



HIT Commons Governance Board Charter

I. Introduction

The concept of a statewide Oregon Health Information Technology (HIT) Commons was formulated with the development of the Oregon HIT Strategic Plan in 2013. As envisioned, a public/private partnership or HIT Commons would govern high priority statewide HIT initiatives, with the express purpose of accelerating and advancing OHA's vision of a HIT-optimized health care delivery system in Oregon. In an "HIT-optimized" health care system:

1. Oregonians have their core health information available where needed so their care team can deliver person-centered, coordinated care
2. Clinical and administrative data are efficiently collected and used to support quality improvement, population health management, and incentivize improved health outcomes. Aggregated data and metrics are also used by policymakers and others to monitor performance and inform policy development
3. Individuals and their families access, use and contribute their clinical information to understand and improve their health and collaborate with their providers

In 2015 the EDIE Utility was formed to enable a common service or utility of patient hospital event data from across the state with a shared funding model and stakeholder led governance. Based on the success of the EDIE Utility and EDIE governance model, in 2017 the Oregon Health Authority (OHA), in collaboration with the Oregon Health Leadership Council (OHLC), and with support and input of stakeholders, explored the creation of an HIT public/private governance model to accelerate and advance HIT across the state. An HIT public/private governance model is meant to leverage and build on the success of collaborative efforts to date, and in particular the EDIE governance model. Through this collective work, the "HIT Commons" is intended to help connect existing HIT systems, support statewide solutions, and future investments that support advancing health IT across Oregon.

Scope/Timeline

Initial implementation of an HIT Commons will begin in late 2017, transitioning the EDIE Governance Board to the new HIT Commons Board. Initial management of the HIT Commons would be under the direction of the OHLC. Initial scope of the HIT Commons will include EDIE and Statewide Prescription Monitoring Program (PMP) Gateway. As the governance structure develops and matures, other projects, as determined by the Governance Board will be considered for inclusion in the HIT Commons. It is anticipated that the legal and management structure of the HIT Commons will evolve into a more formal and independent structure over time. This has been



referred to as a “crawl, walk, run” strategy to build on what has worked, monitor for effectiveness and evolve and expand as deemed appropriate.

HIT Commons funding will be built on the current EDIE financing structure with the Oregon Health Authority playing a significant role in supporting statewide HIT efforts as a co-sponsor using available HITECH funds for Medicaid share. The remainder of needed funds will be provided through dues paid by insurers, CCOs (OHA may initially sponsor CCO share), hospitals, and potentially other providers down the road. This financing model successfully keeps costs low and equitably spread across participants.

Principles

The HIT Commons Interim Advisory Group identified the following as principles to guide the work of the HIT Commons:

- Work for common or public good
- “Raise all Boats” - Establish Minimums (vs maximums)
- Inclusive – Work to ensure “all-in” or critical mass
- Rules of the Road for data sharing – set guard rails to promote trust
- Democratize the data – exchange common data within guard rails
- Spread HIT successes
- Transparency – create clarity around how and why decisions are made
- Identify and communicate value

The HIT Commons permanent Board will be responsible to approve or modify the draft principles.

II. Role and Responsibilities of the HIT Commons Governance

The role of the HIT Commons Governance, supported by staff of the sponsoring organizations, is to accelerate the selection, procurement, financing, implementation and adoption of health information technology initiatives in Oregon, to improve the effective use and oversight of statewide HIT initiatives.

The HIT Commons Governance is responsible to carry out the responsibilities of governing the initiatives which are included under its purview. Initially, those initiatives will be continuing the governance of the EDIE Utility and the statewide PMP gateway. Decisions related to these statewide initiatives may be binding with respect to Sponsoring Organizations, project participants, stakeholders and others.



The roles and responsibilities of the HIT Commons will vary depending on the specific initiatives it is supporting. Above all, the HIT Commons would provide a “prioritization competency”, focusing energy and resources on initiatives that are broadly valued and needed.

- Advisory Resource
 - Identify, recommend, and communicate the “rules of the road” for HIT standards, privacy, security, exchange
 - Create guidelines for engagement in shared services
 - Advise on new state rules
 - Provide central advisory guidance to evolving technology
- Administrative and Operations Functions
 - Convene, coordinate, communicate, and oversee HIT programs involving stakeholders statewide, multiple programs, funding sources, and contracting relationships (e.g., EDIE)
- Technical Infrastructure
 - Support the advancement of statewide HIT ecosystem leveraging and strengthening technical investments and encouraging connections with statewide exchange standards
 - Do not build, maintain, or implement any new technical services, but rather coordinate funding to support expansion of current technical infrastructure (e.g., current HIEs)

Specific Responsibilities of the HIT Commons Governance

1. Leadership

- Support and promote the goals and objectives of the projects that fall under the HIT Commons
- Confirm role of the HIT Commons related to existing and related entities such as HITOC
- Approve HIT Commons guiding principles
- Define/approve roles, responsibilities and rights of the HIT Commons
- Approve project criteria and inclusion of additional initiatives as determined by the Governance Board
- Determine if/when HIT Commons moves to a more formal, independent management structure
- Routinely evaluate effectiveness of the HIT Commons and active engagement in improvement efforts



- Advocate to stakeholder's new initiatives and approve for inclusion in HIT Commons
- Establish assessments and approve annual HIT Commons budget
- Participate in nominating governance Board Members and succession planning
- Reveal known conflicts of interest
- Report activities to the Fiscal Agent, HIT Commons participants and stakeholders
- Encourage statewide participation in HIT Commons initiatives

2. Management of Initiatives

- Establish, track and measure value proposition and success metrics for each HIT Commons initiative
- Identify, recommend, and communicate the "rules of the road" for HIT standards, privacy, security, exchange
- Create guidelines for engagement in shared services
- Enforce commitment to the HIT Commons principles
- Advise on new state rules
- Provide central advisory guidance to evolving technology
- Develop project selection criteria to determine projects to consider for inclusion in the HIT Commons portfolio
- Determine scope of included initiatives and prioritize the services that will be provided/promoted
- Set specific operational objectives and priorities for each initiative
- Measure, monitor and report success metrics to project participants
- Create and charter committees that report to HIT Commons to carry out specific duties
- Set project budgets and determine how costs will be fairly allocated across HIT Commons participants
- Evaluate state and federal funding opportunities to help finance HIT Commons initiatives
- Serve as a point of escalation for issues related to software, workflow, project scope or funding
- Create policies and standards to accelerate and advance HIT statewide
- Measure on a project basis, the value of each HIT Commons initiative
- Identify and remove barriers to achieving full value of each HIT Commons initiative



3. Data and Reporting

- Analyze and report data and comparative outcomes and process measures for HIT Commons initiatives to participating organizations
- Establish principles and criteria for use of data generated from HIT Commons initiatives
- Determine appropriate sharing and access to de-identified, aggregate data to raise all boats and share best practices that result in better care and lower costs
- Determine who, consistent with the Data Use Parameters, will have access to data generated by HIT Commons initiatives
- Determine which vendors/organizations will perform analytical work related to data generated by HIT Commons initiatives
- Approve reporting and data requests from HIT Commons data
- Ensure transparency by tracking and reporting data requests and their disposition

4. Collaboration

- Promote and advocate the use of HIT Commons initiatives to gain broad adoption and value realization
- Serve as a single point of contact for status and decision making on each HIT Commons initiative
- Report material risk and ensuing mitigation strategies to the Fiscal Agent and participating organizations of every HIT Commons initiative
- Provide guidance on areas of increased collaboration to serve the goals of an HIT optimized health care system in Oregon
- Provide communication and status updates to participating organizations, stakeholders and the Fiscal Agent
- Convene, coordinate, communicate, and oversee HIT programs involving stakeholders statewide, multiple programs, funding sources, and contracting relationships
- Identify and spread best practice processes and workflows of HIT Commons initiatives

III. Role and Responsibility of Sponsoring Organizations

The HIT Commons is a public/private partnership with OHA serving as the public sponsor. OHA will be a voting member of the HIT Commons Governance Board and is



anticipated to provide significant funding for HIT Commons initiatives via state and federal funding opportunities. OHA will also provide significant administrative staff support to the HIT Commons Governance Board.

OHLC will serve as the fiscal agent of the HIT Commons and as such will hold binding agreements with the vendors of HIT Commons initiatives and member stakeholders. OHLC will serve as staff to the HIT Commons Governance Board and subcommittees.

IV. HIT Commons Governance Board Composition

The HIT Commons Governance Board will be comprised of the following members:

Represented Group	Number of voting board positions	Nominated by:
Hospitals/Health Systems	4	Oregon Association of Hospitals and Health Systems
Health Plans	2	OHLC
CCOs	2	CCO CEOs
OHLC physician	1	OHLC
OCEP physician	1	Oregon Chapter of the American College of Emergency Physicians (OCEP)
CCO physician	1	CCO CEOs
OAHHS	1	OAHHS
OHA	1	OHA
Behavioral Health	1	TBD
Dental	1	TBD
County Services	1	TBD
At-large	1 -2	TBD
TOTAL	17-18	

The nominating entities shall submit nomination to the HIT Commons Governance Board. The HIT Commons shall select members by majority vote based upon nominations submitted. In the event that a nominee is not approved, the nominating entity shall provide a new nominee. At the end of a Board member’s term, the nominating entity must re-nominate the member or select a new nominee, either of which shall be acted upon by the HIT Commons.

Terms shall be one - three years and members are eligible to serve two full terms (and a partial term if applicable). Terms shall be staggered by the HIT Commons to maximize continuity.



Except as otherwise provided, the HIT Commons shall act by a two-thirds (2/3) vote of a quorum present at the meeting. A quorum shall be 9 members. Members may vote by written proxy delivered to the Chair in advance of, or at the beginning of, any meeting. Proxies may only be made in favor of another HIT Commons member.

Meetings shall be called by the Chair of the HIT Commons in his or her discretion at least four (4) times per year. The Chair shall call a meeting if so requested by the OHLC President or a majority of the HIT Commons members. Special meeting notices shall contain written notice of agenda items. An effort shall be made to distribute agendas of regular meetings in advance. Special meeting notices shall be distributed at least seven calendar days in advance of the meeting. Meetings may be by phone, web, in person or in any manner that allows all members to confer simultaneously with each other, at a place designated by the Chair.

The HIT Commons shall appoint, every two years, a Chair and Vice Chair from among its members.

Any officer or Board member may resign at any time by submitting a written resignation to the Board Chair or Vice Chair (in the case of the HIT Commons Chair's resignation). The HIT Commons may remove any officer or member, with or without cause, by majority vote.

V. Fiscal Agent Authority

The HIT Commons Governance Board shall not have the authority to bind Fiscal Agent absent Fiscal Agent's (OHLC) express consent. Any contract or commitment with a vendor, the State or any other entity, to which Fiscal Agent shall be bound must be approved by Fiscal Agent in writing in advance.

VI. Charter

Any amendments to this Charter must be in writing and approved by the HIT Commons Governance Board and the Fiscal Agent and sponsoring organizations.