NHIN Coordinating Committee

Monthly Call

Meeting Notes: 2/18/10 (10:00 – 11:00 am EST)

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

Committee Members

NHIN Production Participant Members

- ✓ Jim Borland, SSA (NHIN CC Chair)
- ✓ Michael Matthews, MedVirginia
- ✓ Andrea Wilson, VA
- ✓ John Mattison, Kaiser Permanente
- ✓ Leslie Shaffer, DoD

NHIN Cooperative Representative Members

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

    Marc Overhage, Regenstrief

ONC

    Mary Jo Deering

- ✓ Mariann Yeager, (NHIN-CC Secretary)

Invited Subject Matter Experts

- ✓ Steve Gravely, Troutman Sanders
- ✓ Erin Whaley, Troutman Sanders

Confirmed Observers

- ✓ Liz Brown, ONC
- ✓ Aaron Seib, NeHC
- ✓ Jamie Ferguson, KP
- ✓ Alex Baker, NeHC
- ✓ Liesa Jenkins, CareSpark
- ✓ Melinda Machones, CHIC
- ✓ Brian Behlendorf, ONC
- ✓ ONC NHIN Team
- ✓ Joe Turk, CCF
- ✓ Kathy Church, HealthLiNC Bloomington

1 Meeting Summary

3 Agenda Topic #1: Identify participants

4 *Discussion Summary:* Roll call facilitated to identify NHIN CC members and observers
5 present.

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

7 *Action / Follow Up:* N/A

9 Agenda Topic #2: Quorum

10 *Discussion Summary:* Committee Chair confirmed the NHIN CC members present and
11 declared a quorum.

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

14 *Action / Follow Up:* N/A

16 Agenda Topic #3: Review Agenda

17 *Discussion Summary:* The agenda was reviewed and requests for any new business made.

18 *Decision / Outcome:* No additional items were noted.

19 *Action / Follow Up:* N/A

21 Agenda Topic #4: Approve 1/21/10 Meeting Notes

22 *Discussion Summary:* Discussion of these notes was deferred to the Executive Session.

23 *Decision / Outcome:* N/A

24 *Action / Follow Up:* N/A

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Agenda Topic #5: NHIN CC Operating Procedures

Discussion Summary:

NHIN-CC: 7 – Breach Notification.

The NHIN Coordinating Committee verified that the revisions discussed in the 1/21 call were made and acknowledged the NHIN CC's prior approval of this operating procedure on 1/21/10. The NHIN CC asked that the document be marked final and posted on the HHS public NHIN web site.

NHIN-CC: 6 – Information Handling.

The NHIN CC reviewed revisions to the Information Handling policy and procedure (NHIN-CC 6) including the addition of new language that explicitly gives NHIN Participants the ability to request additional restrictions on the use and disclosure of their Confidential Participant Information. The NHIN CC is not, however, obligated to approve these additional restrictions.

A motion to approve NHIN-CC 6 was made, seconded and passed without further discussion. NHIN-CC 6 will be marked final, with an approval date of 2/18/10 and posted on the HHS public NHIN web site.

NHIN-CC: 1 – Review Applications.

Revisions to this previously approved operating procedure were made to reflect NeHC's support role. A motion to approve revisions to NHIN-CC 1 was made, seconded and passed without further discussion. The version number on NHIN-CC 1 will be updated with an approval date of 2/18/10 and posted on the HHS public NHIN web site.

NHIN-CC: 1a - Application Template

Revisions to this previously approved operating procedure were made to reflect NeHC's support role. A motion to approve revisions to NHIN-CC 1a was made, seconded and passed without further discussion. The version number on NHIN-CC 1a will be updated with an approval date of 2/18/10 and posted on the HHS public NHIN web site.

New Operating Procedure - DURSA Amendment Process

It was suggested that a new NHIN CC operating policy and procedure be developed to further clarify the process for amending the DURSA. The NHIN CC agreed this would be beneficial and asked Troutman Sanders to draft this document for review at the NHIN CC's March 18, 2010 meeting.

Decision / Outcome - Summary:

- NHIN-CC: 7 – Breach Notification – Approved, mark final with 1/21/10 approval date and post to the HHS public NHIN web page.

- NHIN-CC: 6 – Information Handling – Approved, mark final, with an approval date of 2/18/10 and post to the HHS public NHIN web page.

- NHIN-CC: 1 – Review Applications – Approved revised version, with an approval date of 2/18/10 and post on the HHS public NHIN web page.

60 • NHIN-CC: 1a - Application Template - Approved revised version, with an approval date of 2/18/10
61   and post on the HHS public NHIN web page.

62 • NHIN-CC: 8 – DURSA Amendment Process - Create new operating procedure

63 *Action / Follow Up:* Committee to review draft operating procedure (NHIN-CC: 8) at its March
64 18, 2010 meeting.

65

Agenda Topic #6: NHIN On-Boarding Guide

67 *Discussion Summary:*   The NHIN CC reviewed the guide and agreed the information would
68 be a helpful resource for entities preparing to engage in the NHIN limited production exchange. The
69 NHIN CC suggested that this document be reviewed by the NHIN Technical Committee and by the
70 NHIN Cooperative to get input.

71 *Decision / Outcome:* ONC staff will share the on-boarding guide with the NHIN Technical
72 Committee and with the NHIN Cooperative.

73 *Action / Follow Up:* ONC will share feedback received from NTC and Cooperative with the
74 NHIN CC in future NHIN CC calls.

75

Agenda Topic #7: NHIN CC Work Plan

77 *Discussion Summary:*   The NHIN CC reviewed a draft work plan that outlines the high-level
78 activities that the NHIN CC will do over the next eight months. The draft plan proposed organizing four
79 task groups to assist the NHIN CC with these efforts. The task groups would do the groundwork to
80 develop straw documents that would be presented to the NHIN CC for consideration and approval.

81 Each task group would have at least one Coordinating Committee member involved in its activities.
82 NHIN CC members can also identify other representatives from their respective organizations to
83 participate in each task group. NHIN CC members should send their list of identified representatives
84 for the task groups to ONC.

85 *Decision / Outcome:* The NHIN CC agreed in principle to using a work plan to guide its efforts
86 and to using task groups to facilitate creation of straw documents for NHIN CC review and approval.
87 NHIN CC members will review the plan in more detail and send comments to Steve Gravely and Erin
88 Whaley.

89 The NHIN CC agreed to move forward with organizing the task groups and identified NHIN CC
90 members to serve as leads for the following groups:

91 • Strategic Issues Task – Jim Borland and John Mattison

92 • DURSA Task Group – Michael Matthews and Leslie Shaffer

93 • Policy and Technical Task Group – extend invitation to Chair of Technical Committee to lead
94 this Task Group

95 • Operating Procedures Task Group – Holt Anderson

96 The NHIN CC will defer approval of the work plan to its next call so that all NHIN CC members will
97 have an opportunity to review and provide input on the plan.

98 *Action / Follow Up:* Add review and approval of the NHIN CC work plan and related task group
99 plans to the 3/18 NHIN CC agenda.

100

Agenda Topic #9: New Business

102 *Discussion Summary:*   The Chair opened the call for other business. Holt Anderson
103 mentioned a memorandum received from the West Virginia Health Information Network (WVHIN). The
104 WVHIN shared their input regarding the CMS NPRM for Meaningful Use.

105 The Coordinating Committee discussed whether the NHIN CC, as a group, could submit comments
106 regarding meaningful use. The NHIN CC's role (as defined in the DURSA and in the NHIN CC's
107 operating procedures) does not currently include commenting on public policy issues. Organizations
108 participating in the NHIN CC or in the NHIN Cooperative can independently submit comments.

109 *Decision / Outcome:* The NHIN CC acknowledged receipt of the memorandum. The NHIN CC
110 agreed that providing comment is outside the scope of its role. As a result, the NHIN CC will not
111 provide comments to the CMS NPRM for Meaningful Use.

112 *Action / Follow Up:* N/A

113

Agenda Topic #10: Upcoming Call Schedule

115 *Discussion Summary:*   The next NHIN CC call is scheduled for 3/18/10.

116 *Decision / Outcome:*

117 • Meeting Schedule / Topics

118 • 3/4/2010 – NHIN Communications Call (formerly leadership group call)

119 • 3/18/2010 – NHIN CC Monthly Call

120 • April - December 2010 – Monthly NHIN CC calls scheduled the 3rd Thursday of each month
121 (10-Noon EST).

122 *Action / Follow Up:* Schedule calls and prepare agendas

123

124

125 Agenda Topic #8: Adjournment

126 *Discussion Summary:* The Chair asked whether there was any other business the Committee
127 wanted to address. No other business was raised.

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

130 *Action / Follow Up:* N/A

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