

COORDINATION WORKGROUP

This Workgroup's primary goal is to help coordinate the activities of the committee and its workgroups.

The primary deliverable from this committee is an agenda for each of the committee meetings.

Workgroup Chair: Dave Lundal

Workgroup Participants: Joe Kachelski, Jean Doeringsfeld, Kim Pemble, and Ken Letkeman

Key deliverables and timelines for this workgroup include:

Agenda

- ✓ Workgroup will develop an agenda for the committee meetings based on information collected from previous meetings and input from committee members and/or WISHIN.

PHASE I AND II VENDOR SELECTION WORKGROUP

This Workgroup's primary goal is to identify vendor selection criteria and serve as a resource for vendor scoring and selection for the Phase I and Phase II RFP's that will be put out by WISHIN and its technical manager, WHIE.

There are three (3) deliverables for this workgroup:

- 1) Scoring and evaluation of Phase I RFP responses, along with a summary of the recommendation for award
- 2) The criteria that should be used to score the Phase II RFP
- 3) Scoring and evaluation of Phase II RFP responses, along with a summary of the recommendation for award

Workgroup Chair: Linda Syth

Workgroup Participants: Nancy Birschbach, Oskar Anderson, Kim Pemble, Michael Gagnon

Key deliverables and timelines for this workgroup include:

Status Reporting

- ✓ Workgroup will communicate status of each deliverable (below) at every Technical Committee meeting

Phase I Vendor Scoring, Evaluation and Summary

- ✓ Scoring and evaluation activities completed by 7/4/2011
- ✓ Scores, evaluation and summary/recommendation due to full committee on 7/18/2011 (committee meeting date)

Phase II Vendor Selection Criteria, Scoring, Evaluation and Summary

- ✓ Draft of selection criteria due to full committee by 12/19/2011 (committee meeting date)
- ✓ Revised final criteria due by 1/17/2012 when the RFP scoring begins
- ✓ Scoring and evaluation activities (includes oral presentations, etc) completed by 2/14/2012
- ✓ Scores, evaluation and summary/recommendation due to full committee at February committee meeting date (meeting not yet scheduled).

VENDOR FAIR WORKGROUP

This Workgroup's primary goal is to organize and execute a vendor fair and provide input into the Phase II RFP.

There are six (6) deliverables for this workgroup:

- 1) Develop and release a notice to vendors about the Vendor Fair
- 2) Develop scenarios for Vendors to demonstrate
- 3) Develop criteria for evaluating vendors during the vendor fair
- 4) Create and publish a schedule for the Vendor Fair
- 5) Conduct the Vendor Fair, including any organized demonstrations
- 6) Compile Results and create a summary of the vendor fair

Workgroup Chair: Kim Pemble

Workgroup Participants: Dave Lundal, Linda Syth, Michael Gagnon, Annette Fox

Key deliverables and timelines for this workgroup include:

Status Reporting

- ✓ Workgroup will communicate status of each deliverable (below) at every Technical Committee meeting

Vendor Fair Preparation

- ✓ Develop and release a notice to vendors about the Vendor Fair by 7/19/2011
- ✓ Develop scenarios for Vendors to demonstrate by 7/27/2011
- ✓ Develop criteria for evaluating vendors during the vendor fair by 7/27/2011
- ✓ Create and publish a schedule for the Vendor Fair by 8/5/2011

Conduct the Vendor Fair

- ✓ Conduct the Vendor Fair, including any organized demonstrations by 9/8/2011

Summarize and Report on Vendor Fair Results

- ✓ Compile Results and create a summary of the vendor fair by 9/15/2011

DIRECT PROJECT RAPID IMPLEMENTATION CROSS-COLLABORATION WORKGROUP (SHARED WITH POLICY COMMITTEE)

This Workgroup's primary goal is to quickly identify and serve as a resource to help resolve critical issues necessary for WISHIN to meet its goal of facilitating the use of the Direct Project in Wisconsin by fall 2011.

There are three (3) deliverables for this workgroup:

- 1) The criteria WISHIN should use when qualifying HISPs in Wisconsin (called "HISP Qualification Criteria)
- 2) The HISP Qualification Agreement that will be used between WISHIN and the HISPs meeting the qualification criteria (called "HISP Qualification Participation Agreement")
- 3) The Agreement that WISHIN will have with any individual or entity that wants to use WISHIN's HISP services (called "HISP Services User Agreement")

Workgroup Chair: Denise Webb

Workgroup Participants: Claudia Egan, Kim Pemble, Michele Leiker, and Peg Schmidt

Key deliverables and timelines for this workgroup include:

Status Reporting

- ✓ Workgroup will communicate status of each deliverable (below) at every Policy and Technical Committee meeting

HISP Qualification Participation Agreement

- ✓ Draft due to WISHIN counsel by 7/1/2011
- ✓ Agreement finalized by WISHIN counsel 8/1/2011

HISP Services User Agreement

- ✓ Draft due to WISHIN counsel by 7/1/2011
- ✓ Agreement finalized by WISHIN counsel 8/1/2011

HISP Qualification Criteria

- ✓ Draft due to Technical Committee for input by 7/18 (technical committee meeting date)
- ✓ Qualification Criteria finalized for go-live by 8/1/2011

INTERSTATE EXCHANGE WORKGROUP (SHARED WITH POLICY COMMITTEE)

The primary goal of this Workgroup is to explore issues unique to interstate health information exchange by WISHIN and Wisconsin providers, and to provide recommendations to mitigate risks to WISHIN and Wisconsin providers unique to interstate exchange.

The primary deliverable for this workgroup is the development of an Interstate HIE Plan that will discuss what our border states are doing with regard to HIE and ensure that what we are doing in Wisconsin will mesh. The plan should document the extent to which data is currently being shared across state borders and the workflows/policies that support such data sharing, and identify key areas that might be a concern, such as how other states are dealing with patient consent, or if other states have restrictions/policies regarding with whom they will connect. The plan's focus should be on things that could impact WISHIN's ability to connect to the HIE in the other state or things that could impact our border state providers. The plan should outline any potential issues and then include further analysis around the level of risk and any recommendations for how/what WISHIN and Wisconsin should do to mitigate those risks.

Workgroup Chair: Cathy Hansen

Workgroup Participants: Kathy Johnson (Co-Chair), Nancy Birschbach, Karl Stebbins, Dan Peterson, Nancy Davis, Dan Barr, Teresa Smithrud, and Kathy Callan

Key deliverables and timelines for this workgroup include:

Status Reporting

- ✓ Workgroup will communicate status of each deliverable (below) at every Policy Committee and Technical meeting

Interstate HIE Plan

- ✓ Draft Interstate HIE plan that includes potential areas of concern by 8/30/2011
- ✓ Final Interstate HIE plan that includes risk assessment and recommendations by 11/7/2011

HIE OPERATIONS POLICY CROSS-COLLABORATION WORKGROUP (SHARED WITH POLICY COMMITTEE)

This Workgroup's primary goal in Phase II is to leverage its Technical Committee member expertise and Policy Committee member expertise to guide the development of WISHIN's internal privacy, security, operational, and accountability policies.

The primary deliverable for this workgroup is a document outlining internal policies that WISHIN should include or consider in the development of the Phase II RFP.

Workgroup Chair: Matthew Stanford

Workgroup Participants: Nancy Birschbach, Dan Peterson, Patrick Frey, Michael Gagnon, Jerry Halverson

Key deliverables and timelines for this workgroup include:

Status Reporting

- ✓ Workgroup will communicate status of each deliverable (below) at every Policy Committee meeting

Liability Concerns and Recommended Mitigation

- ✓ Document a list of policies that WISHIN should include or consider in the development of the Phase II RFP by 9/13/2011 (technical committee meeting date). Note that the deliverable will also need to be presented at the policy committee meeting on 9/21/2011.