

# Minnesota Privacy and Security Project

## Solution/Implementation Plan Work Group Charge

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### Purpose

The Solution/Implementation Plan Work Group will identify and evaluate solutions and implementation activities that:

- Eliminate privacy/security barriers to the appropriate electronic exchange of health information;
- Provide health care organizations flexibility in implementing mechanisms for the appropriate electronic exchange of health information; and
- Maintain and provide appropriate privacy and security protections for individuals' health information.

### Membership

The Solution/Implementation Plan Work Group will consist of approximately 40 privacy and security experts representing consumers, health systems, health plans, hospitals, public health agencies, tribal clinics and other organizations involved in the exchange of health information. The privacy and security experts will provide representation in three broad areas:

1. The development and implementation of privacy policies and procedures that protect the privacy and patient rights associated with health information;
2. Information system development and the implementation of security policies and procedures addressing the confidentiality, integrity and availability of health information; and
3. Consumer and patient advocacy.

### Approach

The Solution/Implementation Plan Work Group will identify and evaluate solutions that address the barriers documented in the Variations and Legal Work Groups' report titled, "*Privacy and Security Barriers to the Electronic Exchange of Health Information*," focusing primarily on:

- Implementing Minnesota patient consent requirements into electronic health information exchange;
- Ensuring that all parties involved in the electronic exchange of health information share responsibility/liability for the appropriateness of the exchange; and
- Developing a health information exchange framework for authenticating users and controlling access to individuals' health information.

The work group will divide into two subgroups: 1) Patient Consent Subgroup; and 2) Authentication and Access Control Subgroup. The Patient Consent Subgroup will address the legal and operational issues of patient consent and organizations' responsibilities for ensuring the appropriateness of information exchange. The Authentication and Access Control Subgroup will address issues related to user authentication and information access controls.

### Work Group Charge

The charge of the work group is to:

1. Identify and develop solutions to reduce or eliminate the privacy/security barriers identified by the Variations and Legal Work Groups;
2. Evaluate proposed solutions by assessing:
  - a. The relationship of the solutions to the vision, focus and strategic goals of the Minnesota e-Health Advisory Committee;
  - b. The impact of the solutions on consumer protection and privacy;
  - c. The impact of the solutions on health care organizations' operations and resources;

- d. The relationship of the solutions to national standards.
3. Develop implementation plans that delineate activities necessary for advancing solutions by:
  - a. Describing and prioritize the actions to be taken;
  - b. Identifying the organizations and groups responsible for executing the actions;
  - c. Outlining the resources necessary to carry out the activities; and
  - d. Developing a timeframe for implementing the solutions.
4. Create a Solutions and Implementation Plans Report that documents the work group's reviews and evaluations.

### **Expectations**

1. To bring the perspective of the sector or stakeholders you represent to the work group discussions and decisions;
2. To keep the statewide interests of e-Health foremost in your reviews and evaluations;
3. To work toward solutions and implementation plans that achieve that e-Health Advisory Committee's Consumer Benefit Statements;
4. To review meeting materials ahead of time and be prepared to contribute clear and focused ideas for work group discussion; and
5. To attend meetings (or send an alternate) and participate in conference calls, alerting staff and the chairs ahead of time to any scheduled absence.

### **Deliverables and Timeline**

#### **Deliverables:**

- Draft Solutions and Implementation Plans Report
- Final Solutions and Implementation Plans Report

#### **Timeline:**

- October 2006 – December 2006: Bi-Weekly Work Group Meetings
- January 2007 – February 2007: Ad-Hoc Work Group Meetings (as needed)
- November 17, 2006: Preliminary Solutions and Implementation Plans Update
- December 11, 2006: Draft Solutions and Implementation Plans Report
- December 2006 – January 2007: Public Comment on Draft Solutions and Implementation Plans Report
- February 16, 2006: Final Solutions and Implementation Plans Report

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