

Meeting Minutes

Digital Bridge Interim Governance Body

Meeting Information

Objective:	(1) Describe project phase 3 progress, (2) describe eCR implementation progress and discuss emerging risks and issues, (3) describe progress in evaluation committee and strategy workgroup charge, (4) discuss project plans for legal and regulatory work and charge for legal workgroup, and (5) describe plans for Greenhouse Meeting.		
Date:	May 4, 2017	Location:	1-866-516-9291
Time:	12:00 – 1:30 PM EST	Meeting Type:	Virtual
Called By:	Project Management Office	Facilitator:	John Lumpkin
Timekeeper:	Charles Ishikawa	Note Taker:	Jelisa Lowe, Hoa Truong
Attendees:	See attached		

Agenda Items	Presenter	Time Allotted
1 Call to order and roll call	John Lumpkin / Charlie Ishikawa	3 min
2 Agenda review and approval	John Lumpkin	1 min
3 Digital Bridge Initiative Progress	Jim Jellison/Jessica Cook/Jeff Engel/Alana Cheeks-Lomax	10 min
6 Digital Bridge eCR Implementation Plan	Rob Brown Benson Chang	30 min
7 Phase 3 Legal and Regulatory Work and Workgroup Charge	Jim Jellison	35 min
8 May Greenhouse Meeting	Alana Cheeks-Lomax	10-15 min
9 Announcements and Adjournment	Charlie Ishikawa	Remaining

Decisions

- The Digital Bridge governance body approved the formation of the legal and regulatory workgroup and its charge with no changes.
 - Motion by Bob Harmon that was seconded by Jeff Engel. Verbal vote taken. No opposition or abstentions. Motion passes with unanimous agreement.

New Action Items	Responsible	Due Date
A. Send appointments for legal and regulatory workgroup members to Charlie Ishikawa.	Governance body	May 12, 2017
B. Send recommendations for representatives with health care background to join the evaluation committee.	Governance body	May 12, 2017

Other Notes & Information

1. **Call to Order** – Quorum was met.
2. **Agenda Review and Approval** – Dr. Lumpkin reviewed the agenda. There were no additions.
3. **Digital Bridge Initiative Progress**
 - A. **Project Timeline** – Three of the four workgroups are in progress, and there has been a lot of activity in each of them. There are dependencies that need to be met between the implementation task force and the evaluation committee: we are relying on implementers to contribute information to the eCR evaluation while it is in development. In the meantime, the PMO will update the timeline to better reflect project milestones and deadlines.
 - B. **Workgroups** –
 - **Strategy Workgroup Update:** The group held its kickoff meeting on Monday, May 1st to discuss the expectations and deliverables for the workgroup and to introduce the workgroup chairs (Mary Ann Cooney, ASTHO and Richard Paskach, HealthPartners). They also discussed outputs that are needed from the Greenhouse Meeting to inform the workgroup’s activities.
 - **Evaluation Committee:** The committee had its first meeting in May and scheduled weekly meetings for the remainder of the month. The group has four deliverables: the evaluation plan, the tools needed for the plan, results and the final report. A goal has been set to complete the evaluation plan by June 14. The committee is divided into four small workgroups: set-up and maintenance resource, infrastructure and process, surveillance metrics, and business case. Each has started brainstorming an initial question set, and there will be weekly calls to ensure work is not duplicated and to ensure progress.
 - C. **Communications** – Digital Bridge will be represented at several conferences, including Medical Informatics World, the Practical Playbook National Meeting, CSTE (presentations on eCR technical approach) and NACCHO. Updated communications materials are in Basecamp, and strategies for communicating on other platforms such as a webinar series, blogs and social media are also underway.
4. **Digital Bridge eCR Implementation** –
 - A. **Update, Progress and Activities:** The group has drafted an implementation plan and a communications plan; has established workgroup meetings; have provided a reportability response presentation for the task force; has participated in training on RCKMS for jurisdictions; and has fully migrated documents to Basecamp (agendas, meeting minutes, etc); they are still working towards setting up SharePoint to store de-identified test data.
 - B. **Emerging Risks and Issues with Implementation:** Cerner and Epic implementation for eCR 1.1 support may be delayed; both of these risks have been mitigated by making adjustments to the wave 1 and wave 2 implementation timelines. The impact of these risks is medium, and the probability is low. The group doesn’t believe the delays will take place.
5. **Phase 3 Legal and Regulatory Work and Workgroup Charge** –
 - A. **Plan for Addressing Phase 3 Legal and Regulatory Issues:** The road ahead includes three important work areas: (1) the short term work of getting agreements in place for the initial implementation sites between the health care provider and APHL, and between APHL and the public health agency (receiving electronic case report); (2) a state by state and territory by territory survey of public health reporting laws and regulations to facilitate those agreements and additional strategic thinking on health information

exchange; (3) development of a long term strategy in terms of one that will scale nationwide for eCR and extend broadly to additional use cases beyond infectious disease reporting.

- B. **Legal and Regulatory Workgroup Charge:** Make technical recommendations that address the legal and regulatory constraints and issues around eCR; identify and define best legal approaches to eCR; provide feedback to the law firm (Davis Wright Tremaine (DWT) has been selected as the legal firm to represent PHII and APHL). There are three deliverables: the legal risk assessment, template agreements and the long term strategy (DWT will produce these). Walter Suarez from Kaiser Permanente has been appointed as the workgroup chair.
6. **May Greenhouse Meeting –**
- A. **Meeting Plans:** The agenda for the Greenhouse Meeting is set up in three acts. The first one is the current state of the initiative to gather thoughts on where we are and reinvigorate people around the mission. The second act will focus on sustainability of eCR and of the Digital Bridge initiative. Topics of discussion include thinking about what the long term strategy will be and how to bring value to all stakeholders. The final act is how to move forward and align to achieve milestones. A skeleton roadmap will come out of the third phase and will inform the work of the strategy workgroup.
7. **Announcements and Adjournment**
- A. The governance body has approved the formation of the legal and regulatory workgroup, and governance body members should notify Charlie of any workgroup appointees.
 - B. There is a need for more people with a health care background to join the evaluation committee. Notify Charlie with any suggestions.
 - C. The next governance meetings will be held June 1 and July 6.
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