

# ConnectVirginia Governing Body Meeting Minutes

September 18, 2012  
1:00 pm – 5:00 pm

## Governing Body Members Present In Person

Kim Barnes  
Ellen Bieschke  
Sandy L. Chung, M.D.  
Sallie S. Cook, M.D.  
Robert Fortini, PNP  
Shirley Gibson  
William Hazel, Jr., M.D., Secretary of Health and Human Resources  
Holly Morris  
Sterling Ransone, Jr., M.D., FAAFP  
Bert Reese  
Karen Remley, M.D., MBA, FAAP, State Health Commissioner  
Karen Rheuban, M.D.  
Terri Ripley, MIT, CPHIMS  
Marshall Ruffin, Jr., M.D.  
David R. Selig  
John B. Syer, Jr.  
Jerry Venable

## Governing Body Members Absent

Katherine Gianola, M.D.  
Cathy Pumphrey  
Judie Snipes  
Nancy Stern

## Virginia Department of Health, Community Health Alliance and Subcontractors Present In Person

Debbie Condrey (VDH)  
Carol Duckworth (CHA)  
Kelsey Farbotko (Troutman Sanders)  
Sue Feldman (CHA)

Teddy Gedamu (MEDfx)  
Steve Gravely (Troutman Sanders)  
Kim Huggins (CHA)  
Michael Matthews (CHA)  
Sandy McCleaf (CHA)  
Julie Murphy (VDH)  
Alissa Nashwinter (VDH)  
Sheetal Shah (ONC)  
Tiffany Shifflett (Troutman Sanders)  
Caroline Vincent (ONC)  
Erin Whaley (Troutman Sanders)  
Michelle White (CHA)

### Confirmed Observers Present In Person

Joette Castillio (Inova)  
Michael Ellwood (NoVaRHIO)  
Rusty Maney (Walgreens)  
David Mohr (Sentara)  
Sam Owens (Sentara)  
Kirsten Roberts (MSV)

## Meeting Summary:

Agenda Topic #1: Call to order and establishment of a quorum

*Discussion Summary:* A quorum was declared since more than a majority of the Governing Body members were present in person.

*Decision/Outcome:* N/A

*Action/Follow Up:* N/A

Agenda Topic #2: Adopt minutes from August 14, 2012 meeting

*Discussion Summary:* Minutes from the August 14, 2012 ConnectVirginia Governing Body meeting were presented for approval.

*Decision/Outcome:* A motion to adopt the August 14, 2012 ConnectVirginia Governing Body minutes was made, seconded and approved with no further discussion.

*Action/Follow Up:* The minutes will be made available on the ConnectVirginia website ([www.connectvirginia.org](http://www.connectvirginia.org)).

### Agenda Topic #3: ONC Update

*Discussion Summary:* Sheetal Shah, Project Officer from the Office of the National Coordinator for Health Information Technology (ONC), attended the Governing Body meeting as part of her on-site visit to Virginia. Ms. Shah updated the Governing Body on the various ONC projects and programs that are currently in progress. During her presentation, Ms. Shah emphasized the evolving landscape of health information exchange and ONC's recognition that each state has a unique approach to implementing statewide HIE. ONC is keeping these differences in mind as it is developing various initiatives.

Ms. Shah also updated the Governing Body on the recent developments related to HIE Governance. A few months ago, ONC released a Request for Information (RFI) on governance of the nationwide health information network. ONC received many comments from concerned stakeholders, which all suggested that now is not an appropriate time for ONC to issue governance regulations. Based on this overwhelming feedback, ONC will not be proceeding with rule-making at this time, but will look for other avenues to support health information exchange.

*Decision/Outcome:* N/A

*Action/Follow Up:* N/A

### Agenda Topic #4: Chair Report

*Discussion Summary:* Secretary Hazel provided updates on various initiatives and activities that may be of interest to the Governing Body. In particular, Secretary Hazel asked the Governing Body Members to think about whether the Governing Body should introduce any bills in the upcoming General Assembly session to help enable the electronic exchange of health information through ConnectVirginia. Secretary Hazel also asked each Governing Body member to provide an update on the current status of projects in their organizations to help give Ms. Shah a more complete picture of health information exchange activities in Virginia. Reports included the following:

- Ellen Bieschke: Practicing on the border of four different states, it would be beneficial to have a singular, uniform public health reporting mechanism instead of having to report communicable diseases to each state pursuant to that state's unique regulations.
- Sallie S. Cook, M.D.: The Virginia HIT Regional Extension Center (REC) has completed its required recruitment and has engaged over 2,600 providers in Virginia. Of those 2,600 providers, 90% have surpassed go-live and 65% have fully attested to meaningful use. The REC is also doing work with Medicaid and trying to engage specialty providers like dentists.

- Robert Fortini, PNP: At the end of October 2012, all of Bon Secours Virginia will be live on Epic with the exception of one group of orthopedic surgeons.
- Sterling Ransone, Jr., M.D., FAAFP and Sandy McCleaf.: Dr. Ransone and Ms. McCleaf will be speaking about ConnectVirginia at a Medical Society of Virginia (MSV) physician leader's forum.
- Karen Rheuban, M.D.: The University of Virginia is launching its Care Coordination Center, a telemedicine program that is modeled after the VA Care Coordination and Home Telehealth program.
- Terri Ripley, MIT, CPHIMS: Centra is rolling-out the "blue button" and focusing on patient engagement strategies.
- Marshall Ruffin, Jr., M.D.: Inova is working with its EHR vendor, Epic, on creating an easy way for users to access ConnectVirginia from within Epic.
- David R. Selig: By the end of 2012, all 24 FQHCs in Virginia will be live on a certified electronic health record.
- John B. Syer, Jr.: In early 2012, Anthem rolled out its Anthem Quality Insights program. Part of this program includes the use of an electronic medical record. Anthem is also participating in an initiative involving the creation of longitudinal patient records.

*Decision/Outcome:* N/A

*Action/Follow Up:* N/A

#### Agenda Topic #5: Committee Reports

*Discussion Summary:* There were no committee reports presented.

*Decision/Outcome:* N/A

*Action/Follow Up:* N/A

#### Agenda Topic #6: Executive Director Report

*Discussion Summary:* Sandy McCleaf, Executive Director of ConnectVirginia, provided an update on the status of various ConnectVirginia activities.

- ConnectVirginia DIRECT Messaging: DIRECT Messaging now has 19 individual user accounts and 7 organizational user accounts representing 226 providers. Ms. McCleaf has forwarded the ConnectVirginia HISP-HISP Agreement to Florida to begin the process of allowing the exchange of DIRECT Messages with the Florida HISP. ConnectVirginia will next approach Washington, DC, North Carolina, West Virginia, Tennessee, and Maryland to establish HISP-HISP Agreements with Direct HISPs in those states.

- **ConnectVirginia EXCHANGE Onboarding:** ConnectVirginia is continuing to work collaboratively with Inova Health System to become the first Node on ConnectVirginia EXCHANGE. Inova has submitted a formal Node application which will be considered later in today's meeting. Inova and ConnectVirginia are making a great amount of progress and expect to successfully complete Inova's onboarding in the 4<sup>th</sup> quarter of 2012.

*Decision/Outcome:* N/A

*Action/Follow Up:* N/A

#### Agenda Topics #7: Final approval of ConnectVirginia EXCHANGE Trust Agreement and ConnectVirginia Policy and Procedure Manual

*Discussion Summary:* During the April and May meetings, the Governing Body discussed the key policy issues related to ConnectVirginia EXCHANGE. These policy decisions were memorialized in the draft ConnectVirginia EXCHANGE Trust Agreement and Policies and Procedures which were distributed to the Governing Body members prior to the June 27<sup>th</sup> meeting. During the June 27<sup>th</sup> meeting, the Governing Body reviewed and discussed the draft documents and approved them to be released for public comment. The draft ConnectVirginia EXCHANGE Trust Agreement and Policies and Procedures were released for public comment on July 2, 2012.

During the August 14, 2012 meeting, the Governing Body reviewed the public comments and approved revisions that should be made to the ConnectVirginia EXCHANGE Trust Agreement and Policies and Procedures. Final versions of the ConnectVirginia EXCHANGE Trust Agreement and the complete ConnectVirginia Policy and Procedure Manual were distributed to the Governing Body members on September 4, 2012. The Governing Body members reviewed these final versions in preparation for formal approval at today's meeting.

In response to some of the public comments and discussion during the August 14, 2012 Governing Body meeting, the term "Breach" was replaced with "Message Content Incident." Mr. Gravely explained the rationale behind changing the term was to avoid confusion with the term "Breach" as defined by HITECH. Some of the Governing Body members questioned this revision and were concerned that using the term "Message Content Incident" may connote a less serious situation than a "breach." Mr. Gravely reminded the Governing Body that only the term was changed. A "Message Content Incident" carries the same consequences as a "breach." Additionally, the term "Message Content Incident" has been vetted with some privacy and security officers and they feel it is appropriate. The Governing Body ultimately agreed that this language revision was acceptable.

*Decision/Outcome:* After the discussions detailed above, a motion was made, seconded and unanimously approved to adopt the final ConnectVirginia EXCHANGE Trust Agreement and ConnectVirginia Policy and Procedure Manual.

*Action/Follow Up:* The final documents will be made available on the ConnectVirginia website at <http://www.connectvirginia.org>.

#### Agenda Topic #8: Sustainability Plan and Fee Structure for ConnectVirginia EXCHANGE

*Discussion Summary:* The initial funding for ConnectVirginia is provided by an ARRA grant from ONC. At the end of the current contract term, however, ConnectVirginia will need to have a financial sustainability plan in place to continue operations. Over the next few months, the Governing Body will continue to discuss and refine the sustainability plan.

During the August 14, 2012 Governing Body meeting, Sandy McCleaf provided an overview of the potential fee structures for ConnectVirginia EXCHANGE. After that meeting, a couple of Governing Body members approached Ms. McCleaf offering to serve on a committee to finalize the ConnectVirginia Sustainability Plan and ConnectVirginia EXCHANGE Fee Structure. During today's meeting, Ms. McCleaf proposed that the Governing Body establish an HIE Sustainability Committee to complete these tasks.

The Committee may consist of both Governing Body and non-Governing Body members and include representatives of VDH, potential Nodes and other key stakeholder groups. All meetings of the Committee will be subject to the public meeting rules because there will be more than two Governing Body members in attendance. This Committee, therefore, will schedule meetings to coincide with the regularly scheduled Governing Body meetings. Secretary Hazel asked Terri Ripley to Chair the HIE Sustainability Committee.

*Decision/Outcome:* A motion was made, seconded and approved without further discussion to establish this HIE Sustainability Committee.

*Action/Follow Up:* Anyone interested in serving on this Committee should contact Sandy McCleaf or Terri Ripley. Terri Ripley will take primary responsibility for determining the membership of the HIE Sustainability Committee.

#### Agenda Topic #9: Overview of Application and Onboarding Process

*Discussion Summary:* Sandy McCleaf provided a brief overview of the application and onboarding process that will be used for each organization that wishes to become a ConnectVirginia EXCHANGE Node. Copies of the Node Application were circulated for review by the Governing Body and Ms. McCleaf explained the information that is requested in each section.

Some of the Governing Body members suggested that it would be beneficial to Applicants to have an FAQ document to accompany the Node Application. The FAQ document could provide a more detailed explanation of the information that should be provided in each section. The Governing Body members also suggested various revisions to the Node Application form to help clarify the information that is being requested.

*Decision/Outcome:* N/A

*Action/Follow Up:* ConnectVirginia Management will draft an FAQ document to accompany the ConnectVirginia EXCHANGE Node Application. This document will be made available on the ConnectVirginia website at <http://www.connectvirginia.org> for reference by Applicants.

#### Agenda Topic #10: Governing Body Work Plan for October-December 2012

*Discussion Summary:* Over the past nine months, the Governing Body has worked hard to address all of the initial policy issues related to ConnectVirginia DIRECT Messaging and ConnectVirginia EXCHANGE. This enormous effort has resulted in finalized agreements and policies and procedures that will govern the operations of ConnectVirginia.

The Governing Body will now transition into more of an operational role for their monthly meetings. Ms. McCleaf provided an overview of the work plan for the Governing Body meetings through the end of 2012. These meetings will focus on the review of Node Applications, the establishment of a Governing Body succession plan, and the finalization of the operational sustainability plan and ConnectVirginia EXCHANGE fee structure.

*Decision/Outcome:* N/A

*Action/Follow Up:* N/A

#### Agenda Topic #11: Review ConnectVirginia EXCHANGE Node Applications

*Discussion Summary:* Inova Health System submitted an application to become a ConnectVirginia EXCHANGE Node. Ms. McCleaf provided a summary of the information in its application to the Governing Body. Following Ms. McCleaf's summary, Dr. Ruffin excused himself from the meeting so that the Governing Body could discuss Inova's application. The only question that the Governing Body members had pertained generally to the way in which to measure the number of records that an Applicant has available for exchange (e.g. total records in the Applicant's system, number of

discharges per year, number of unique patients). ConnectVirginia Management will take this question under advisement and revise the Application Form accordingly.

*Decision/Outcome:* A motion was made, seconded and approved with no further discussion to accept Inova Health System as the first ConnectVirginia EXCHANGE Node.

*Action/Follow Up:* Inova Health System will continue the onboarding and certification process. Once Inova has passed all of the required technical tests, it will be officially onboarded to ConnectVirginia EXCHANGE and may begin exchanging health information through the Network.

#### Agenda Topic #12: Environmental Survey Update

*Discussion Summary:* During the June 27, 2012 Governing Body meeting, Sue Feldman provided an overview of the initial environmental survey and the findings. Dr. Feldman has now completed the first wave of surveys and interviews for the consumer and provider surveys. She updated the Governing Body on the findings and the lessons that can be extrapolated related to ConnectVirginia's operations and communications strategy.

Governing Body members discussed the importance of appropriate and effective communication strategies to facilitate the opt-in process. While ConnectVirginia is still in the early stages of onboarding Nodes, it will be important to target individuals living around Nodes as part of a focused opt-in communication campaign. ConnectVirginia should also consider opportunities for public education that correspond with major life events such as having a baby or graduating from high school/college.

*Decision/Outcome:* N/A

*Action/Follow Up:* N/A

#### Agenda Topic #13: Future Business

*Discussion Summary:* The next Governing Body meeting will be on October 16, 2012 from 1:00-5:00 pm at Troutman Sanders, 1001 Haxall Point, Richmond, VA 23219.

*Decision/Outcome:* N/A

*Action/Follow Up:* N/A

#### Agenda Topic #14: Public Comment

*Discussion Summary:* Opportunity was provided for any observers present to provide public comment. No public comments were made.

*Decision/Outcome:* N/A

*Action/Follow Up:* N/A

Agenda Topic #15: Adjournment

*Discussion Summary:* The Chair asked whether there was any other business the Governing Body wanted to address. No other business was raised.

*Decision/Outcome:* The Chair adjourned the meeting without objection.

*Action/Follow Up:* N/A

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Terri Ripley, ConnectVirginia Governing Body Secretary