



PROJECT CHARTER

Health Information Technology Workgroup

Version 4.0 — August 2015

Workgroup Summary

Chair/Co-Chair	Scott Carrell
Mercer Lead	David Shadick
SHIP Staff	Michael Farley, Casey Moyer, Cynthia York
IHC Charge	<ul style="list-style-type: none"> Improve care through adoption and use of electronic health records (EHRs) and connection to the Idaho Health Data Exchange (IHDE). Guide the expansion of the current health information technology (HIT) infrastructure and support integration of patient-centered medical homes (PCMHs) that are not connected to the IHDE. Build a statewide data analytics system that provides quality feedback to the provider, region, and state. Guide the development of infrastructure for the collection and analysis of selected quality and cost data.
SHIP Goals	<ul style="list-style-type: none"> Goal 2: Improve care coordination through the use of EHRs and health data connections among PCMHs and across the medical neighborhood. Goal 5: Build a statewide data analytics system that tracks progress on selected quality measures at the individual patient level, regional level and statewide. Goal 7: Reduce overall healthcare costs.

Business Alignment

Business Need	<ul style="list-style-type: none"> HIT is critical for sharing information at the patient and population levels. Participation in the IHDE is an important element in Idaho healthcare delivery system. Expanded HIT capabilities, such as data collection and validation, clinical analysis, and incorporation of claims data should be further explored to develop most appropriate configuration. Expanded security measures to support PCMH data and reporting requirements, including use of interfacing technologies to leverage existing HIT systems.
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Success Measures	SHIP Desired Outcomes	Measurement	Workgroup's Role
1	<ul style="list-style-type: none"> Documented baselines for Core Quality Measures in the first full year: <ul style="list-style-type: none"> Tobacco use assessment and intervention. BMI-weight assessment and counseling for children and adolescents. 	<ul style="list-style-type: none"> Establish baselines for the initial three Core Quality Measures. Feb 1, 2016 to Feb 1, 2017 and track in subsequent years. 	<ul style="list-style-type: none"> Ensure identified SHIP systems are online and collecting data to support the clinical/quality measures. Play an advisory role in the contractor deliverables (e.g. reviewing reports). Assist in the development of a process for supporting the SHIP staff in monitoring the contractors that are responsible for the collection

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Success Measures	SHIP Desired Outcomes	Measurement	Workgroup's Role
	<ul style="list-style-type: none"> – Comprehensive diabetes care. 		<p>of clinical/quality data/measures and make them available for required reports within and outside the State (CMMI, Stakeholders, etc.).</p>
<p>2</p>	<ul style="list-style-type: none"> • Established baselines for additional quality measures (beyond three Core Quality Measures). 	<ul style="list-style-type: none"> • In Grant Year 3 (Feb 1, 2017 to Feb 1, 2018) establish baseline for the additional quality measures as defined by the Clinical/Quality Measures Workgroup and track measures in subsequent years. 	<ul style="list-style-type: none"> • Ensure identified SHIP systems are online and collecting data to support the clinical/quality measures. • Assist in the development of a process for supporting the SHIP staff in monitoring the contractors that are responsible for the collection of clinical/quality data/measures and make them available for required reports within and outside the State (CMMI, Stakeholders, etc.).
<p>3</p>	<ul style="list-style-type: none"> • Increased HIT Adoption and Use. 	<ul style="list-style-type: none"> • Cumulative (CUM) # (%) of designated PCMH practices (sites) with active EHR systems. Model Test target is 165. • CUM # (%) of patients having an EHR in participating PCMH designated practices. Model Test target is 1,282,500 (80% of Idahoans). • CUM # (%) of designated PCMHs with an active connection to the IHDE and utilizing the clinical portal to obtain patient summaries, etc. Model Test Target is 165. • CUM # (%) hospitals connected to the IHDE. Model Test target is 52.(See pages 11 to 13 of Model Test Plan [MTP] for timing of metrics). 	<ul style="list-style-type: none"> • Periodically report IHDE is meeting its three-year model test period goals. Escalate issues to IDHW/IHC if milestones or deliverables are not met. • Ensure there is communication among the HIT related contractors by reviewing contractor reports and sharing materials with SHIP team members.

Success Measures	SHIP Desired Outcomes	Measurement	Workgroup's Role
4	<ul style="list-style-type: none"> Trained PCMHs that collect, exchange, and use data. 	<ul style="list-style-type: none"> Training requirements are incorporated into PCMH training (regarding HIT). CUM # (%) of designated or recognized PCMH practices that have received technical assistance to establish performance reporting capacity. CUM # (%) of designated or recognized virtual PCMH practices that have completed training and technical assistance for using Telehealth tools. 	<ul style="list-style-type: none"> Provide recommendations to SHIP staff on HIT training requirements, training approach, and training timeline. Collaborate with Regional Health Collaboratives (RCs) to ensure PCMHs' training needs are being met. Review and provide feedback on HIT related training and provide insights as appropriate. Ensure the HIT training component recommendations are shared with the Telehealth committee.
5	<ul style="list-style-type: none"> Enable the use of EHRs and health data connections to improve care coordination. 	<ul style="list-style-type: none"> CUM # (%) of designated or recognized PCMH practices (sites) that receive from an RC the results of their community health needs assessment, which can be used to guide their quality improvement initiatives. 	<ul style="list-style-type: none"> Play an advisory role to the Clinical Quality Measures Workgroup & Population Health Workgroups in monitoring the use of community health needs assessment data.
6	<ul style="list-style-type: none"> Data collection and analytics for targeted performance reporting. 	<ul style="list-style-type: none"> CUM # (%) of designated or recognized PCMH practices (sites) that report on identified measures. Model Test target is 165 by 2020. Fifty-five are prepared to report on measures in Grant Year 3, 110 in Grant Year 4 and 165 in 2019. CUM # (%) of designated or recognized PCMH practices (sites) that receive the results of their community health needs assessment from a RC, which can be used to guide their quality improvement 	<ul style="list-style-type: none"> Ensure HIT contractors and SHIP HIT members review communication processes and recommended solutions with data collection and analytics vendor to support data collection and analytics for performance reporting.

Success Measures	SHIP Desired Outcomes	Measurement	Workgroup's Role
		initiatives. Model Test target is 165. (See pages 21 to 23 of MTP for timing of metrics).	

Planned Scope

Deliverable 1	Result, Product, or Service <ul style="list-style-type: none"> Provide necessary HIT information and expertise to support the other SHIP workgroups' efforts. 	Description <ul style="list-style-type: none"> Provide HIT representation to selected SHIP workgroup meetings and IHC. Deliver reports and analyses as needed on HIT systems delivery and usage. Provide HIT contractor performance reports to IHC other SHIP workgroups.
Est. Timeframe	Start: 1/1/15	End: 12/30/16
Milestones	Event <ul style="list-style-type: none"> Include in monthly workgroup reporting. As individual activity or event occurs, reports will be provided. 	Target Date <ul style="list-style-type: none"> Monthly. As needed.
Deliverable 2	Result, Product, or Service <ul style="list-style-type: none"> Data analytics vendor selection process. 	Description <ul style="list-style-type: none"> Development and completion of supporting materials (RFI) for the RFP and award for the state-wide data analytics system.
Est. Timeframe	Start: 4/15/2015	End: 12/1/2015
Milestones	Event <ul style="list-style-type: none"> Pending input from HIT Analytics IDHW lead. 	Target Date <ul style="list-style-type: none"> 09/15/2015
Deliverable 3	Result, Product, or Service <ul style="list-style-type: none"> Provide support of PCMH data collection and reporting training requirements. 	Description <ul style="list-style-type: none"> Advise the HIT contractors review processes and provide suggestions for PCMH data collection, extraction, and training efforts.
Est. Timeframe	Start: 2/1/16	End: 12/30/16
Milestones	Event <ul style="list-style-type: none"> Pending additional input. 	Target Date <ul style="list-style-type: none">

Deliverable 4	Result, Product, or Service <ul style="list-style-type: none"> Provide the required HIT information to evaluate progress and outcomes of the model test. 	Description <ul style="list-style-type: none"> Provide all HIT related data necessary to support the reporting of quarterly accountability targets and thresholds to IHC throughout the model test performance period.
Est. Timeframe	Start: 1/1/16	End: 12/30/16
Milestones	Event <ul style="list-style-type: none"> Pending additional input. 	Target Date <ul style="list-style-type: none">

Project Risks, Assumptions, and Dependencies

Risk Identification	Event	H – M – L	Potential Mitigation	Potential Contingency
	<ul style="list-style-type: none"> Analytics RFP milestone deadlines missed. 	L	Regular monitoring of key milestones for issuance of RFP.	
	<ul style="list-style-type: none"> Development of the HIT Data Analytics RFP requires adherence to the Ethics in Government Act, the Bribery and Corruption Act, the Open Meetings Act, the Public Records Act and the Department of Administration’s purchasing laws and rules. The two main points are: 1) any member of the HIT workgroup who intends to bid on the RFP should recuse themselves from the development, scoring and award of the RFP; 2) proprietary information will be protected and the responses to the RFP will not be made public prior to the notice of intent to award being issued. 	L	Monitoring of process by AG’s office.	
	<ul style="list-style-type: none"> IDHE transition delayed. 	M	Ongoing monitoring.	
	<ul style="list-style-type: none"> See Risk Analysis Detail (Pages 11 to 13) in MPMP for common risks across all workgroups. 			

Assumptions	<ul style="list-style-type: none">No major projects or system events require staff and leadership time that detracts from HIT efforts.
Dependencies and Constraints	<ul style="list-style-type: none">Staff and leadership time.Contractor budgets.System deliverables are static and scope not subject to change.

Project Reporting and Scope Changes

Changes to scope must be approved by the IHC after review by SHIP team.

Version Information

Author	David Shadick (Mercer)	Date	07/31/2015
Reviewer	Casey Moyer (IDHW)	Date	08/19/2015

Charter Approval Signatures

Approval by the Workgroup on: August 20, 2015.

Final Acceptance

Name/Signature	Title	Date	Approved Via Email
Scott Carrel	Chair	08/20/2015	<input checked="" type="checkbox"/>
Cynthia York	SHIP Administrator	09/08/2015	<input checked="" type="checkbox"/>
Katie Falls	Mercer Lead	09/07/2015	<input checked="" type="checkbox"/>