

Statewide Collaboration Process: Workgroup Structure and Workflow

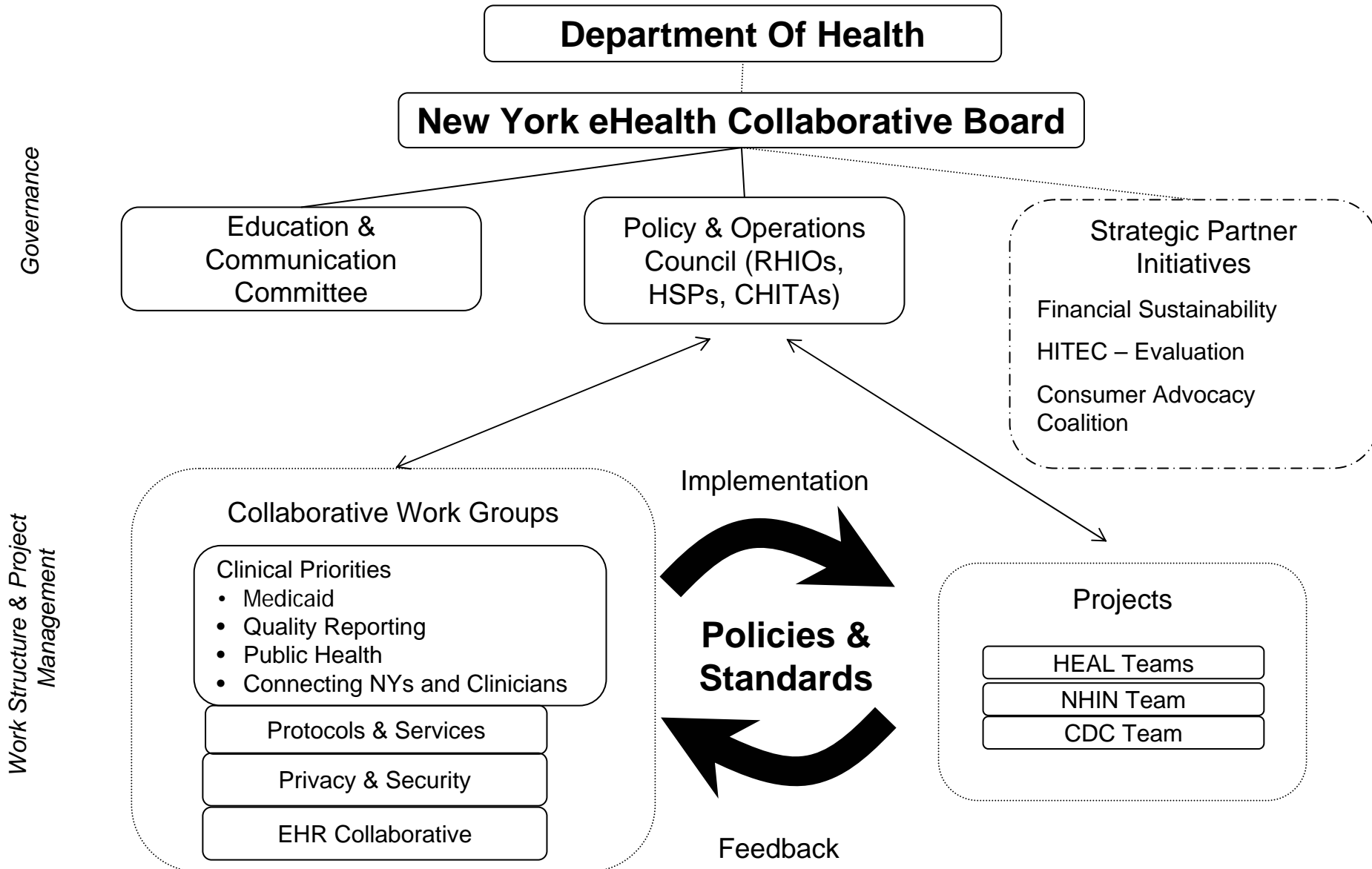
Rachel Block

Executive Director

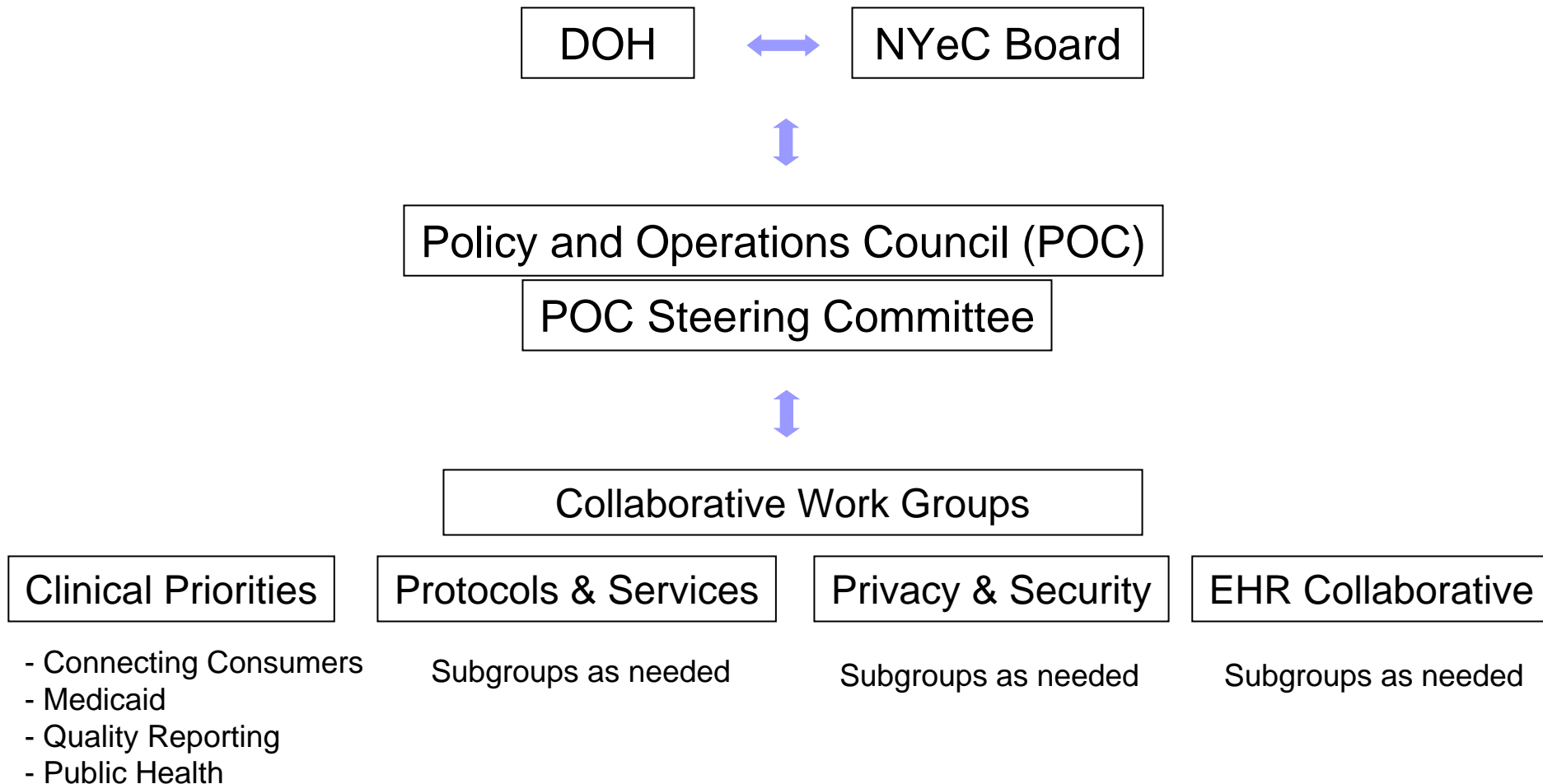
New York eHealth Collaborative



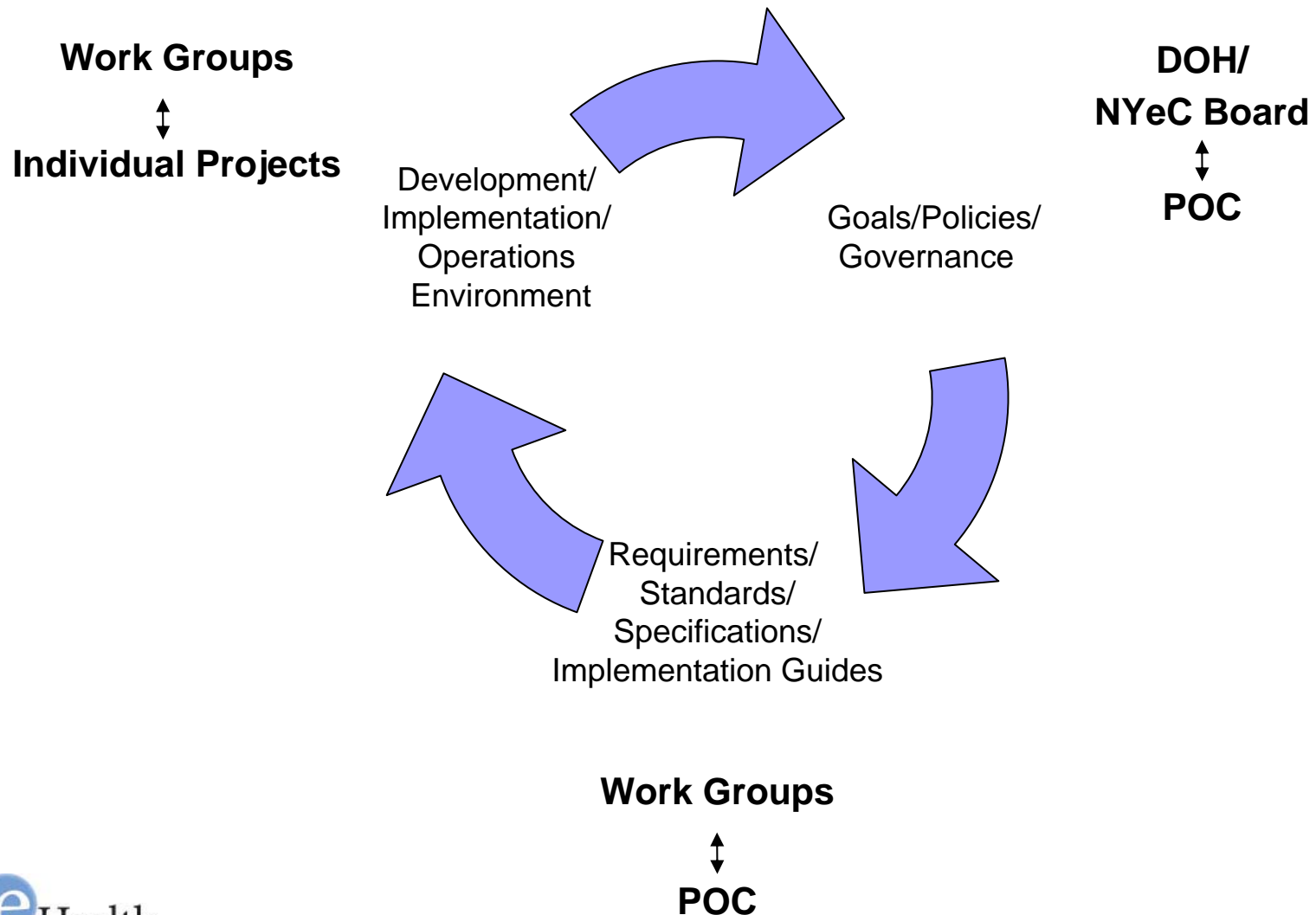
Statewide Public-Private Partnership & Collaboration Process – Governance & Policy Framework for New York’s Health IT Agenda



Statewide Collaboration Structure



Statewide Collaboration Process & Roles



Workgroup Interaction

DOH – NYeC
- State Health IT Strategy
- Governance & Regulatory Framework
- Crosscutting Policy

Clinical Priorities
- Use Case Clinical
Requirements and Policies



Privacy & Security
- Privacy & Security Policies



EHR Collaborative
- EHR Implementation Policies

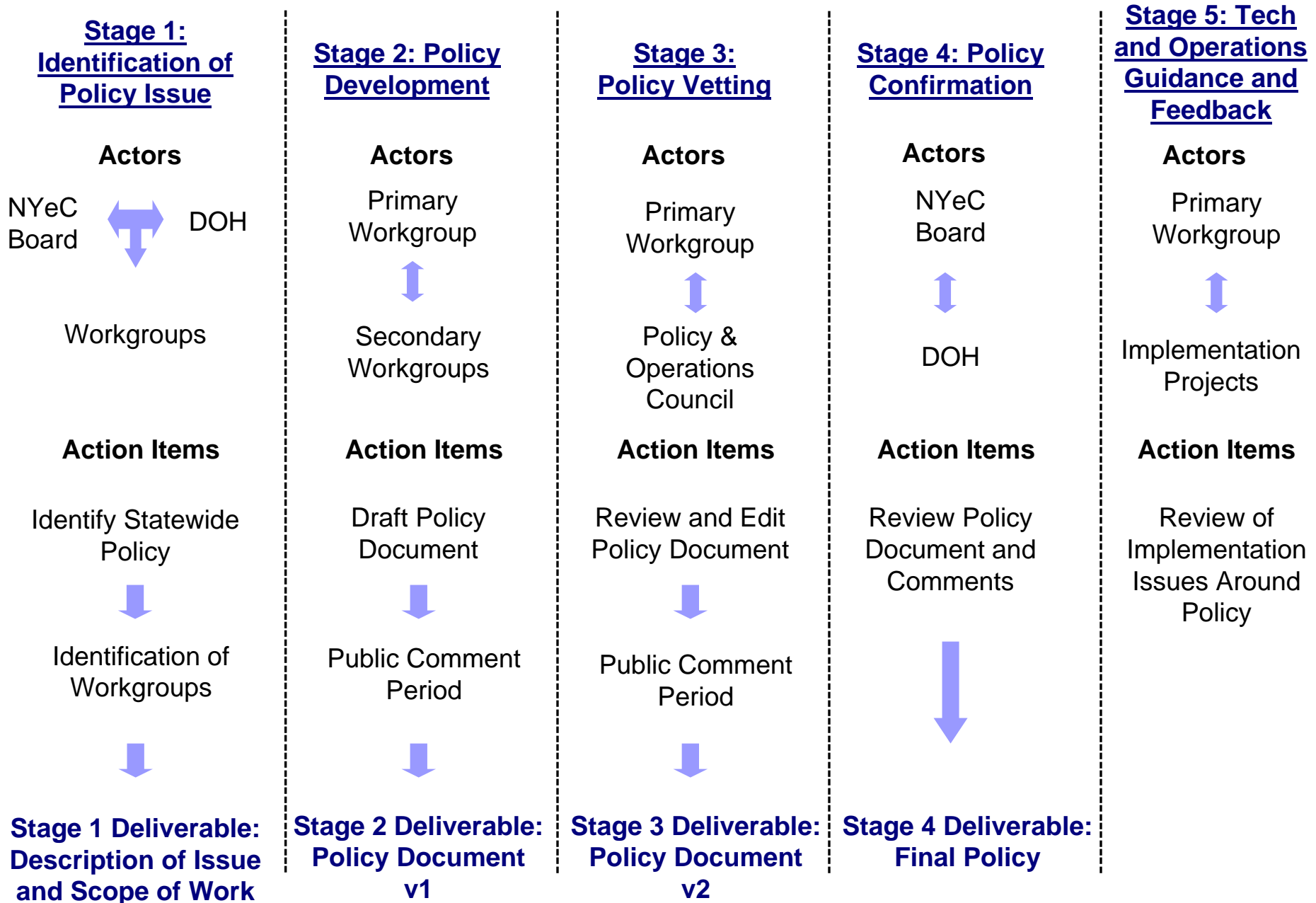


Protocols & Services
- Tech Policies and Standards

Sustainability & Incentives

Education & Communication

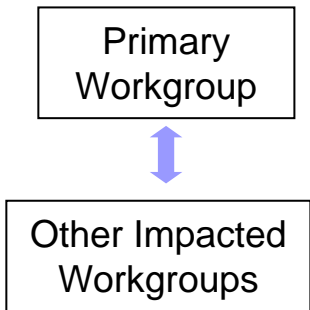
Draft Workflow – Policy Development



Draft Workflow – Tech Specs Development

Stage 1: Identification of Area Needing Tech Specification

Actors



Action Items

Policy Consensus
(See Previous Slide)



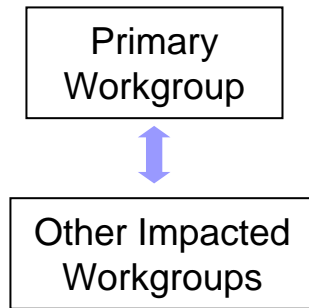
Identify Area
Needing Spec and
Existing Resources
and Standards



Stage 1 Deliverable:
**Description of Scope of
Work**

Stage 2: Spec Development

Actors



Action Items

Coordinate Input
from Other
Workgroups



Draft Tech Specs



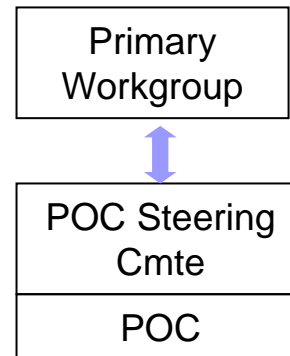
Public Comment
Period



Stage 2 Deliverable:
Tech Specs v1

Stage 3: Vetting of Specs and Confirmation

Actors



Action Items

Review and Edit
Tech Specs



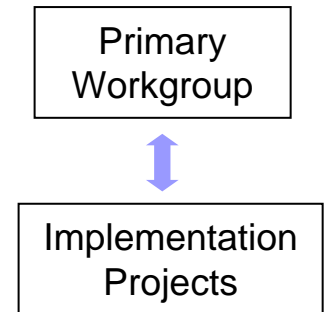
Public Comment
Period



Stage 3 Deliverable:
Final Tech Specs

Stage 4: Implementation Guidance and Feedback

Actors



Action Items

Review of
Implementation
Issues



Stage 4 Deliverable:
**Implementation
Guides and Best
Practices**

Workgroup Structure

Composition

- Co-chairs
 - Selected by NYeC in consultation with workgroup
 - One public sector; one private sector
- Staff
 - Workgroup coordinators and subject matter experts will be engaged by NYeC to facilitate workgroup process
- Members
 - Participation by HEAL 5 awardees in use case workgroups required by contracts
 - Open membership across public and private sectors
 - Liaisons or cross-workgroup staff/members to facilitate coordination on inter-dependent items

Workgroup Details

Meeting Schedule

- Full workgroup will meet at least biweekly; subgroups may need to meet more frequently
 - Exact schedule to be determined by workgroup members

Scope of Work & Decision-Making Process

- Charter
- Decisions made by consensus
 - Use “issues forms” and issues resolution process to elevate issues where consensus not reached; first within workgroup, then if unresolved to POC Steering Committee, then if still unresolved to NYeC Board and DOH.
 - Issues logged, resolution captured

Communications and Resources

Communications

- Workgroups keep minutes of each meeting
- Workgroups publish monthly reports with the following detail:
 - Progress on deliverables
 - Plans for the following month
 - Issues and risks
- Regular monthly meetings of workgroup co-chairs to discuss progress, ongoing issues
- Quarterly in-person meetings

Resources

- Workgroup coordinators and subject matter experts engaged by NYeC
- Base-camp project management tool
- Document repository
- Discussion forums
- Teleconference and webex tools
- Other tools to be determined upon consultation with workgroups and assessment of needs