



TECHNICAL ADVISORY COMMITTEE MEETING MINUTES
Monday, May 16, 2011
2:30 – 5:30 p.m.
Wisconsin Hospital Association

16 COMMITTEE MEMBERS PRESENT

Dave Lundal (Chair)
Ken Letkeman (Vice Chair)
Oskar Anderson
Nancy Birschbach
Sandy Butschli
Jim Grant
Scott Hansfield, MD
Jay Klock
Dan Peterson
Gary Plank
Mike Repka
Karl Stebbins
Linda Syth
Jesi Wang
Will Weider
Louis Wenzlow

7 MEMBERS ABSENT

Kevin Cross
Theresa Guilbert, MD
John Hartman, MD
Vinay Pandey
Tim Patrick
Lance Spranger
Denise Webb

3 GUESTS PRESENT

Elise Braun
Michael Gagnon
Kim Pemble

4 STAFF PRESENT

Aelisha Binderim
Jean Doeringsfeld
Kim Drone
Kim Johnston

CALL TO ORDER

Technical Advisory Committee Chair Mr. Lundal called the meeting to order at 2:33 p.m.

APPROVAL OF MINUTES

It was moved and seconded to approve the minutes from the April 28, 2011 Technical Advisory Committee meeting. Motion carried unanimously.

TECHNICAL ADVISORY COMMITTEE CHARTER

The Technical Advisory Committee reviewed the charter at the April meeting and it required approval. **It was moved and seconded to approve the Technical Advisory Committee Charter. Motion carried unanimously.**

PHASE 1 RFP

The Phase 1 Request for Procurement (RFP) was provided and reviewed by the Technical Advisory Committee.

AUDIT & LOGGING

Mr. Anderson asked if archiving of logs needs to be listed under retention and archiving. Mr. Lundal asked if there were any objections to adding archiving of logs under retention and archiving. The Committee approved the addition.

AUTHENTICATION

Mr. Weider recommended listing the ability to require complex passwords as well as requiring the auditing of password changes at a set interval. Mr. Pemble said that is covered in the Portal section, but it can be listed in both places.

Mr. Weider said, regarding Section 89.0, that Lightweight Directory Access Protocol (LDAP) would be a lot of work for WISHIN. Mr. Pemble clarified that it isn't meant to resolve LDAP, it is a requirement for the web portal that would allow a user to access their Direct email. Ms. Doeringsfeld said that the requirement needs to be clarified. Mr. Lundal said a further explanation needs to be added to Section 89.0 for clarification. The Committee approved the addition.

Ms. Syth asked if Section 5.0 Certification Granting/Resolution should read "forms" instead of "form." Mr. Klock said that needs to be changed.

Ms. Syth asked if the fees will be paid inside or outside the HISP in Section 11.0 number 5. Ms. Doeringsfeld said they would be paid outside the process. Ms. Syth said it should be clarified to know if vendors will be expected to have that functionality. Ms. Doeringsfeld said the HISP vendor cannot issue certificates unless the five criteria are met: complete application, e-signed, complete identify verification document, valid license, and pay the fee. Mr. Weider said it would be clearer if it was a separate item.

Mr. Gagnon said in Section 7.0, it doesn't ask for requirements with certificates having different expiration dates or timeframes. Ms. Syth said from a business model perspective, fees need to be varied since that is the time the HISP will be paid.

EHR CONNECTIVITY

Ms. Doeringsfeld said Section 14.0 is categorized incorrectly, and should be general HISPs, not EHR connectivity.

Mr. Wenzlow asked if system size/capacity issues will be discussed, since that will determine what can be sent. Ms. Doeringsfeld said for Phase 1, information will only be transferred, not stored. Storage only relates to the basic directory.

Mr. Lundal asked if WISHIN plans to have a type of image standard. Mr. Pemble said WISHIN is waiting to see what the standard becomes. Ms. Doeringsfeld said that will define payload, determine storage limits, and the ability to restrict certain types of payload.

HELP DESK

Ms. Syth asked if it makes sense to have them quote Tier 1, 2, and 3, and decide whether or not to contract for it. Ms. Doeringsfeld said WISHIN would get a response from the HISP vendor regarding costs and determine the Tier.

Mr. Lundal asked if there is anything regarding reporting on help-desk activity. Ms. Doeringsfeld said that can be quoted along with the tiers. Mr. Wenzlow said the vendor should be invited to quote Tier 2 costs only.

Ms. Doeringsfeld said help-desk support has to be provided at one level, and it can be added in the RFP that outsourcing is allowed as opposed to technical requirements.

LEGAL, PRIVACY, SECURITY

Ms. Syth asked if this section should address risk assessments in reference to Direct as risks in Wisconsin are identified. Ms. Doeringsfeld said there is a general statement; and it must comply with WISHIN's rules and regulations.

Mr. Anderson asked what happens if security is breached. Mr. Wenzlow said it states "initiate offensive actions." Ms. Doeringsfeld said it needs to be made stronger. Mr. Weider said there should be a SAS 70 audit and results should be shared.

Ms. Doeringsfeld said service level should be made an "other" item. Mr. Weider said service level should be redefined and tied back to Section 42.0.

Ms. Birschbach said "industry best practice" should be defined or an example should be provided pointing to a regulatory authority.

PROVIDER DIRECTORY

Ms. Syth said Section 77.0 says "solution provider and solution must demonstrate the ability to import HIPAA provider level data from external sources," and the external sources should be listed. Ms. Doeringsfeld said the Wisconsin Medical Society is scheduled to be the trusted source.

STANDARDS

Ms. Birschbach suggested the standards for the directory should be clarified, and Mr. Pemble agreed.

USER INTERFACE

Mr. Lundal asked if this has the ability to interact on a web browser being used on a Smartphone. Mr. Pemble said platforms will be discussed in Phase 2. Mr. Lundal asked if this should be recognized from the beginning. Ms. Doeringsfeld asked if there are security risks in relationship to other platforms. Mr. Lundal said regardless of the device, once it is established WISHIN would not be involved in terms of the security. A document needs to be signed to agree with certain security principles.

Ms. Doeringsfeld asked if there is a type of standard to be included. Mr. Wenzlow said another issue is which versions of user interface are being used, since hospitals have different versions.

Regarding Section 63.0, Mr. Weider asked what WISHIN would be administering in order for a provider to have an "administrative" level user interface. Ms. Doeringsfeld said the idea is to state them as requirements, indicate if they are mandatory or optional and ask for their solution.

It was moved and seconded to approve the changes made on the RFP. Motion carried unanimously.

TECHNICAL ADVISORY COMMITTEE WORKPLAN

Ms. Doeringsfeld provided the Technical Advisory Committee Workplan for review. Tasks were provided from the strategic and operational plan (SOP). The workplan is divided into Phase 1 and 2. Phase 1 is HISP qualifications and services. Areas where input is needed are highlighted. Process and policy roadmaps need to be completed. Processes for selecting and enforcing technical standards will be ongoing processes. There will be a workgroup established for the vendor fair.

It was moved and seconded to approve the Technical Advisory Committee Workplan. Motion carried unanimously.