

**New York and Presbyterian Hospital PPS
IT/Data Governance Committee Guidelines**

**Co-Chair: Gil Kuperman, Director, Interoperability Informatics, NewYork-Presbyterian Hospital
PPS Network Co-Chair: Alvin Lin, Senior Managing Director, Strategy and Innovation, Primary Care
Information Project/NYC REACH, New York City Department of Health and Mental Hygiene**

Charter:

The IT/Data Governance Committee will provide recommendations for the New York and Presbyterian Hospital Performing Provider System's information technology and health information exchange standards and protocols to meet the needs of the PPS's DSRIP projects. The committee will be responsible for assessing the baseline IT and health information exchange capabilities of the network and developing a roadmap to successfully meet the PPS's technologic infrastructure needs. The committee will be comprised of leaders with analytics, informatics, and health information technology experience with representation from a variety of provider-types across the entire PPS.

The committee will ultimately be responsible for:

1. Performing a gap analysis to assess current state of IT capabilities across PPS Network
2. Conduct surveys, as needed, to understand PPS Network member's progress toward Meaningful use Level 3 and other technical milestones
3. Working to ensure the interoperability of PPS partner platforms in order to share data
4. Collaborating with clinicians and other frontline staff to provide feedback on the clinical relevance and usability of PPS systems
5. Standardizing data definitions to facilitate timely, accurate, and informed clinical and business decision making
6. Prioritizing allocation of IT resources and joint IT investments
7. Recommending the selection of applications and IT approaches
8. Providing oversight of:
 - a. Security and compliance
 - b. Data storage and usage
 - c. The cost of IT and data services

The Committee may, at times, form small workgroups to complete specific tasks that include (as outlined in the NYS DSRIP Implementation Plan):

1. Perform current state assessment of IT capabilities across network, identifying any critical gaps, including readiness for data sharing and the implementation of interoperable IT platform(s).
2. Develop an IT Change Management Strategy
3. Develop a specific plan for engaging attributed members in Qualifying Entities
4. Develop a data security and confidentiality plan
5. Develop population health management roadmap
6. Develop training program for organizations and individuals throughout the network, focused on clinical quality and performance reporting
7. Review the appropriateness of request, use, and reporting of data at the individual and organizational levels

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Membership

1. Committee will be comprised of 10 members – with two chairpersons.
2. With the exception of the initial term, which will be an extended term lasting 18 months, Committee membership will be rotated in 12 month terms; at the completion of a term, 3 PPS network members will be rotated off (through a random-selection process nearing the end of the term). Committee members will serve, at a maximum, thirty-six months.
3. Committee member organizations will be required to be represented by leadership; proxies will not be permissible.
4. A NYP Vice President will serve as one of the chairpersons; the PPS Network collaborator will be chosen based on a vote at the first meeting of each term. Collaborator Chairpersons will rotate every twelve months, with a first term of 18 months to reflect the extension of the committee members' terms.
5. Committee members that miss 3 consecutive meetings will be removed and replaced.

Co-Chair Responsibilities:

IT/Data Governance Committee Co-Chairs will be responsible for: (1) preparing for meetings, (2) preparing/reviewing meeting agendas and notes, (3) working offline with Committee Members to push Committee efforts forward, (4) reviewing Committee deliverables, and (5) presenting to Executive Committee, when appropriate. The Co-Chair will serve a rotating 10-month term.

Focus:

1. Committee will be responsible for advising the Executive Committee
2. Committee will be required to draft recommendations to be presented to the Executive Board monthly by the Chairperson(s)

Operations:

1. A majority of the members of the Committee shall constitute a quorum for the transaction of business. The vote of a majority of the members present at a meeting at the time of such vote, if a quorum is then present or the unanimous written consent of all members thereof, shall be the act of the Committee.
2. The Committee will meet at the frequency determined by the Committee
3. Committee will be required to submit minutes and attendance to the NYP PPS Project Management Office (PMO)
4. Committee meetings will be hosted in-person at NYP or Collaborator locations - a GoToMeeting/telephone option will also be offered.
5. NYP will provide a staff person to support the committee