



WV Health Information Network Technology Committee Charter October, 2006

Sponsorship

The West Virginia Health Information Network (WVHIN)

Purpose

The Technology Committee is charged with providing technical expertise and advice to the WVHIN Board of Directors necessary for the implementation of the technical and clinical functions of the WVHIN in accordance with W. Va. Code §16-29G-1 et seq.

Goals and Objectives

- Serve as the technical advisory group to the Board for health information technology (HIT) and health information exchange (HIE).
- Inventory current HIT assets and planning efforts within West Virginia and border areas where relevant to HIE.
- Identify and assess the availability of HIT/HIE systems and vendors, their estimated costs, benefits and limitations, and likely interoperability with regional and nationwide health information exchange networks.
- Identify strategic opportunities for the development of the WVHIN.
- Serve as a point of contact for HIT/HIE technology vendors.
- Establish an Internet presence for the WVHIN
- Establish broad, consensus agreement and support for HIT and HIE solutions for the statewide health information network.
- Serve as an advisory group to the Board on all matters related to the WVHIN as requested by the Board.

Membership and Governance

Committee membership shall be comprised of not less than two WVHIN Board members one of which shall chair the committee. Committee members shall be subject to annual reconfirmation and may be removed by the Board of Directors (the "Board") at any time. Accordingly, members may be added or core members may rotate on and off the committee, depending on committee activities and other requirements of the WVHIN Board. Committee size shall be limited to ten official members but shall be open to participation by other unofficial participants as deemed necessary by the committee chair or the Board.

Membership on the committee shall be open to Chief Information Officers and Chief Medical Directors from West Virginia organizations, practicing healthcare providers, and other interested parties with experience and expertise in the implementation and use of health information technology, clinical data sets, and/or public health information systems. Committee members shall also represent providers and clinical practices with varying degrees of electronic medical record system usage including non-users.

Committee Meetings

The Committee will meet periodically as necessary to act upon any matter within its jurisdiction. A majority of the total number of official members of the Committee shall constitute a quorum at all Committee meetings. Committee meetings may be called by the Chairperson or by a designee of the Chairperson. The Committee shall keep regular minutes of its meetings and shall report its actions to the Board on a regular basis. All meetings shall be held subject to and in accordance with the Open Governmental Proceedings Act, W. Va. Code § 6-9A-1 et seq.

Compensation for Committee Members

Each official member of this committee is entitled to be reimbursed for actual and necessary expenses incurred for each day or portion thereof engaged in the discharge of official duties in a manner consistent with guidelines of the Travel Management Office of the Department of Administration.

Deliverables

- Recommend and arrange for the development of an Internet web site for the WVHIN to accomplish, among other things: dissemination of public information concerning the development of the WVHIN; allow for collaboration by members of the WVHIN Board and committees; and, obtain general feedback or information from interested parties and the public.
- Create an assessment of the current technological environment, an inventory of HIT assets within WV, and HIT acquisition and implementation planning by WV

providers and payers. Include an evaluation of border areas, regional and national efforts relevant to the design and implementation of the WVHIN.

- Identify applicable technologies and HIT vendors; monitor and evaluate trends in HIT and HIE which may affect the WVHIN strategic plans.
- Provide a mechanism for potential vendors and consultants to identify themselves to the committee and provide relevant information and their contact information to the committee.
- Recommend policy guidelines for contacts with vendors to the Board.
- Assist in the development of a comprehensive plan, timeline, and prioritization of the adoption and implementation of the various functions of the WVHIN in consideration of:
 - Plans developed by the Executive Planning Committee;
 - The WVHIN Roadmap;
 - The costs and benefits of the functional components of the WVHIN, on both financial impact and quality improvement;
 - The current demand on industry resources to implement the components; and,
 - The most cost-effective and efficient means to implement the component functions of the network using an incremental or phased approach while achieving maximum value for consumers, providers, and payers as soon as possible.
- Review, evaluate and make recommendations to the Board regarding major HIT/HIE plans and strategies as requested by the Board.
- Perform any other activities consistent with this charter, the WVHIN bylaws, and governing law as the Committee or the Board deems necessary or appropriate.
- Review the Committee Charter from time to time for adequacy and recommend any changes to the Board.
- Report to the Board on the major items covered at each Committee meeting through the committee chair or the chair's designee.