Meeting Minutes
Digital Bridge Interim Governance Body

Meeting Information

Objective:	1) Describe project phase 3 progress, (2) describe and discuss adjustments to the eCR site implementation timeline, (3) charge work groups for governance matters that regard implementation, strategy, and evaluation.		
Date:	April 6, 2017	**Location:**	GoTo Webinar
Time:	12:00 – 1:30 PM EDT	**Meeting Type:**	Virtual
Called By:	Project Management Office	**Chair:**	Vivian Singletary
Facilitator:	Charles Ishikawa	**Note Taker:**	Jelisa Lowe, Rob Brown
Attendees:	See attached		

Agenda Items	Speakers	Time Allotted
1 Call to Order	Vivian Singletary / Charlie Ishikawa	5 min
2 Agenda Review and Approval	Vivian Singletary	2 min
3 Digital Bridge Initiative Progress	Jim Jellison, Jessica Cook	10 min
4 Digital Bridge eCR Implementation	Rob Brown, Benson Chang	45 min
5 Phase 3 Digital Bridge Workgroups: Charges and formation	Vivian Singletary, Charlie Ishikawa, Benson Chang, Alana Cheeks-Lomax	30 min
6 May Greenhouse Meeting	Alana Cheeks-Lomax	15 min
7 Announcements and Adjournment	Vivian Singletary	3 min

Decisions

1. The Digital Bridge Governance Body approves the adjusted eCR implementation timeline presented on April 6, 2017
   - ✓ Motion by Bill Mac Kenzie that was seconded by Mary Ann Cooney. Verbal vote taken. No opposition or abstentions. Motion passes with unanimous agreement.

2. The Digital Bridge Governance Body approves the eCR Implementation Task Force charge with the addition of a deliverable that provides input on the Reportability Response HL7 standard by the end of its balloting period. Co-chairs shall be Kirsten Hagemann and Laura Conn.
   - ✓ Motion by Andy Wiesenthal that was seconded by Scott Becker. Verbal vote taken. No opposition or abstentions. Motion passes with unanimous agreement.

3. The Digital Bridge Governance Body approved the Strategy Workgroup charge with no changes.
   - ✓ Motion by Oscar Alleyne that was seconded by Kathy Turner. Verbal vote taken. No opposition or abstentions. Motion passes with unanimous agreement.

4	The Digital Bridge Governance Body approved the Evaluation Committee charge with no changes. Jeff Engel will serve as Committee Chairman.

- ✓ Motion by Mary Ann Cooney that was seconded by Scott Becker. Verbal vote taken. No opposition or abstentions. Motion passes with unanimous agreement.

New Action Items

		Responsible	Due Date
A.	Add new a deliverable to eCR Implementation Task Force Charge; i.e., provide input during the Reportability Response standard's balloting in HL7	PMO	Completed
B.	Appoint representatives and/or observers to eCR Implementation Task Force, Strategy Workgroup, and Evaluation Committee	Governance Body	4/14/2017
C.	Notify PMO of any interests in Chairing the Strategy Workgroup	Governance Body	4/14/7017
D.	Form and kick-off workgroups	PMO	4/21/2017

Other Notes & Information

Other Notes & Information

1. Call to Order.
2. Agenda Review and Approval – Vivian reviewed the agenda. There were no modifications or additions.
3. Digital Bridge Initiative Progress
    A. Project Timeline – The project will continue to be fast-moving throughout the summer. The transition into phase 3 will highlight work from the implementation sites, led by the new implementation task force. The new strategy workgroup will build on work that the sustainability workgroup started in phase 2. The legal and regulatory group is now the techno-legal tiger team. The project management office (PMO) is working with the Robert Wood Johnson Foundation to select a law firm to support the eCR implementations by developing the agreements the sites will need, helping to think through strategies for scaling eCR nationally, and helping to come up with additional public health and health care use cases. The PMO wanted to get a law firm in place before developing a charge for the tiger team.
    B. Communications – A webinar on eCR was held March 24 to introduce the topic to a broad public health audience—there were 332 registrants and 192 attendees. Governance body chair, John Lumpkin, and governance members Bill Mac Kenzie, Susan Mosier and Art Davidson gave presentations. Communications provided a survey to the attendees following the webinar to gain feedback. Forty-four people responded: 50 percent of the audience was from state public health, 15 percent were from local public health and 11 percent were from HIT and health care delivery. There was a varied understanding of eCR amongst the participants, ranging from very little knowledge to expert knowledge. Respondents also gave feedback on things that would aid their organizations in building eCR capacity (e.g., funding, technical assistance, training), if their organization is currently using eCR technologies and what would make future webinars more useful.
        i. Vivian Singletary will present at Health Datapalooza in Washington, D.C. on April 28th, and there will be sessions on the Digital Bridge at the CSTE Annual Conference in June and the NACCHO Annual Conference in July. There will also be a presentation at the Practical Playbook meeting focused on cross-sector collaboration in public health.
    C. Discussion:
        i. Since some pilots won't begin until August, will there be an impact on the MU declarations that need to be made by July?
        ii. As long as the public health agency declares readiness in July that they will be ready in January, then that will count.
4. Digital Bridge eCR Implementation– During the last governance body meeting, an implementation plan was approved, but it needed more adjustments. Benson Change and Rob Brown of the implementation task force nailed down a timeline for implementations and held a series of follow-up calls with the sites to gain more details on site expectations, review the site readiness questions and tackle additional questions. Wave 1 will be Michigan, Kansas and Utah, and APHL developed a timeline that has production deadlines from April to September. The sites had a lot of unknowns about legal agreements so one of the things the task force will track is a way for the implementation team to intersect with the legal team. Wave 2 will include all the Epic sites. So that the objectives are realistic and achievable, at least one site will demonstrate all 11 objectives and the remaining sites will set to accomplish 1-8.
    A. James Doyle and Kirsten Hagemann provided updates on Cerner's and Epic's eICR readiness:
    B. For Epic, expecting to deliver eICR implementation to Wave 2 sites based on the current timeline; have eICR document but without travel history section; planning to support lab-based triggers and likely diagnosis-based triggers.
    C. For Cerner, working on the eICR template, qualifications and triggers. Likely the reportability response will be a separate task after the template. Talked to Intermountain about their set up and auditing.
    D. Bill Mac Kenzie made a motion to approve the suggested implementation timeline, and Mary Ann Cooney seconded.
5. Phase 3 Digital Bridge Workgroups: Charges and formation – The PMO has drafted charges and coordinated work for the new workgroups to ensure groups with clear objectives and purposes and can satisfy goals.

Other Notes & Information

 A. eCR Implementation Task Force – This group will be charged to oversee and coordinate the technical implementation of the eCR approach during phase 3. Recommended deliverables include a communications plan, onboarding documents and the implementation plan.

  i. Include a deliverable that the implementation task force will provide feedback to HL7 on the reportability response standard.

  ii. In the implementation task force and ongoing work, where do the legal and regulatory activities fall in, what's the oversight on that, and how do we get the feedback back to the governance body?

  iii. PMO is working with RWJ and other stakeholders to engage a law firm that will support the development of legal agreements needed for initial eCR implementation and long-term strategies to scale nationally and expand into additional use cases. The task force can continue with implementations by building connections and testing them with synthetic data until agreements are in place.

  iv. Andy Wiesenthal motioned. Scott Becker seconded.

 B. Strategy Workgroup – The PMO held meetings to talk about objectives and outcomes for the strategy workgroup. The recommended charge is to identify and apply strategic goals for Digital Bridge and suggestions for long-term sustainably. Deliverables include a roadmap and two sustainability plans (one for two to five years with an operational model, and a plan to sustain eCR. There will be a maximum of ten people in the workgroup with plans to begin forming in early April.

  i. Co-chair should be positioned to further champion the Digital Bridge effort (think about the timeline, conversations about funding, next use case and how that fits in with larger initiatives)

  ii. Mary Ann volunteered to co-chair. Oscar volunteered as potential.

  iii. Oscar motioned. Seconded by Kathy Turner. Charge approved.

 C. Evaluation Committee – The PMO worked with MITRE and CSTE to build the charge, which is to advise and oversee the coordination of evaluation activities associated with the Digital Bridge eCR approach from March to February. Deliverables include drafting an evaluation plan, creating surveys and interview guides, and gathering results into a final evaluation report. The committee will be staffed by MITRE upfront to help develop the evaluation plan. It will be chaired by one person who should have adequate time to commit to the workgroup and have some experience in conducting evaluation work.

  i. Jeff Engel volunteers to chair.

  ii. Mary Ann Cooney motioned. Seconded by Scott Becker. Charge approved.

6. May Greenhouse Meeting – Deloitte will host the Greenhouse meeting in May in Atlanta. The focus will be on sustainability and how to ensure the future of the Digital Bridge is successful. The meeting will also focus on ensuring the governance body is optimistic about the project and its direction.

 A. Commitment to next steps over the next 12-18 months

 B. Focus on skeleton of the roadmap for strategy workgroup and get feedback

 C. Will interview a few people from different groups to ask initial questions around the effort, eCR, and sustainability and use the responses as inputs to help plan the session

 D. Will be designed into three acts: the current state, what successes look like and how we're moving forward (12-18 months plan).

 E. Invitations will go out soon; expecting to have representation from all stakeholder groups

7. Announcements and Adjournment –

 A. The next governance body meeting will be May 4.

 B. Suggestions for workgroup chairs should be sent to the PMO.