

ONC State HIE Cooperative Agreement

Site Visit Agenda for [GRANTEE NAME]

(to be customized by Project Officer and Project Manager)

Date:

Location:

ONC Participants:

Site Visit Objectives:

- Reach common understanding of vision and goals for program, and benchmarks, objectives and timelines to get there.
- Identify and develop approaches to address key issues or risks for achieving program goals, and meeting timelines and objectives in the Strategic and Operational Plan.
 - Identify risks that are resolved, those still pending and any necessary updates to mitigation plans.
- Agree to 2011 project plan.
- Identify baseline data for exchange in three areas identified in PIN and method for tracking progress (may vary by state based on quality of baseline data). For instance, if the data is currently incomplete, the first step should be to immediately complete the gap analysis. Some states were approved pending data collection efforts to complete gap analyses.
- Identify programmatic or policy supports and technical assistance needed by grantee to reach goals and execute against project plan.
- Identify best practices and opportunities to incorporate best practices from other states.
- Outline strategy to align HITECH programs and mobilize HIT and health care transformation work in the state. Identify opportunities for alignment with ONC program and document existing collaboration efforts.
 - Identify next steps to assess progress in the future.
- Overall Programmatic assessment of the grantee.
 - For each state, clearly identify where they are now, where they want to be in semi-annual increments and the required steps in between.
- Provide an opportunity for ONC to meet with relevant stakeholders, board members and state policy officials.
 - I.e. advisory groups, key state legislators, key state agency leads, and key contractors.

Topics to be covered in Day 1

- Site Visit overview
- Introductions and ONC Program updates
- ONC meeting with relevant stakeholders
- Grantee Project Implementation Status Update
- Governance Update
- Technical Infrastructure Update
- Business Operations Update
- Finance Update
- Legal /Policy Update
- State Specific Implementation Requirement Update
- Technical Assistance Needs
- State HITECH program alignment
- Privacy and Security

Topics to be covered in Day 2

- Overview of Day 1
- Introduction of project plan worksheet
- Setting breakthrough goals
- High Priority Topic: E-Prescribing
- High Priority Topic: Lab Exchange
- High Priority Topic: Patient Care Summaries
- High Priority Topic: TBD
- High Priority Topic: TBD
- High Priority Topic: TBD
- Wrap up and next steps
- Challenge Grants (where applicable)