

Minnesota Privacy and Security Project Variations Work Group Charge

DRAFT

Purpose

The Variations Work Group will assess variations in organization-level security and privacy policies and practices and categorize them as barriers, best practices, or neutral with respect to health information exchange (HIE).

Membership

The Variations Work Group will consist of 14-17 privacy and security experts representing 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. Privacy Officers responsible for developing and implementing privacy policies and procedures that protect the privacy and patient rights associated with health information.
2. Chief Information Officers/Security Officers responsible for developing and implementing security policies and procedures that address the confidentiality, integrity and availability of health information.
3. Other subject experts with routine responsibility for data exchange who understand the daily operational challenges with data exchange between disparate information systems within and between organizations.

Approach

The Variations Work Group will draft a report that assesses the impact of security and privacy policies and practices on the exchange of health information. The policies and practices for assessment will be identified through: 1) Workgroup members' experience; 2) Scenarios related to 9 domain areas as provided by RTI; and 3) Other appropriate resources such as the Markle Foundation's The Common Framework. The Variations Work Group's report will be used by the Solutions Work Group to propose solutions which eliminate barriers and promote best practices for HIE.

Work Group Charge

The charge of the work group is to:

1. Identify current organizational policies and practices related to HIE across various health care settings and stakeholder groups;
2. Evaluate and categorize the policies or practices as either: (a) supporting; (b) hindering/preventing; or (c) having no effect on HIE;
3. Refer federal or state law or regulations that create barriers to HIE to the Legal Working Group for analysis;
4. Identify potential new business policies and practices that will capitalize on the opportunity inherent in electronic recordkeeping to implement even stronger privacy protections not possible with paper; and
5. Create a Variations Assessment Report jointly with the Legal Work Group that documents the Work Groups' reviews and assessments.

Expectations

1. To bring the perspective of the sector or stakeholders you represent to Work Group discussions and decisions.
2. To keep the statewide interests of e-Health foremost in your assessments and review.
3. To review meeting materials ahead of time and be prepared to contribute clear and focused ideas for workgroup discussion.
4. 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

Deliverable:

- Draft Variations Assessment Report

Timeline*:

- June 2006 – September 2006: Bi-Weekly Workgroup Meetings
- July 7, 2006: Policies and practices identified as barriers forwarded to the Legal Work group for analysis.
- September 1, 2006 – Draft Variations Assessment Report submitted to the Steering Committee

**Note: These dates are subject to change as RTI International finalizes the project deliverables*

Workgroup Members

To Be Named

Contacts

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