to adhere to the workplan (charter) of the Designation subcommittee

## Long Term (2-3 years) Activities (timeframe relates to post-designation process)

- Maintain and monitor continuous process improvement for the DC HIE registration and designation process
- Monitor the performance of the registered and designated HIEs
- Recommend community standards for data completeness, quality, and validation
- Recommend best practices to map data and integrate information across users and government agencies (both receiving and sending data)
- Define and recommend community standards for data collection, use, and exchange

# Proposed New Subcommittee #1

- **Proposed Name:** Stakeholder Engagement Subcommittee
- **Proposed Purpose:** Gain and maintain stakeholder engagement for long-term **operational and financial** sustainability of health information exchange in the District
- **Proposed Chair:** Dr. Yavar Moghimi

## Short Term (0-1 year) Activities

- Conduct stakeholder exercise to map and identify landscape for engagement in HIE capabilities (ongoing)
- Conduct outreach to identify the barriers and opportunities to participate in the DC HIE (ongoing)
- Promote the value of participating in the HIE with the identified stakeholder groups (ongoing)
- Facilitate discussions and forums to capture stakeholder views on HIE in the District (ongoing)
- Recommend training and educational materials that will be most useful to providers and other stakeholders (ongoing)
- Within the SMHP measurement framework, define target measures of success (e.g. provider adoption targets)

## Long Term (2-3 years) Activities

- Support planning of a DC HIE Summit to convene key stakeholders in the District and promote the implementation and adoption of HIE use cases
- Conduct outreach to private payers and identify opportunities to align incentives for HIE participation
- Advise DHCF, DC PACT and other stakeholder groups regarding strategies to standardize screenings and referrals for SDOH

# Proposed New Subcommittee #2

- **Proposed Name:** Policy Subcommittee
- **Proposed Purpose:** Provide recommendations on public policy initiatives that encourage participation in and the sustainability of the DC HIE
- **Proposed Chair:** James Turner

## Short Term (0-1 year) Activities

- Provide policy guidance on the implementation of the HIE Designation process establishing the DC HIE, such as (ongoing)
  - Defining secondary use policy
  - Defining guidelines for reporting of unusual findings
- Recommend policy and standards for access to SDOH data, particularly among non-covered entities (ongoing)
- Recommend policies on data privacy and security (ongoing)
- Provide policy guidance on existing or emerging local issues, such as implementing the new mental health information act amendment (ongoing)
- Provide policy guidance on emerging technologies (ongoing)
- Provide policy guidance on safe harbor, IP, and technology failures (ongoing)

## Long Term (2-3 years) Activities

- Provide policy guidance on existing or emerging national issues, such as TECCA

## WORKGROUP RECOMMENDATION FOR BOARD ACTION



**Vote** to adopt strategic planning workgroup proposal to establish recommendations for action on existing and proposed subcommittees.

1. Sunset the Sustainability subcommittee
2. Rename the Designation subcommittee to the **HIE Operations, Compliance, and Efficiency** subcommittee, and provide new purpose to the subcommittee post-designation
3. Establish the Stakeholder Engagement subcommittee
4. Establish the Policy subcommittee



# Public Comments



# Next Steps/Adjournment

## Future Meeting Dates:

- January 17, 2019, 3-5 PM
- April 25, 2019, 3-5 PM
- July 18, 2019, 3-5 PM
- October 24, 2019, 3-5 PM

\*Please note a calendar invitation will be sent to you soon