

HHIE Committee Charters

2010

The charters of the committees defined in our bylaws and in the cooperative agreement are described in the following tables, along with their membership.

Updated on 06/03/2010 for Board approval on 06/15/2010

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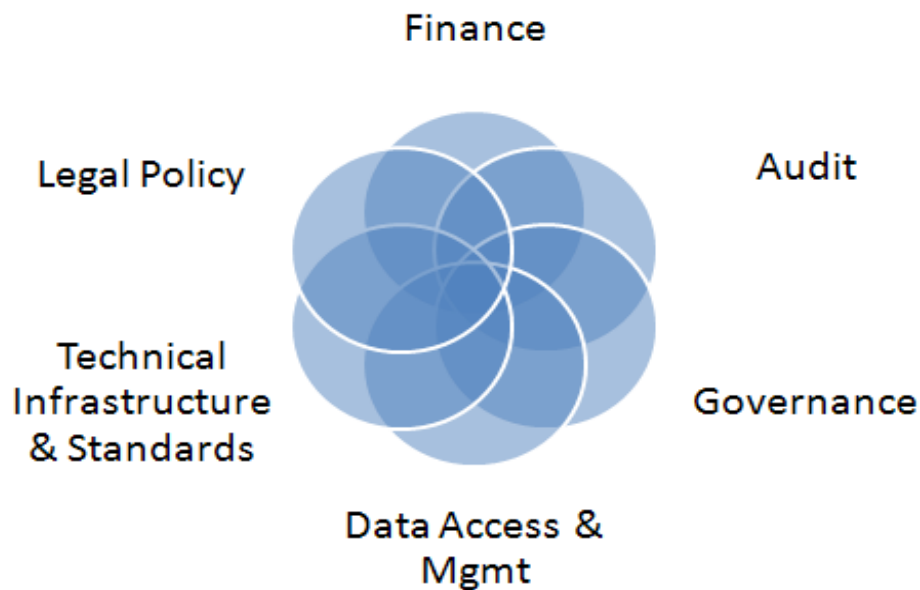
Overview

Excerpt from Amended and Restated By-Laws Adopted 11/17/2009:

SECTION 5.1. Committees. The Board of Directors may create and appoint standing or ad hoc committees of any kind as the business of the Corporation may require and define the authority and duties of such committees, except that such committees shall not have such powers as are reserved to the Board of Directors by statute or otherwise. The President shall appoint all committee chairs and members of the committees subject to confirmation by the Board of Directors, unless otherwise provided in this Article.

In addition, the Cooperative Agreement for Health Information Exchange defines six domains for which HHIE has created working committees:

HHIE Working Committees



The charters of the committees defined in our bylaws and in the cooperative agreement are described in the following tables, along with their membership.

Executive Committee

Excerpt from By-Laws:	Specific Functions*:
<p>SECTION 5.4. <u>Executive Committee.</u> The Officers, Chairpersons of the Permanent Committees, Chairpersons of the Ad Hoc Committees and Immediate Past President shall serve as the members of the Executive Committee. The President of the Board of Directors shall serve as the chair of the Executive Committee. The Executive Director shall also serve as a non-voting member of the Executive Committee. The Executive Committee shall perform such functions and duties and shall have such powers and authority as determined from time to time by the Board of Directors. The Executive Committee shall oversee and be responsible for issues relating to finance, governance and human resources. The Executive Committee, unless otherwise directed by the Board, shall meet at least monthly.</p>	<p>Executive Committee</p> <ul style="list-style-type: none"> • Approve Mission, Vision, Values • Set Strategic Direction • Approve Multi-Year Business Plan • Approve Annual and Multi-Year Budgets • Hire CEO • Secure Sufficient Funding for Business Plan Activities • Advocate for HHIE with Business Leaders and Governmental Officials • Nominate Chairperson and Officers for Board approval • Approval of fiscal (contract) agent, auditor and legal counsel <p>*Approved at Board meeting held ____.</p>
<p>Chair : Members:</p>	<ul style="list-style-type: none"> • Steve Robertson, President • Money Atwal, Treasurer • Jennifer Diesman, Chair, Legal/Policy Committee • Susan Forbes, DrPH, Chair, Governance Committee • Skip Keane, Secretary • Gary Okamoto, M.D., Vice President • Christine Sakuda, Executive Director • Raymond Yeung, Chair, Data Access and Management Committee • Jeffrey Yu, M.D., Chair, Technical Infrastructure and Standards

Governance Committee

<p>Excerpt from By-Laws:</p>	<p>HITECH Domain:</p>
<p>SECTION 5.7. Governance Committee. There shall be a permanent Governance Committee consisting of at least three (3) members, all of whom shall be Directors of the Corporation. The President of the Corporation shall appoint the chair of the Committee. The duties of the Governance Committee shall the include nomination of new officers and directors; recommendations regarding the removal of any Officer or Director of the Corporation; periodic review and proposal of amendments of the By-Laws and Articles of Incorporation; periodic review and proposal of amendments of the policies and procedures of the Board; periodic self assessments of the Board and Corporation; developing and reviewing a compliance plan and policies; developing and maintaining a continuing education program for the Board; periodic review and revision of the conflicts policy of the Corporation; periodic review and revision of the organizational chart of the Corporation; planning of Board retreats; conducting the annual appraisal of the performance of the Executive Director and reporting the results of such appraisal to the Board; and such other duties as are assigned by the Board to the Committee. The Governance Committee shall serve as the Board designated entity to receive any compliance complaints. The Executive Director shall be an ex-officio, non-voting member of the Committee.</p>	<p>Governance This domain addresses the functions of convening health care stakeholders to create trust and consensus on an approach for statewide HIE and to provide oversight and accountability of HIE to protect the public interest. One of the primary purposes of a governance entity is to develop and maintain a multi-stakeholder process to ensure HIE among providers is in compliance with applicable policies and laws.</p> <p>Key accomplishments to be met by the recipients in the first two years include:</p> <ul style="list-style-type: none"> • Establish a governance structure that achieves broad-based stakeholder collaboration with transparency, buy-in and trust. • Set goals, objectives and performance measures for the exchange of both health information that reflect consensus among the health care stakeholder groups and that accomplish statewide coverage of all providers for the HIE requirements related to meaningful use criteria to be established by the Secretary through the rulemaking process. • Ensure the coordination, integration, and alignment of efforts with Medicaid and public health programs through efforts of the State Health IT Coordinators. • Establish mechanisms to provide oversight and accountability of HIE to protect the public interest. • Account for the flexibility needed to align with emerging nationwide HIE governance that will be specified in future program guidance.
<p>Chair: Members:</p>	<ul style="list-style-type: none"> • Susan Forbes, DrPH • Skip Keane • Janet Liang • Wesley Lo • John McComas • Gary Okamoto, M.D. • David Saito, M.D. • Lisa Wong

Finance Committee

Excerpt from By-Laws:	HITECH Domain:
<p>SECTION 5.9. Finance Committee. There shall be a permanent Finance Committee consisting of at least three (3) members, all of whom shall be Directors of the Corporation. The Treasurer of the Corporation shall serve as Chair of the Finance Committee. The duties of the Finance Committee shall include developing and reviewing fiscal procedures and policies; reviewing the annual budget of the Corporation and making recommendations about the budget to the Board; developing a plan to transition from federal and/or state funding to other funding sources to sustain the Corporation; and reporting periodically on the financial status of the Corporation to the Board. The Board may assign such other duties from time to time to the Finance Committee. The Executive Director shall be an ex-officio, non-voting member of the Committee.</p>	<p>Finance This domain encompasses the identification and management of financial resources necessary to fund health information exchange. This domain includes public and private financing for building HIE capacity and sustainability. This also includes but is not limited to pricing strategies, market research, public and private financing strategies, financial reporting, business planning, audits, and controls.</p> <p>Key accomplishments to be met by the recipients in the first two years include:</p> <ul style="list-style-type: none"> • Develop the capability to effectively manage funding necessary to implement the state Strategic Plan. This capability should include establishing financial policies and implementing procedures to monitor spending and provide appropriate financial controls. • Develop a path to sustainability including a business plan with feasible public/private financing mechanisms for ongoing information exchange among health care providers and with those offering services for patient engagement and information access.
<p>Chair : Members:</p>	<ul style="list-style-type: none"> • Money Atwal • Beth Giesting • Steve Robertson • David Saito, M.D. • Jim Tollefson

Audit Committee

Excerpt from By-Laws:	HITECH Domain:
<p>SECTION 5.6. Audit Committee. If there is an annual audit, then there shall be a permanent Audit Committee consisting of three (3) members, all of whom shall be Directors of the Corporation. The President of the Corporation shall appoint the chair of the Committee. The duties of the Audit Committee shall include review of the annual audit of the Corporation, review of the annual audit, selection of the auditor, and other matters relating to the audit of the Corporation. The Board may assign such other duties to the Audit Committee.</p>	
<p>Chair: Members:</p>	<ul style="list-style-type: none"> • Money Atwal • Kevin Roberts

Legal/Policy Committee

Excerpt from By-Laws:	HITECH Domain:
<p>SECTION 5.8. Legal Policy Committee. There shall be a permanent Legal Policy Committee consisting of at least three (3) members, all of whom shall be Directors of the Corporation. The President of the Corporation shall appoint the chair of the Committee. The duties of the Legal Policy Committee shall include developing and reviewing contract and grant procedures and policies; coordinating the monitoring of all contracts and grants with the Executive Director and staff of the Corporation; negotiating and analyzing contracts and grants in coordination with the Executive Director and staff; investigating and reporting any contract breaches or grant violations to the Board and negotiating any resolution of such breaches or violations; and such other duties as are assigned by the Board to the Committee. The Executive Director shall be an ex-officio, non-voting member of the Committee.</p>	<p>Legal/Policy The mechanisms and structures in this domain address legal and policy barriers and enablers related to the electronic use and exchange of health information. These mechanisms and structures include but are not limited to: policy frameworks, privacy and security requirements for system development and use, data sharing agreements, laws, regulations, and multi-state policy harmonization activities. The primary purpose of the legal/policy domain is to create a common set of rules to enable inter-organizational and eventually interstate health information exchange, while protecting consumer interests.</p> <p>Key accomplishments to be met by the recipients in the first two years include:</p> <ul style="list-style-type: none"> • Identify and harmonize the federal and state legal and policy requirements that enable appropriate health information exchange services that will be developed in the first two years. • Establish a statewide policy framework that allows incremental development of HIE policies over time, enables appropriate, inter-organizational health information exchange, and meets other important state policy requirements such as those related to public health and vulnerable populations. • Implement enforcement mechanisms that ensure those implementing and maintaining health information exchange services have appropriate safeguards in place and adhere to legal and policy requirements that protect health information, thus engendering trust among HIE participants. • Minimize obstacles in data sharing agreements, through, for example, developing accommodations to share risk and liability of HIE operations fairly among all trading partners.

	<ul style="list-style-type: none"> • Ensure policies and legal agreements needed to guide technical services prioritized by the state or SDE are implemented and evaluated as a part of annual program evaluation.
<p>Chair : Members:</p>	<ul style="list-style-type: none"> • Jennifer Diesman • Francis Chan • Susan Forbes, DrPH • Beth Giesting • Skip Keane • Roy Magnusson, M.D. • John McComas • Raymond Yeung

Technical Infrastructure Committee

Excerpt from By-Laws:	HITECH Domain:
<p>SECTION 5.5. Technical Infrastructure and Standards Committee. There shall be a permanent Technical Infrastructure Committee consisting of at least three (3) members, all of whom shall be Directors of the Corporation. The President of the Corporation shall appoint the chair of the Committee. The duties of the Committee shall include development of the technical infrastructure and HIT plan for the statewide Hawaii health information exchange; development of data exchange standards; development of a plan to interface the Hawaii health information exchange with the federal health information exchange or other governmental or private exchanges; coordination with the State HIT coordinator; participation in the development of the State HIT Strategic Plan under ARRA; and other technical issues relating to the purpose of the Hawaii Health Information Exchange. The Executive Director shall be an ex-officio, non-voting member of the Committee.</p>	<p>Technical Infrastructure This domain includes the architecture, hardware, software, applications, network configurations and other technical aspects that physically enable the technical services for HIE in a secure and appropriate manner.</p> <div data-bbox="898 695 1430 1199" style="border: 1px solid black; padding: 5px;"> <p>Business and Technical Operations The activities in this domain include but are not limited to procurement, identifying requirements, process design, functionality development, project management, help desk, systems maintenance, change control, program evaluation and reporting. Some of these activities and processes are the responsibility of the entity or entities that are implementing the technical services needed for health information exchange; there may be different models for distributing operational responsibilities.</p> </div> <p>Key accomplishments to be met by the recipients in the first two years include:</p> <ul style="list-style-type: none"> • Develop or facilitate the creation of a statewide technical infrastructure that supports statewide HIE. While states may prioritize among these HHIE services according to its needs, HHIE services to be developed include: <ul style="list-style-type: none"> ○ Electronic eligibility and claims transactions; ○ Electronic prescribing and refill requests ○ Electronic clinical laboratory ordering and results delivery ○ Electronic public health reporting (i.e., immunizations, notifiable laboratory results) ○ Quality reporting ○ Prescription fill status and/or medication fill history

	<ul style="list-style-type: none"> ○ Clinical summary exchange for care coordination and patient engagement. ● Leverage existing regional and state level efforts and resources that can advance HIE, such as master patient indexes, health information organizations (ex: HHIC), and Medicaid Management Information System (MMIS). ● Develop and facilitate the creation and use of shared directories and technical services, as applicable for the state’s approach for statewide HIE. Directories may include but are not limited to: Providers (e.g., with practice location(s), specialties, health plan participation, disciplinary actions, etc.), Laboratory Service Providers, Radiology Service Providers, Health Plans (e.g., with contact and claim submission information, required laboratory or diagnostic imaging service providers, etc.) Share Services may include but are not limited to Patient Matching, Provider Authentication, Consent Management, Secure Routing, Advance Directives and Messaging.
<p>Chair: Members:</p>	<ul style="list-style-type: none"> ● Jeffrey Yu, M.D. ● Francis Chan ● Jennifer Diesman ● Wesley Lo ● Roy Magnusson, M.D. ● Steve Robertson ● Lisa Wong ● Raymond Yeung

Data Access and Management Committee

Excerpt from By-Laws:	HITECH Domain:
<p>SECTION 5.10. <u>Data Access and Management Committee.</u> There shall be a permanent Data Access and Management Committee consisting of at least three (3) members, all of whom shall be Directors of the Corporation. The duties of the Data Access and Management Committee shall include developing and reviewing all legal policies including but not limited to the privacy policy, security policy, and the data access policy of the Corporation; developing, negotiating and approving data trust agreements, such as data sharing or data use agreements and policies and procedures that pertain to such agreements; developing and reviewing data breach procedures and policies; developing and reviewing records management and electronic content management policies and procedures; serving as the data access committee to handle requests for access to the Corporation’s healthcare data and information through data trust agreements; coordination with the State HIT coordinator; participation in the development of the State HIT Strategic Plan under ARRA; and reporting to the Board any data breaches. The Board may from time to time assign such other duties and functions to the Data Access and Management Committee as deemed appropriate. The Executive Director shall be an ex-officio, non-voting member of the Committee.</p>	<p>Data Access and Management This domain primarily sets and administers rules and user agreements around the practices of accessing, sharing and using of patient health data that are originated from the HIE infrastructure. These rules and agreements align with the high level privacy and security policies established by the Legal/Policy Domain. Data Access and Management domain also sets prerequisites on data accessibility, availability and privacy that the Technical Infrastructure domain incorporates into the HIE technical design. As part of operations, Data Access and Management domain administers requests for data access and monitors and audits data exchanged via the HIE infrastructure.</p> <p>Key accomplishments to be met by the recipients in the first two years include:</p> <ul style="list-style-type: none"> • Develop State level policies and procedures including but not limited to the access, sharing and use of patient health data originating from the HIE infrastructure. • Develop and implement State level data trust agreements including those pertaining to the access, sharing and use of health data that contains identifiable patient(s) originating from the HIE infrastructure. • Develop and implement State level data trust agreements including those pertaining to the access, sharing and use of discrete or aggregate health data that do not contain identifiable patient(s) originating from the HIE infrastructure. • Develop and implement a mechanism to handle requests to activate, update and remove user access in a timely manner. • Develop the mechanism to monitor and audit the level of compliance with the data trust agreements. • Develop and implement an efficient reporting mechanism on data breaches to the Board.
<p>Chair: Members:</p>	<ul style="list-style-type: none"> • Raymond Yeung • Francis Chan • Jennifer Diesman

	<ul style="list-style-type: none">• Skip Keane• Emmanuel Kintu• Kevin Roberts• David Saito, M.D.• Barbara Stanton
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