PROJECT CHARTER

Connecticut Health Information Technology Program Management Office
Governance Design Group

VERSION: 1.0   REVISION DATE: 5/17/2018

Approval of the Project Charter indicates an understanding of the purpose and content described in this deliverable. The individual signing this deliverable agrees that work should be initiated on this project and necessary resources should be committed as described herein.

Approver Name	Title	Signature	Date
Allan Hackney	Connecticut Health Information Technology Officer		

Contents

Section 1.   Project Overview

1.1   Problem Statement and Project Purpose

Describe the business reason(s) for initiating the project, specifically stating the business problem.

The Health Information Technology Officer (HITO) is legislatively charged with the planning, design, implementation, and oversight of health information exchange (HIE) services for the State of Connecticut. As prescribed in PA 16-77:

> *There shall be established a State-wide Health Information Exchange to empower consumers to make effective health care decisions, promote patient-centered care, improve the quality, safety, and value of health care, reduce waste and duplication of services, support clinical decision-making, keep confidential health information secure and make progress toward the state's public health goals. [Sec. 6, § 17-b-59d (a)]*

During special session in June 2017, Public Act No. 17-2, Senate Bill No. 1502 was passed (PA 17-2) and established the Office of Health Strategy which is responsible for the following activities:

(1) Developing and implementing a comprehensive and cohesive health care vision for the state, including, but not limited to, a coordinated state health care cost containment strategy;
(2) Directing and overseeing (A) the all-payers claims database program established pursuant to section 19a-755a, and (B) the State Innovation Model Initiative and related successor initiatives,
(3) Coordinating the state's health information technology initiatives;
(4) Directing and overseeing the Office of Health Care Access and all of its duties and responsibilities as set forth in chapter 368z; and
(5) Convening forums and meetings with state government and external stakeholders, including, but not limited to, the Connecticut Health Insurance Exchange, to discuss health care issues designed to develop effective health care cost and quality strategies.

As a result, the HITO and HIT PMO formerly under the Office of Healthcare Advocate (OHA) have been reassigned to the Office of Health Strategy (OHS) as of February 1st, 2018.

Guidance regarding the governance of HIE in the state was provided in PA 17-2, re-stating the role of the HITO and the Health IT Advisory Council. In addition, the Bill empowers the Secretary of the Office of Policy and Management, in collaboration with the HITO, to establish or incorporate an entity to implement and operate the Statewide Health Information Exchange as defined in the statute.

To develop high-level considerations for how to best establish an overall HIE governance framework and structure in CT, **the HITO with the support of Health IT Advisory Council agreed to the formation of a time-limited, multi-stakeholder Governance Design Group.**

The purpose of this design group is to develop recommendations for the Health IT Advisory Council that address:

1. **Relationship of Health IT Advisory Council, the State of Connecticut and the HIE entity**
2. Pros and cons of establishing a **new HIE entity or designating an existing entity with recommendations**
3. Baseline elements of **a trust agreement**
4. Table of contents for HIE **Policies & Procedures**
5. **Critical success factors** in HIE governance

1.2 Project Goals and Objectives

Describe the major objectives and activities of the Governance Design Group.

1. Develop **high-level requirements for the CT HIE governance structure**
2. Define **attributes of a "neutral and trusted entity"**
3. Review **models of governance** used successfully by other state HIEs
4. Review **state and national legislation and regulations** that should inform HIE governance
5. **Review existing trust frameworks and trust agreements** commonly used for interoperability and HIE initiatives

1.3 Project Scope

Describe the project scope. The scope defines project limits and identifies the products and/or services delivered by the project. The scope establishes the boundaries of the project and should describe products and/or services that are outside of the project scope.

Health information exchange in Connecticut should be governed by a neutral and trusted organization[1] representing public and private interests, (e.g., not-for-profit). A common set of policies, business practices, and standards will be developed to drive trusted health information exchange to support patient-centered care, ensure privacy and security of data exchanged, and to decrease the costs and complexity of exchange and analytics.

Project Includes:
Review of definitions and functions from successful governance models
Review of current state regulations and legislation
Review of existing trust agreements in the state and US
HIE entity creation discussion
Final recommendations report

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[1] This organization shall, without limitation, be owned and governed, in whole or in part, by a party or parties other than the state and may be organized as a nonprofit entity.

Project excludes:
Development of actual trust agreement
Incorporation of HIE entity
HIE policies and procedures
Selection of existing entity for designation as HIE

1.4   Critical Success Factors

Describe the factors or characteristics that are deemed critical to the success of a project, such that, in their absence the project will fail.

⟹ Ability of stakeholders to commit to 90-minute, bi-weekly meetings for five sessions
⟹ Appropriate and diverse perspectives represented by design group members
⟹ Ability to work collaboratively to identify solutions that will support the needs of not only themselves, but other stakeholders

Section 2.   Project Milestones

2.1   Major Project Milestones

List the project's major milestones and deliverables and the planned completion dates for delivery. This list should reflect products and/or services delivered to the end user as well as the delivery of key project management or other project-related work products.

Milestone/Deliverable	Planned Completion Date
Session 1 – Background and Overview (Part 1)	May 23, 2018
Session 2 – Background and Overview (Part 2)	June 6, 2018
Session 3 – Organizational Characteristics; Trust Framework	June 14, 2018
Present update to Health IT Advisory Council	**June 21, 2018**
Session 4 – Elements of Trust Agreement and Policies and Procedures	TBD
Session 5 – Review and approval of recommendations	TBD
Present recommendations to the Health IT Advisory Council	**July 19, 2018**
Present final report to HITO, inclusive of input from Health IT Advisory Council	August 15, 2018

All meetings are open to the public. Meeting materials will be posted on the **Health IT Advisory Council page**.

Section 3.   Project Organization

3.1   Project Structure

Executive Sponsor:
Allan Hackney, Connecticut's Health Information Technology Officer

Project Governance:
Health IT Advisory Council

Governance Design Group:

Name	Stakeholder Representation
Lisa Stump, MS	Yale New Haven Health (Health Systems)
Patricia Checko, DrPH	Consumer Advocate and Public Policy
Jake Star	VNA Community Healthcare & Hospice (LTPAC)
Bruce Adams, JD	Office of the Lieutenant Governor (Legal)
Pending	Office of the Attorney General (Legal)
Polly Bentley	DSS representative (on assignment from HealthTech Solutions)

Design Group support:

Name	Organization
Jennifer Richmond	Health IT PMO
Sarju Shah	Health IT PMO
Grace Capreol	Health IT PMO
Dino Puia	Health IT PMO
M.J. Lamelin	Health IT PMO
Kelsey Lawlor	Health IT PMO
Michael Matthews	CedarBridge Group
Steve Gravely	CedarBridge Group
Chris Robinson	CedarBridge Group

Consulted:
Victoria Veltri, Executive Director, Office of Health Strategy

Section 4.   Revision History

Identify document changes.

Version	Date	Name	Description
1.0	5/17/18	Version 1: First Draft	Design Group kickoff meeting review