



DC HIE

Safety - Privacy - Security - Quality - Speed - Efficiency

District of Columbia Health Information Exchange Policy Board
Meeting Minutes

September 19, 2012
2:00 p.m. – 4:00 p.m.

Members present (18): Sharon Baskerville, Barbara Bazron, Ph.D., David Bishop, Jamal Chappelle, Angela Diop, N.D., Victor Freeman, M.D., Douglas M. Garland, Jr., Marina Havan, Julius W. Hobson, Jr., Brenda King, R.N., Barry Lewis, M.D., Wayne McOwen, Ariana Quinones, Raymond Tu, M.D., Robert B. Vowels, M.D., Arturo Weldon, Cleveland Woodson, and Machelles Yingling-Schraeder

Members absent (3): Bernie Galla, R.N., Brian Jacobs, M.D., and Robin C. Newton, M.D.

DC-HIE Staff present (3): Alessandra Klug, Esq. (DHCF), Michael Tietjen and Carmelita White

Guests present – District Government (7): Valentine Breitbath (DHCF), Tina Curtis, Esq. (DHCF), Sheryl Johnson, Esq. (DHCF), Bonnie Norton (DHCF), LaRah Payne, Sc.D. (DHCF), Tony Pillai (OCTO), and Alanna Zuchelli, Esq. (DHCF)

Guests present – Public (5): Joyce Hunter (Vulcan Enterprises, LLP), Liesa Jo Jenkins (Deloitte/ONC), Howard Liebers (DCPCA), Paul Shapin (Medstar Health), Alan Watson (HIT Consultant)

TOPIC	DISCUSSION
Call to Order	Cleveland Woodson (Chair) called the meeting to order at 2:05pm. Carmelita White (Staff Assistant) recorded the minutes. A quorum of board members were present, and the meeting, having been duly convened, was ready to proceed with business.
Approval of Minutes	Mr. Woodson presented to the Board the minutes of the August 1, 2012, meeting of the Board for approval, whereupon a motion was duly made, seconded and unanimously adopted, the minutes were approved as presented. A copy of the minutes will be made available on the DC HIE webpage.
Approval of Bylaws	Alessandra Klug gave a review of the changes made to the DC HIE Policy Board bylaws draft. Ms. Klug stated that the changes were based on comments and suggestions from within the DHCF and the Board. Following Ms. Klug’s review, the draft bylaws were presented for approval, whereupon a motion was duly made, seconded and unanimously adopted and approved as presented. A copy of the newly adopted bylaws will be made available on the DC HIE webpage and provided to the Board.

TOPIC	DISCUSSION
<p>Officer Elections; Subcommittee Assignments & Selections; Advisory Group</p>	<p><u>Officer Elections</u></p> <p>DC HIE Policy Board Vice Chair – At the inaugural Board meeting Mr. Woodson requested that any board member interested in serving as Vice Chair email him prior to the September 19th Board meeting. Sharon Baskerville volunteered to serve as Vice Chair. A motion was duly made, seconded, and the board unanimously voted Sharon Baskerville to serve as the DC HIE Policy Board Vice Chair.</p> <p><u>Subcommittee Assignments & Selections</u></p> <p>Mr. Woodson provided a brief summary of the definitions for each subcommittee. He stated that per the Mayor’s Order, subcommittees must be chaired by a DC HIE Policy Board Member. However, the Board may seek outside expertise to serve as members of the subcommittees. A copy of the subcommittee descriptions will be provided to the Board.</p> <ul style="list-style-type: none"> ➤ Governance – Barbara Bazron, Ph.D. volunteered to serve as Chair. Wayne McOwen and Ariana Quinones volunteered to serve as members. ➤ Finance – Barry Lewis, M.D. volunteered to serve as Chair. Jamal Chappelle volunteered to serve as a member. ➤ Technical Infrastructure – Arturo Weldon volunteered to serve as Chair. Sharon Baskerville volunteered one of her staff from DCPCA, Ms. Donna Ramos Johnson to serve as a member. ➤ Business and Technical Operations – Angela Diop, N.D. volunteered to serve as the Chair. Sharon Baskerville and Marina Havan volunteered to serve as members. ➤ Legal/Policy/Privacy – Julius W. Hobson, Jr. volunteered to serve as Chair. Victor Freeman, MD volunteered to serve as a member. <p>A motion was duly made, seconded, and the board unanimously voted for the Board members listed above to serve as chairs to each respective subcommittee listed above.</p>

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	<p><u>Advisory Group</u></p> <p>Joyce Hunter, CEO, Vulcan Enterprises volunteered to serve as Chair. Paul Shapin, Assistant VP, DSS, MedStar Health volunteered to serve as a member.</p> <p>A motion was duly made, seconded, and the board unanimously voted Joyce Hunter to serve as Chair to the Advisory Group.</p>
HIE Sustainability	<p>Liesa Jenkins, Deloitte/ONC stated that one of the requirements for the Cooperative Agreement that DHCF has with the Office of the National Coordinator (ONC) is that there be a plan for sustainability to assure that the programs and the investments that have been made over the course of this program continue after the end of the contract. The contract was to be a four (4) year contract which began in February 2010. ONC issued an amendment that states funds not expended by December 2012 will need to be returned to the general budget. ONC has been doing some negotiating back and forth regarding this issue. They now have an agreement that grantees must expend all of the funds and complete the terms of the Cooperative Agreement by September 30, 2013.</p> <p>Ms. Jenkins specified that she would ensure that the DC HIE Policy Board, as the lead on this initiative, is aware of what is required as a part of the Cooperative Agreement and some potential ways to get started with the sustainability planning. She stated that Deloitte would not be able to assist all the way through the sustainability plan. ONC's expectation is that its technical advisors, of which Ms. Jenkins is one, can get the Board started and give them some options to consider. However, in-house resources or contractor resources are suggested to develop and document the plan.</p> <p>She also provided a presentation to the Board regarding "Developing a Plan to Sustain HIE." The purpose of the presentation was to support development, adoption and implementation of a plan to sustain HIEs. She reviewed the Program Information Notices (PIN) requirements for State HIE Cooperative Agreement grantees, and the process for engaging stakeholders to develop and commit to an approach for HIE sustainability. Ms. Jenkins stipulated that it is very important that the Board agree upon the principles for HIE sustainability. DC HIE needs to forward a plan for sustainability to ONC by December 31, 2012.</p>

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	<p>Dr. Bazron asked if the task of the Board is to become a spinoff that will become independent and will have to be self-sustaining over time. Mr. Woodson stated that the Board is independent of DHCF and that the HIE will have to become self-sustaining.</p> <p>Ms. Baskerville offered to share with the Board the sustainability plan that was developed for the DC Regional Health Information Organization (RHIO).</p> <p>Dr. Barry Lewis asked if there has been a wish list for the components of the HIE and a discussion of a potential strategic plan. Mr. Woodson stated that he and his staff are writing a statement of work to solicit proposals from vendors. The procurement processes in place in the District must be followed. This includes publicly posting a request for proposals (RFP) and keeping that posting open for a pre-determined amount of time. Mr. Woodson anticipates this process to take 4-6 weeks. As far as a wish list, we would like the exchange to be more than just point-to-point messaging. Direct is the floor of any HIE. We would like to be able to drill down into data and see where patients are at any one point in time. We would like the HIE to have “pull” functionality and not just “push” functionality. With pull functionality, providers will be able to determine a patient’s medical history, drug interactions etc. An HIE in Virginia has this capability and has offered to lease its infrastructure to DHCF. Discussions are preliminary, but leasing would be a less expensive option than to build this functionality independently. Bonnie Norton stated that the scope of work that Mr. Woodson is referring to is actually to procure services to assist us in developing a strategic operating plan.</p> <p>Arturo Weldon suggested that Board members submit an assessment of their capability to assist DC HIE and the Board with execution of its duties. The idea is to get a summary of any HIE-related efforts to date, identify what is in place right now and what is needed in the District.</p> <p>Jamal Chappelle asked if we have available one comprehensive document that talks about requirements, deliverables, timeline deliverables, and all the levers. Mr. Chappelle stated that it would be helpful to have a comprehensive document made available to the Board so that there can be a level playing field of knowledge of all of the Board members and stakeholders at the table. Mr. Woodson stated that he would share the scope of work with the Board and other related documents.</p> <p>Mr. Weldon has agreed to make available a file management system (ex: Microsoft SharePoint) for the Board’s use for this purpose. Mr. Weldon will set up, by the next Board meeting, a skeleton access to this service to get members of the Board access to a repository where you can place electronic</p>

TOPIC	DISCUSSION
	documents to automatic key versioning, etc.
New Business; Reports	<ul style="list-style-type: none"> ➤ Mr. Woodson gave the Board an update on Direct Secure Messaging. A Direct Secure Messaging Subscription Agreement is currently under review by the leadership team and will be forwarded to the Board for approval. DC HIE's HIPAA Privacy & Direct Secure Messaging Policies are under development and will be forwarded to leadership for review and approval and then to the Board. ➤ Orion Health submitted a proposal to DHCF to market Direct Secure Messaging to providers/users. Mr. Woodson anticipates execution of this agreement by next week. ➤ Mr. Woodson encouraged Board members to invite other stakeholders who could add value to future Board meetings. ➤ Dr. Victor Freeman asked if Mr. Woodson would be sending out the subcommittee descriptions with the Chairs and their contact information so that the Board will have that information, and that they would be able to officially activate it at the next meeting. Mr. Woodson answered Dr. Freeman by saying that subcommittee assignments and description would be forwarded to the Board along with the Board minutes.
Next Board Meeting	<ul style="list-style-type: none"> ➤ The next DC HIE Policy Board Meeting is scheduled for Wednesday, October 17, 2012, 2:00 – 4:00 p.m. at 899 N. Capitol Street, NE, 6th Floor, Conference Room 6130, Washington, DC 20002.
Adjournment	<ul style="list-style-type: none"> ➤ There being no further business to come before the Board, the meeting was adjourned at 4:00 pm.

Approval of Minutes:



 Cleveland Woodson, Chair, DC HIE Policy Board

10-17-12

 Date