Initial Coordination for Digital Bridge eCR
Proof-of-Concept Working Groups
August 5, 2016; Facilitators – John Lumpkin & Andy Wiesenthal
# Coordination for eCR Proof-of-Concept Working Groups – Agenda

<table>
<thead>
<tr>
<th>Topic</th>
<th>Contents</th>
<th>Duration</th>
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<tr>
<td>Opening Remarks from John Lumpkin</td>
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</tbody>
</table>
| Discussion of Initial Governance Structure and Membership | • Initial proposal for governance rules  
• Initial proposal for membership rules | 30 minutes |
| Discussion of Working Group Structure     | • Initial Working Groups  
  - Technical Solution  
  - Requirements  
  - Sustainability  
  - Legal/Policy/Regulatory  
• Proposed Structure of all Working Groups | 20 minutes |
| Closing Remarks and Action Items          |                                                                          | 5 minutes |
Proposed Governance Structure
Rough Initial Proposal for Governance Body Rules

1. **Composition**
   The interim governance body will be comprised of no more than 15 members and 1 chairperson.
   a) Initial chairperson will be John Lumpkin of RWJF.
   b) The initial 15 members will be split equally among Public Health, Electronic Health Record Vendors, and Health Providers; each organization can select its governance member and included groups will initially be limited to those who attended the Greenhouse Session (June 2016).

2. **Decision Making**
   Decisions will be made by consensus wherever possible; if voting is necessary a quorum of 2/3 of the membership (10 members) must be present and voting, and a simple majority of those voting will be sufficient to approve a decision. The Chairperson will vote only in the event of a tie.
   --Abstain is consent.
   --A negative vote requires a rationale.

3. **Outreach**
   The governance body can solicit opinions, presentations, etc. to be shared with the group from others in the community as it feels is appropriate.

4. **Meeting Cadence**
   Governance meetings should take place on a monthly basis, with added frequency or sub-group meetings added as is necessary.

5. **Interim Governance**
   The interim governance body will design and select the permanent governance body, to be chartered and selected no later than 1/1/18.

6. **Ongoing Governance**
   Terms of Ongoing Governance members shall be 2 years in duration.
Rough Initial Proposal for Governance Membership Principles

01 Attendance
Governance members are expected to attend all governance meetings.

02 Time Commitment
Governance members should commit 15-20 hours a month to dedicate towards executing the work of the governance body.

03 Authority
Governance members should be able to make decisions and commitments on behalf of their organization.

04 Working Group Membership
Governance members may participate on work groups or task forces that the Governance Body creates.
Proposed Working Group Structure
Proposed Initial Working Groups

What should these groups look like?

• Working groups should consist of between 5 and 10 members.
• All members must be willing to make substantial time commitments for the next 6-12 months and possibly beyond.
• Logistical support and project management will be provided for the working groups.
• Working groups will be encouraged to obtain input from across all 3 communities—Public Health, Delivery Systems, and Vendors—as necessary to accomplish their work.
• All work product will be public, and members should expect to have responsibilities for consistent external communication.
Proposed Rules of the Road for Working Groups

Requirements

- **Scope Statement:**
  - The Requirements working group will identify the reportable conditions and trigger codes for those conditions, the core data to be transmitted and received, and the clinical and public health workflow issues associated with the rest of the requirements.

- **Rules of the Road:**
  - Membership will be drawn from all 3 communities.
  - There will be one set of trigger codes, to be maintained by public health.
  - Care Delivery Systems will have the opportunity to identify what is feasible for them to implement.
  - Working group members should meet twice a month.

Technical Solution

- **Scope Statement:**
  - The Technical Solution working group will develop the technical solution for sending and receiving data with input solicited from the community of practice as needed.

- **Rules of the Road:**
  - Membership will consist of approximately 5 invited vendors and at least 1 member each from Public Health and Delivery System communities.
  - It is anticipated that the working group will obtain input from a variety of sources.
  - Working group members should meet twice a month.

Sustainability

- **Scope Statement:**
  - The Sustainability working group will develop a self-sustaining business model for bi-directional exchange.

- **Rules of the Road:**
  - Membership will be drawn from all 3 communities.
  - RWJF, PHII, and Deloitte will provide additional subject matter expertise to the Sustainability working group.
  - Working group members should meet twice a month.

Legal/Policy/Regulatory

- **Scope Statement:**
  - The Legal Working Group will identify policy and regulatory issues, develop model solutions, and initiate advocacy for the models.

- **Rules of the Road:**
  - Members will have experience with legal frameworks in their jurisdictions and will be drawn from all 3 communities.
  - Working group members should meet twice a month.
Proposed Organizational Structure

Governance Board

- Governance Chair (John Lumpkin - Initial)
- Care Delivery Networks
- Public Health
- Vendor

Program Management

- Project Director
- Project Manager
- Communications Director
- Logistics Coordinator
- Financial Admin
- Communications Specialist

Requirements Workgroup

- Requirements Chair
- Care Delivery Networks
- Public Health
- Vendor

Technical Workgroup

- Technical Chair
- Care Delivery Networks
- Public Health
- Vendor

Sustainability Workgroup

- Sustainability Chair
- Care Delivery Networks
- Public Health
- Vendor

Legal/Policy/Regulatory Workgroup

- Legal/Policy/Regulatory Chair
- Care Delivery Networks
- Public Health
- Vendor

Ex Officio Members

- ONC Rep
- Co-Principal Investigators
Timeline to Consider
## Proposed eCR Proof of Concept Timeline

<table>
<thead>
<tr>
<th>Q3 2016</th>
<th>Q4 2016 &amp; Q1 2017</th>
<th>Q2 2017</th>
<th>Q3 &amp; Q4 2017</th>
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<tbody>
<tr>
<td><strong>Governance</strong></td>
<td></td>
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<td>Permanent Governance Entity launched</td>
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<tr>
<td>Secretariat and neutral convener formed</td>
<td>Assemble existing tech and governance artifacts and establish repository</td>
<td>Initial Governance body and workgroup defined and recruited</td>
<td>POC sites &amp; participants selected</td>
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<tr>
<td>PH Informatics Conference 8/24/16</td>
<td>Broad stakeholder engagement across all workstreams</td>
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<tr>
<td>Define communications plan</td>
<td>Develop eCR readiness toolkit for PH agencies</td>
<td>PH Agencies report readiness</td>
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<td>Requirements</td>
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<td>Document First trigger codes and eCR business requirements</td>
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<tr>
<td>Technical Solution</td>
<td></td>
<td>RCKMS platform available</td>
<td>POC tech solutions defined</td>
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<tr>
<td>Sustainability</td>
<td></td>
<td>Measurable metrics for success defined</td>
<td>Report on measurable success metrics</td>
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<tr>
<td>Legal/Policy / Regulatory</td>
<td></td>
<td>Data use agreement, Privacy &amp; Security Policy developed</td>
<td>PH Agencies report readiness</td>
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<tr>
<td>Proof of Concept Execution</td>
<td></td>
<td>Proof of Concept Site Kickoffs</td>
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**Technical Solution**
- RCKMS platform available
- POC tech solutions defined
- Measurable metrics for success defined
- Report on measurable success metrics
- Data use agreement, Privacy & Security Policy developed
- PH Agencies report readiness

**Sustainability**
- Data use agreement, Privacy & Security Policy developed
- PH Agencies report readiness
- Sustainability plan and scalability plan for PH expansion

**Communications**
- PH Informatics Conference 8/24/16
- Define communications plan
- Develop eCR readiness toolkit for PH agencies
- PH Agencies report readiness

**Governance**
- Secretariat and neutral convener formed
- Assemble existing tech and governance artifacts and establish repository
- Initial Governance body and workgroup defined and recruited
- POC sites & participants selected

**Proof of Concept Execution**
- Proof of Concept Site Kickoffs

**Support**
- Initial Governance body and workgroup defined and recruited
- POC sites & participants selected
- PH Informatics Conference 8/24/16
- Define communications plan
- Document First trigger codes and eCR business requirements
- RCKMS platform available
- Measurable metrics for success defined
- Data use agreement, Privacy & Security Policy developed
- PH Agencies report readiness
- Sustainability plan and scalability plan for PH expansion
Communications Approach
Stakeholders and Communications

Members and their Organizations
High levels of communication and attention; must be willing and able to work (i.e., Governance and Workgroups)

Implementers
Provide information and status updates; contributes useful insights and suggestions (i.e., Pilot Sites)

Adopters
Broader external communication; audience will be impacted by project (e.g., Public Health Agencies)

Internal Communication Platforms (e.g., Wiki, Google Docs)
External Communication platforms (e.g., website, conferences)

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Communications Planning

- Communications planning has begun
  - August 2016: Public Health Informatics Conference
  - August 2016: Informational sheet will be distributed
  - October 2016: Full communications plan developed

- Suggestions welcome for events and communications tools
  - EHR vendor user group meetings

Time

Communications Planning

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- Suggestions welcome for events and communications tools
  - EHR vendor user group meetings
Next Steps
Next Steps

• Logistics and Feedback Survey:
  – Please return no later than COB Friday, 8/12
  – Feedback on structure, meeting cadence, and ground rules
  – Please provide the names of who should represent your organization on the governance board (primary and alternate)

• Determine the level of support your organizations can provide

• Open items from this call

• See you at the Public Health Informatics Conference, August 22-24 in Atlanta!