

Massachusetts Health IT Council and HIE Advisory Group

ROLES AND RESPONSIBILITIES

Roles and Responsibilities

Background

- Essential that roles and responsibilities among the Health IT Council, the HIE-HIT Advisory Group, the Massachusetts eHealth Institute (MeHI), the Massachusetts Technology Collaborative (MTC) , and contracted Subject Matter Expert are clearly defined to ensure effective and efficient use of all available resources.
- Role clarity will serve as a basis for both the MeHI budget presentation in September and the annual update of the state's Health IT Strategic Plan due by the end of the year.
- Document developed for your review and comment that describes the five entities involved, their roles and responsibilities, and why they are engaged in the activities listed. Can be used as an education/information vehicle for all interested parties.

Roles and Responsibilities: MTC

With a mission to foster economic development through technology and the named recipient of all Health IT related federal and state funds, the Corporation has fiduciary responsibility for MeHI and the E-Health Institute Fund, the latter of which hold funds allocated through the state and federal Health IT programs.

Per Chapter 305, MTC:

- Appoints the Director of the eHealth Institute as an employee of the Corporation
- Approves MeHI budgets and plans following action by the Health IT Council
- Is the contracting entity for Health IT related procurements
- Provides shared corporate services to MeHI (office space, IT support, legal, finance, human resources, etc.)

Roles and Responsibilities: MeHI

Established within MTC per Chapter 305, the Institute's primary role is to facilitate the development of the Health IT. This is to be accomplished by focusing on "core" activities (as clearly defined in legislation or contractual agreements) within the Institute and contracting out other activities. Responsibilities vary, depending on program and funding source:

Chapter 40J, Massachusetts General Laws

- Preparation of Health IT Plan and updates
- Preparation of budgets for implementing the Health IT Plan
- Issuance of RFPs for Implementation Organizations (IOs)
- Develop (in consultation with the Council) mechanisms for funding Health IT (widespread EHRs and HIE) including a grant program to assist providers with the cost of Health IT technologies, using funds available in the eHealth Fund (this assumed that MeHI would receive \$ 25M per year from 2008-2015).
- Oversee reporting from grant (see above) recipients
- Maximize available Federal Financial Participation (FFP) funding in collaboration with MassHealth

Roles and Responsibilities: MeHI (cont'd)

Federal and State Funded Grants and Agreements

- **Regional Extension Center** -- Provide Core Functions as described in agreement with Office of National Coordinator (ONC) and contracted for Direct Services.
- **State Health Information Exchange Cooperative Agreement Program** – Provide Core functions per agreement with ONC. Contracted for technologies and other services.
- **Medicaid Health IT Plan** -- Provide core services per MassHealth and contract for technologies and other services.

Medicaid Incentive Program

- Provide outreach and training to eligible providers.
- Determine Eligibility and Verification for Medicaid Incentive Program payments for 10 years.

Other

- Interface with and be accountable to government agencies as necessary
- Assure coordination of other ARRA programs in Massachusetts; i.e., broadband, and workforce
- Facilitate high-level coordination across public and private sector stakeholders

Roles and Responsibilities: Health IT Council

Created by Chapter 305 to consult, advise and oversee the Institute's activities with respect to dissemination of Health IT across the Commonwealth and state-administered Health IT and HIE activities. Council is Chaired by Secretary, Executive Office of Health and Human Services.

Council responsibilities per Chapter 305 include engagement in development and approval of:

- Budgets
- Contracts
- Grants to providers in the Commonwealth (as per Chapter 305) assuming adequate funding
- The annual Health IT plans

Health IT Council members will also be actively engaged in the five workgroups described under HIE-HIT Advisory Group.

Role and Responsibilities: HIE-HIT Advisory Committee

A multi-stakeholder governance body responsible for making recommendations to the Council and MeHI regarding the steps necessary to create a functioning, self sustaining Health IT infrastructure in the Commonwealth. The HIT-HIE Advisory Committee will ultimately become an independent free standing body as the statewide HIE becomes self sustaining.

The HIT-HIE Advisory Group will be initially informed by the following five workgroups which will build on work to date, review all options and issues in specified areas, and identify opportunities to overcome barriers to success

- Privacy and Security
- Technology and Infrastructure
- Business model and sustainability for Health IT infrastructure
- Consumer and public engagement
- Provider adoption

Role and Responsibilities: HIE-HIT Advisory Committee (cont'd)

Responsibilities include the following:

- Recommendations for Health IT/HIE Policy
- Development of the overall Health IT Roadmap
- Priority setting with respect to Health IT activities
- Development of Health IT related metrics and monitoring activities
- Recommendations for procurements and budgets
- Identification of requirements for RFPs
- Member participation on workgroups and proposal review panels

Role and Responsibilities: MAeHC/MHDC (SME)

Partnering organizations contracted by MeHI/MTC after an RFP process to provide subject matter expertise and support services to the HIT-HIE Advisory Committee as it develops and makes its recommendations to the Council and the MeHI. Key responsibilities include:

Support to the HIT-HIE Advisory Committee

- Logistics of each meeting
- Research and provide additional information, as required, regarding activities in other part of the country
- Support and provide information for the development of Committee recommendations

Support to the Workgroups

- With Committee and Council members, develop charge statements for each of the five Workgroups outlined above and identify participants.
- Logistics for each Workgroup meeting with date-certain deliverables and regular updates to the full Committee

Role and Responsibilities: MAeHC/MHDC (SME)

Support to the Workgroups (cont'd)

- Collate input of each workgroup and work with Committee to develop a recommended roadmap of milestones and deliverables that will be necessary to achieve the overall goal.
- Assist in the development and review of HIE technical standards (e.g., Implementation guides) as requested.

Support to MeHI

- Provide technical and industry information as requested
- Write specifications for RFP procurements per Health IT infrastructure roadmap and Advisory Committee recommendations after approval by Council
- Provide input for any tools and surveys to various stakeholders, as required
- Prepare Committee related presentations for the Council and review with the Secretary, EOHHS and the MeHI
- Provide support for the update of the Health IT Strategic Plan and HIE Strategic and Operational Plans for the Commonwealth

Next Steps and Timeline

- Massachusetts eHealth Collaborative and the Massachusetts Data Consortium (MHDC) expected to sign contract and begin work immediately
- SME will coordinate with HIE-HIT Advisory Committee and MeHI to develop a schedule and timeline for convening, organizing and facilitating the HIE Advisory Committee meetings by August 19
- Late August – Development of charges for five workgroups, selection of membership, and convening of meetings after Labor Day.
- September – Completion of initial priorities/budgets and development of RFPs for HISP services
- September Health IT Council – MeHI to present FY12 budget
- December, 2011 – MeHI to complete annual update of State Health IT Plan with input from Health IT Council, HIE-HIT Advisory Committee and SME