

# TECHNOLOGY AND DATA MANAGEMENT MEETING MINUTES

## MEETING INFORMATION

<b>MEETING TITLE:</b>	Technology and Data Management Committee
<b>DATE:</b>	August 28 <sup>th</sup> , 2015; 2:00PM – 3:00PM
<b>LOCATION:</b>	SCC / Albany Medical Center

## ATTENDEES

	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> George Hickman, AMCH CIO</li> <li><input checked="" type="checkbox"/> Mary Hand, AMCH VP of IS</li> <li><input checked="" type="checkbox"/> Mark Quail, AMCH DSRIP</li> <li><input checked="" type="checkbox"/> Susan Kopp, AMCH Systems Consultant</li> <li><input checked="" type="checkbox"/> Michele Sohl, AMCH ASA V</li> <li><input checked="" type="checkbox"/> Joe Curran, AMCH Manager of Data Reporting</li> <li><input checked="" type="checkbox"/> Tara Foster, AMCH Nurse Manager</li> <li><input checked="" type="checkbox"/> Kallanna Manjunath MD, AMCH DSRIP Medical Director</li> <li><input checked="" type="checkbox"/> George Clifford, AMCH DSRIP Executive Director</li> <li><input checked="" type="checkbox"/> Peter Hart, Director of IT, Saratoga Hospital</li> <li><input checked="" type="checkbox"/> John Mangona, VP Chief Information &amp; Compliance Officer, Saratoga Hospital</li> <li><input checked="" type="checkbox"/> Brian Melino, Columbia memorial hospital</li> <li><input checked="" type="checkbox"/> Christine McIntyre, Assistant Director, AMC PPS</li> <li><input checked="" type="checkbox"/> Bonnie Ratliff, Director of IS, Columbia Memorial Hospital</li> <li><input checked="" type="checkbox"/> Ron Pucherelli, Director of IT Ingenuity, Northern Rivers</li> </ul>
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## AGENDA OVERVIEW

<u>Topic</u>
✓ Review TDMC Mission Statement / July Meeting Minutes
✓ Review IT Systems & Processes Workstream
✓ Discuss DY1Q2 Deliverables
✓ Review Draft of IT Survey
✓ SRS Draft Report – TOM Pilot
✓ Overall DSRIP Status & Data Sharing Updates
✓ Future Meeting Dates & Next Steps

## MAIN POINTS / DECISIONS

<p><b><u>Main Comments &amp; Concerns from Attendees:</u></b></p> <ul style="list-style-type: none"> <li>✓ Meeting commenced at: 2:02PM</li> <li>✓ Minutes from previous meeting were reviewed and approved.</li> <li>✓ <u>Mission Statement Review</u> - Discussion of whether or not the mission statement should be expanded upon, as it does not mention specific technologies. Possible such language would be adopted by a subcommittee at a later date. Mission statement is approved as written with the ability to amend as necessary.</li> </ul>
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- ✓ Review IT Systems & Processes Workstream - The IT Systems & Processes document is largely unchanged, though there has been some feedback from the state. Discussion by the committee led to the recommendation to delete sentence two from 2.1. A question was posed to understand if the State has determined what relevant QE's besides HIXNY qualify? Most state documentation uses similar language. We believe the only QE in our PPS is HIXNY. Workstream documentation approved as amended after. Additional changes in tables such as Roles & Responsibilities are fluid and can be adjusted as necessary.
- ✓ Discuss DY1Q2 Deliverables - There was discussion regarding deliverables, with focus on DY1Q2 deliverables. One more TDMC face-to-face meeting will be scheduled before the end of DY1Q2; we can attempt to schedule a meeting in the interim if it is deemed necessary. Three tasks are identified.
  - Establish a committee - This is the second meeting of TDMC, with mission statement and minutes from the first meeting approved.
  - Engaging HIXNY and/or other relevant QE's - Dr. Clifford states that the word 'engage' can hold a very broad range of meanings. Dr. Manjunath feels that at the last Target Operating Model meeting we engaged them. There will be further discussion during the meeting in September where HIXNY will present to the 3 PPSs participating in TOM.
  - Mission Statement - Dr. Manjunath suggested that we expand the mission statement into a charter for the roles in TDMC. We are reliant on many of our partners for deliverables. PAC Executive (PAC Leadership) has considered this approach. George Clifford states that participating provider agreements that are part of contracts.
- ✓ IT Survey Discussion - Mary Hand states that the IT Readiness Assessment has a data security component. She wonders if this is the start of something that could in the end satisfy the milestone. George Hickman agrees that the survey is the start of something that could satisfy the milestone. How we move forward in refining the survey is also important. George Clifford asked if there are security protocols at the state level. George Hickman confirmed there are State, Federal, and agency protocols as well as best practices.
 

George Clifford asked would the milestone be satisfied if the PMO defines key stakeholders and conducts a phone survey of IT Security capabilities. Christine McIntyre interprets key stakeholder as members of TDMC, not key stakeholders of PPS. Due to 9/30 deadline, George Clifford suggests that if those organizations participating in TDMC are willing to share policies and procedures for data security protocols, we may meet the limited definition of the milestone. The broader definition can be dealt with at a later date. Christine McIntyre states that steps 2 & 3 in this are due 12/31.

Dr. Manjunath asked if we should request information from organizations regardless and see what we get. George Clifford stated that many small organizations would not complete the survey or get it in on time and in the process we may be forced to define the PPS key stakeholders.

Christine McIntyre asked if TDMC representation is considered one of the the stakeholders and if so, would said group be willing to provide data security documents? Bonnie Ratliff states that she does not see any problem with presenting the documents, but they are out of date. George Clifford stated that requesting documents needs to be a follow up item. He also stated that as a component of the contract, organizations will have to provide such documents, but in the interim we should focus on TDMC membership. Ron Pucherelli asks if TDMC should consider separating the security questions from the full survey. Christine McIntyre is concerned that multiple surveys going out will affect the number of responses we receive. George Hickman stated that a data security expert could put together a four page narrative as a data security and confidentiality plan which could satisfy the deliverable. Mary Hand asked if the deliverable itself calls for showing that the PPS has gathered security documents from organizations. George Clifford interprets it that way and Mary feels that while we can put together a narrative, the gathering is the due diligence.
- ✓ Review Draft of IT Survey - Luke Popolizio presented a draft IT survey which summarized that questions came from a variety of sources including the State approved PRAT tool that another PPS created, and that some were included in a baseline survey sent out in November. The survey is broken into four sections (EHR, Security, Staffing, General). It was asked that all comments be submitted to Luke by Friday, 9/4. Christine McIntyre states that beyond the remaining time in TDMC, we can accept scanned written changes. George Hickman suggests IT executives convene to go over survey and improve it; we should look at it from a future state design perspective referencing TOM. George Hickman told the group that we previously engaged Accenture during the planning phase to assist with the cost part of technology and data management portion of the proposal to DOH. We are engaging them again to define the IT model toward the year-end deadline. George Clifford feels that Accenture should be able to look over the survey in its current form while IT reviews it and turns it around in the next week. This is one portion of a seven section survey. The survey will need to be analyzed by 12/31. All other agenda items are tabled until the next meeting. Meeting adjourned at: 3:18PM

## ACTION ITEMS

<u>Owner</u>	<u>Action Item</u>	<u>Due Date</u>
TDMC Chair	Obtain Data Security & Confidentiality plans, TDMC Stakeholders	
PMO	Revision of IT Survey	9/10/15

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