



Digital Bridge Workgroup Charge

eCR Implementation Taskforce

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Statement of Purpose

The eCR implementation taskforce is charged with oversight and coordination of the technical implementation of the Digital Bridge electronic case reporting (eCR) approach during project Phase 3 (February 2017- December 2017).

Objectives

1. Advise the Digital Bridge governance body in setting expectations and/or objectives for Project Phase 3 eCR Implementations
2. Develop standard guidance and procedures for establishing routine electronic exchanges of public health reportable conditions data among health care and public health agencies in conformance with the Digital Bridge eCR approach (i.e., technical architecture, and technical and business requirements)
3. Identify and document technical and process deviations from the envisioned Digital Bridge eCR approach by tracking and presenting issues, risks and action items across pilot sites
4. Provide *ad hoc* consultations to the Digital Bridge teams that are evaluating the eCR implementation and working on legal and regulatory issues

Scope

Technical implementation of the Digital Bridge eCR approach and the production of products describing what occurs during implementation shall be within the scope of this group. Individual site implementation issues and open conversations among sites will be discussed during site specific meetings, and legal and regulatory issues will be addressed by other workgroups.

To facilitate work on the items that are within scope, the taskforce will hold the following meetings, established by the PMO:

1. Weekly Taskforce Group Call – At least one weekly call with technical partners (APHL and CSTE) and additional stakeholders as needed
2. Weekly Taskforce Individual Site Call – At least one weekly call with each individual site during their implementation wave (i.e., if there are three sites in the first wave, there will be three calls weekly with each individual site during Wave 1) to discuss site specific implementation tasks and issues
3. Monthly Taskforce All Sites Call – At least once a month, there will be a coordination call that is separate from the taskforce meetings to facilitate open dialogue, peer-to-peer problem solving and sharing of lessons learned

Assumptions

The work of the implementation taskforce assumes the following:

1. The eCR business and technical requirements and architecture approved by the Digital Bridge governance body shall be pursued to the greatest extent possible in implementation
2. Updates to the technical requirements and architecture are possible through discovery by the implementation taskforce
3. Existing infrastructure (i.e., personnel and information technologies) will be utilized when possible
4. Emerging standards and technologies will be considered for use in implementations as appropriate (i.e., FHIR)
5. The overall implementation solution will be agnostic to any specific vendor product or provider

- environment (defined as progress is made)
6. The implementation solution will comply with all relevant federal, state and local laws and regulations (e.g., privacy, security, and reportable conditions laws)
 7. Site specific implementations of eCR may deviate from the Digital Bridge eCR approach due to idiosyncratic resource and time constraints
 8. Performance, throughput and technical specification expectations will be developed and decided on by the implementation taskforce

The implementation architecture diagram will be developed as sites are on-boarded.

Deliverables

The eCR implementation taskforce will produce the deliverables below:

ID	Name	Description
1	Digital Bridge eCR Implementation Plan	Document describing the Digital Bridge eCR implementation approach during project Phase 3 including: names and descriptions of all implementation sites, roles and responsibilities of all parties involved in implementation for each site, a schedule for implementation ranging from March 2017-January 2018, key implementation components, etc.
2	eCR Onboarding Document for Public Health Agencies	Information regarding the onboarding process and steps for public health agencies during Digital Bridge implementation sites
3	eCR Onboarding Document for Health care Providers	Information regarding the onboarding process and steps for health care providers during Digital Bridge implementation sites
4	eCR Implementation/Configuration Guide for EHR Vendors	Information regarding the onboarding process and steps including configuration and specifications for EHR vendors during Digital Bridge implementation sites
5	Implementation Site Communications Plan	Document describing communication and dissemination methods, collaboration tools (i.e., Basecamp, SharePoint), meetings cadence, and points of contact
6	Test Management Plan	Document describing the testing portion of initial implementation and key details of the testing process; outlines the scope of the overall testing effort, including the testing approach, the types of testing required, and the roles/responsibilities of groups involved
7	Updated Digital Bridge Requirements (as required)	Updated functional business requirements for electronic case reporting (eCR) and the addition of technical requirements
8	Updated Digital Bridge Technical Architecture Diagram (as required)	Technical architecture for delivering electronic case reports
9	Implementation Architecture Diagram	Overall implementation architecture diagram and/or flow (i.e showing the connections, components, etc.)

Process and Procedures

Meeting processes and procedures are designed to promote balanced representation, constructive conversations and deliberations for timely completion of the above stated objectives and deliverables. To that end, the following meeting process and procedures will be used:

1. Only the primary and/or alternate members for an organization can attend the workgroup meeting as members with speaking, and, if necessary, voting privileges. Therefore,
 - a. Each organization has only one primary and one alternate member for participation purposes.
 - b. Organizations may appoint two to four additional professionals as observers.
 - i. Observers **may not** speak or make decisions during meetings. The last five to ten minutes of every call will be reserved for observers to verbally ask questions or comment.
 - ii. Observers **may** send questions and suggested agenda items to the taskforce via the Digital Bridge project management office (PMO).
 - c. These procedures apply to the weekly taskforce group calls and monthly taskforce all-site calls.
2. To promote an open forum during the weekly taskforce individual site calls, site representatives are not limited to primary and alternate members; however, speaking and voting privileges will default to the standard procedures when needed.
3. Decisions (e.g., approving a deliverable or communication to the Digital Bridge governance body) will be driven by consensus. If consensus is not clear or a decision must be made due to time constraints, in such circumstances the Digital Bridge governance body decision making procedures will be used.
4. The Digital Bridge PMO will endeavor to address every comment received online and in person by the next taskforce meeting regarding deliverables.

Taskforce Chair

Taskforce meetings will be convened by a taskforce chair. The initial taskforce chair will be appointed by the governance body chair. The taskforce chair may designate an alternate taskforce chair as necessary to convene the taskforce meetings. Per the governance chair, the taskforce chair must be a primary or alternate governance body member.

Stakeholder Engagement

The PMO staff will communicate Digital Bridge implementation activities to stakeholders. The taskforce chair or PMO staff will communicate with the governance body for all taskforce related issues.

Meeting Schedule

The PMO recommends the below meeting schedule for the eCR implementation taskforce:

1. Weekly Taskforce Group Call: a reoccurring weekly meeting on Wednesdays from 4:00PM-5:00PM (ET).
2. Weekly Taskforce Individual Site Call: a reoccurring weekly meeting with each individual site during their wave (dates and times TBD).
3. Monthly Taskforce All Sites Call: a reoccurring monthly group site coordination meeting (dates and times TBD).

Members

Taskforce membership will include a broad range of stakeholders and vendors while limiting to a primary and secondary representative for each. The PMO will be responsible for coordinating the meetings, creating meeting agendas/minutes with input from taskforce members, and tracking issues, risks, and action items.

- Laura Conn, CDC (*representing public health*) – **co-chair**
- Kirsten Hagemann, Cerner (*representing HIT vendors*) – **co-chair**