



Health Information Exchange

2019 Steering Committee Charter

Approved by the Steering Committee, May 2019

Revision History

Date	Version	Description	Author
12/05/2018	0.1	Initial Draft	HIE Unit
4/16/2019	0.2	Updated with feedback from Tyler Gauthier	HIE Unit
4/17/2019	0.3	Updated with feedback from Simone Rueschemeyer	HIE Unit
4/18/2019	0.3	Updated with feedback from Georgia Maheras	HIE Unit

TABLE OF CONTENTS

HIE DEFINED.....4

PURPOSE OF THE HIE STEERING COMMITTEE4

THE STEERING COMMITTEE’S VISION & MISSION4

THE STEERING COMMITTEE’S GUIDING PRINCIPLES5

SCOPE.....5

STEERING COMMITTEE MEMBERSHIP6

DECISION MAKING7

COMMUNICATIONS7

 MEETINGS7

 HIE STEERING COMMITTEE WEBSITE7

HIE DEFINED

Health Information Exchange (HIE) is used as both a verb and a noun.

Health information exchange (HIE) verb – The action of sharing health information across facilities, organizations, and government agencies according to national standards. HIE is often used as shorthand for programs, tools, and investments that help aggregate and exchange health information.

Health Information Exchange (HIE) noun –An organization that collects health information electronically, manages it, and makes it available across the health care system. There is at least one HIE in almost every state in the nation, and HIEs can offer a variety of services. In Vermont there is one HIE, referred to as the Vermont Health Information Exchange (VHIE), which is operated by the Vermont Information Technology Leaders (VITL).

HIE is widely thought to have the potential to allow healthcare providers, payers, and policymakers to measure and understand the impact and efficacy of clinical choices and healthcare reform efforts. At its core, the purpose of HIE, or making health data available for exchange across treating providers, analysis, and measurement, is to support the Quadruple Aim: improving the health of populations, enhancing the experience of care for individuals, reducing the per capita cost of health care, and improving the work life of health care providers, including clinicians and staff.

PURPOSE OF THE HIE STEERING COMMITTEE

The HIE Steering Committee exists to -

1. Serve the needs of HIE users by advancing HIE use cases;
2. Strengthen the relationship between authority and accountability; and
3. Engage a broad range of stakeholders in strategic planning and oversight activities.

THE STEERING COMMITTEE'S VISION & MISSION

Vision: To enable health information exchange that promotes quality healthcare in Vermont.

Mission: To work across organizations and disciplines to create and endorse a shared view of the definition, purpose, and goals of HIE in Vermont.

Ultimately, the Steering Committee exists to support development of a state-wide strategic plan (the HIE Plan) and guide implementation of that plan. In 2018, the Steering Committee identified three overarching goals in the HIE Plan that are intended to guide the state's health information exchange work. The goals include:

- 1. Create One Health Record for Every Person**
 - a. Support optimal care delivery and coordination by ensuring access to complete and accurate health records
 - b. Reduce provider burden by aggregating essential data in one, useful location
 - c. Provide people with a comprehensive understanding of their health and care
- 2. Improve Health Care Operations**
 - a. Enrich health care practices with data collection and analysis to support quality improvement and reporting
 - b. Align data aggregation and data quality efforts to support real needs
 - c. Reduce burden associated with reporting

- d. Allow providers to analyze their own data and put information into action
3. **Use Data to Enable Investment and Policy Decisions**
- a. Bolster the health system's ability to learn and improve by using accurate, comprehensive data to guide investment of time, labor and capital, and inform policy making and program development
 - b. Put data in the hands of program's serving population-wide needs
 - c. Enable data-informed decision making

THE STEERING COMMITTEE'S GUIDING PRINCIPLES

- We commit to creating an HIE Plan that is accurate, reliable and actionable.
- We drive to use technology and data to support value-based care.
- We are accountable for meaningful work that furthers the goals of HIE.
- We work to optimize what exists today and be thoughtful about future developments.
- We are good stewards of limited public and private resources.
- We exist to develop systems that better the health and well-being of Vermonters.

SCOPE

In 2019 and beyond, the HIE Steering Committee will:

- Support development, execution, and oversight of Vermont's HIE Plan.
 - Annually, develop and/or update the HIE Steering Committee charter and bylaws to clearly define roles of members, voting procedures, and other essential operational functions.
 - Annually, update the State's HIE plan to support the health system's needs and priorities. The plan must comply with state law and guidance provided by the Green Mountain Care Board (GMCB) through the annual plan review process.
 - Develop and maintain a technical roadmap to support the State's HIE network and achieve the goals stated in the HIE Plan.
 - Oversee and manage activities set forth in the annual HIE plan.
- Continue to grow and evolve the HIE Steering Committee to best meet the State's needs.
 - Identify growth opportunities for the governance body and assign ad-hoc committees as needed (e.g., data governance, connectivity, finance, audit).
 - Act as the central point of review for new or adjusted priorities with HIE stakeholders.
 - Identifying alignment opportunities to further integrate the statewide data management architecture.
- Support the Department of Vermont Health Access (DVHA) and other stakeholders in focusing HIE investments to align with statewide HIE goals.
 - Define the portfolio of investments needed to further HIE goals and, annually, refine the HIE financial sustainability model through evaluation of progress made in the preceding year.
 - Note: The Committee does *not* approve or review public investments. Rather, they aid in the development of strategy that may guide both public and private investments in support of shared, state-wide goals.

- Support development of processes and policies that enable achievement of statewide HIE goals.
 - Provide recommendations to the legislature, GMCB and other stakeholders on actions they can take to support the State’s HIE plans and goals and support the development of policy and legislation to further statewide HIE goals and objectives.
 - Identify priority policies that must be focused on to expand interoperability of health information.
 - Review and provide feedback on policies developed by AHS, the VHIE, and other stakeholders related to the exchange of health data.
- Engage stakeholders in the Steering Committee’s work.
 - Actively and consistently engage with existing stakeholder advisory groups to ensure that planning and implementation considers insights from impacted and interested parties.
 - Act as ambassadors of and liaisons to individuals’ respective population or organization represented as Committee members on matters discussed or pursued by the HIE Steering Committee.

STEERING COMMITTEE MEMBERSHIP

The members of the committee were selected by the Chair to best enable HIE progress in Vermont. Membership is comprised of 9 voting members and 4 non-voting members. DVHA’s HIE Unit will act as the Steering Committee’s administrative and operational support.

Name	Role	Population or Organization Represented
Jenney Samuelson	Chair / Voting Member	Vermont’s Agency of Human Services
Tracy Dolan	Voting Member	Vermont’s Department of Health
Jimmy Mauro <i>Blue Cross Blue Shield of Vermont</i>	Voting Member	Payer Representative
Simone Rueschemeyer <i>Vermont Care Partners</i>	Voting Member	Mental Health & Substance Use & Intellectual Developmental Disabilities Representative
Georgia Maheras <i>Bi-State Primary Care Association</i>	Voting Member	Primary Care Representative
Emma Harrigan <i>Vermont Association of Hospitals and Health Systems</i>	Voting Member	Hospital Care Representative
Linda Leu	Voting Member	Representative of people who engage with the health care system
Tyler Gauthier <i>OneCare Vermont</i>	Voting Member	Accountable Care Organization Representative
Beth Tanzman	Voting Member	The Blueprint for Health Program
Sarah Kinsler	Non-Voting Member	The Green Mountain Care Board
Andrew Laing	Non-Voting Member	The Agency of Digital Services

Michael Smith	Non-Voting Member	VITL, Vermont’s Health Information Exchange Operator
Emily Richards	Operational Support / Non-Voting Member	DVHA Health Information Exchange Unit, Agency of Human Services
Lantana Consulting Group in partnership with Velatura	Third-Party Vendor Hired to Support Development of the HIE Plan (Non-Voting)	N/A

DECISION MAKING

Decisions will be made by a majority vote (unanimity minus 2). The committee will make attempts to bring in affected parties beforehand for their advice. Decisions will be logged by the scribe for that meeting, the Committee Coordinator or HIE Program Manager. The committee will produce a decision document that names, explains, and describes the impact of all decisions. Affected entities will be notified within 30 days.

COMMUNICATIONS

MEETINGS

The expectations for the meetings are that (a) people participate in person, (b) they have done any applicable work beforehand, and (c) individuals do not use distracting devices during the meeting.

Generally, meetings are held every other week for two hours (10:30am-12:00pm) at the Waterbury State Office Complex. Meetings are scheduled using Microsoft Outlook, and schedule changes are conveyed in electronic meeting invitations and verbally in meetings.

HIE STEERING COMMITTEE WEBSITE

Meeting agenda, minutes, and resource materials will be posted on <https://healthdata.vermont.gov/>. Draft materials may be sent via email from the HIE Unit directly to Steering Committee members.