The Sequoia Project's Emergency Preparedness Information Workgroup Charter

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Purpose

- The Sequoia Project Emergency Preparedness Information Workgroup aims to focus on concepts that create potential challenges for states (Public Health, Emergency Management Services, Medicaid) in terms of interoperability and Health IT specifically in the emergency preparedness arena. These include policy and regulatory issues, programmatic challenges, data and/or data privacy, funding, resources and communications. Based on lessons learned from the response to the current pandemic, the workgroup will consider lessons learned and determine recommendations for addressing emergency preparedness responses for future disasters as it relates to Health IT and interoperability. This workgroup will also provide a community of practice for states and others to learn about emergency preparedness and response innovations throughout the country. The workgroup will be made up the existing members of the former PULSE Advisory Council (Texas, North Carolina, Florida and California (states) with the intention to expand membership to other state representation, Health Information Exchanges and Federal partners. This will be a closed workgroup with invitations for participation in the workgroup to specific individuals with emergency preparedness and response expertise, whether in health IT or policy. While there are several workgroups and associations pertaining to emergency preparedness and response, this workgroup provides an intersection between health information technology modernization and emergency preparedness that does not yet exist.

Governance and Antitrust Compliance

The Emergency Preparedness Information Workgroup will operate under the authority and guidance of The Sequoia Project Board of Directors and the Interoperability Matters Leadership Council, considering input from the Interoperability Matters Advisory Forum. It will also actively seek input from a wide range of stakeholders and subject matter experts. The Workgroup will be organized and operate in a manner that is compliant with applicable antitrust laws.

Key Deliverables

The workgroup's initial operating scope will be to prioritize concepts and challenges where the members can utilize their backgrounds and experiences to bring about meaningful impact at the national level. The group will focus on the following deliverables:

- Lessons learned from response to the current pandemic as it relates to interoperability and Health IT; this might include policy and regulatory challenges and data privacy
- Key concepts and items to consider to improve disaster response utilizing technology best practices across states, HIEs and partners
- Create a Community of Practice where public health and other state entities who respond to emergencies can discuss innovations and blockers to those innovations

Life Cycle

This workgroup is intended to be ongoing with the key deliverables as the priority during year one. Since emergency preparedness and response is an evolving field, it will be necessary for the

workgroup to determine criteria for ongoing deliverables based on lessons learned from future disaster responses.

Process and Timeframes

The Workgroup will share its work with the Interoperability Matters Leadership Council and Advisory Forum.

Phase 1: Administration and Prioritization

During this phase, the Workgroup will establish its meeting schedule, review this charter, and allow members to acclimate with one another. A proposed method for addressing the deliverables will be identified and documented. This may take the form of a project plan with milestones and deliverables noted.

Interim Deliverables:

- Project plan as described above for addressing key deliverables

Timeframe: TBD

Phase 2: Develop Lessons Learned Documentation

During this phase, the workgroup will execute its project plan developed in Phase 1 to produce interoperability and Health IT lessons learned documentation as it relates to the response to COVID-19.

Interim Deliverables:

- Lessons learned documentation.

Timeframe: TBD

Phase 3: Develop Key Concepts and Recommendations

During this phase, the workgroup will develop a list of key concepts and needs as it relates to interoperability and Health IT and suggested recommendations in order to address disaster response information gaps moving forward. For example, this might include gaps in data streams needed to monitor various aspects of response efforts or policy and regulatory challenges impacting data privacy.

Interim Deliverable:

Key concepts and Recommendations documented.

Timeframe: TBD

Phase 4: Community of Practice Innovations in Emergency Preparedness

During this phase, the Workgroup will share and document innovations in the emergency preparedness and response area. This documentation will be made available to other emergency preparedness workgroups and associations as appropriate.

Interim Deliverable: Ongoing community of practice and documentation of emergency preparedness IT innovations.
Timeframe: Initially one year after forming and ongoing

Operating Principles

The workgroup, and its individual members, will abide by these principles throughout its work:

- All work must be open and transparent, with published meeting agendas, meeting notes, outcomes, a roster of all workgroup members, and documentation of all decisions.
- Varying perspectives and needs must be accommodated and reflected in the deliverables.
- Prioritization decisions must be based on practical experience and the ability to maximize meaningful change
- Prioritization and scope decisions, once reached, must be honored; additional elements can't be added to the project mid-stream without approval of the Interoperability Matters Leadership Council.
- All proceedings, recommendations, and deliverables must remain vendor, provider, and technology neutral.

Workgroup Composition and Responsibilities

The workgroup will initially consist of existing members of the former PULSE Advisory Council. This includes representation from several states (Texas, Florida, North Carolina and California) and several Federal partners including ASPR and the ONC. In order to expand the scope of this work, it will be necessary to expand membership of this workgroup to include other states, in particular, those that are frequently engaged in disaster response due to weather, etc. Participation on the workgroup will be extended to emergency preparedness and response technology and policy subject matter experts within the states, specifically public health, Medicaid and statewide health information exchanges.

Workgroup Leadership and Staffing

The Sequoia Project Staff will assist in facilitating and organizing the workgroup. Workgroup Co-Chairs are appointed by the Interoperability Matters Leadership Council in consultation with The Sequoia Project Board. The Co-Chairs shall have the discretion to engage other stakeholders and subject matter experts as the Co-Chairs deem necessary. Workgroup Co-Chairs should have the requisite subject matter expertise, leadership, and facilitation skills to assure the work is conducted in an effective, open, and fair manner. The Co-Chairs may establish any necessary Workgroup subgroups. Such a subgroup will present its work to the full Workgroup for consideration as normal business as deemed necessary by the Workgroup Co-Chairs. Co-Chair duties include:

- Leading and facilitating Workgroup efforts, including the development and maintenance of Workgroup deliverables, and assigning subgroups, as necessary, to draft deliverables,

- Facilitate workgroup meetings in a manner that assures that all Workgroup members are actively contributing to the workgroup's efforts,

- Enabling balanced opportunities for all workgroup members to contribute to the discussions and minimizing a few individuals from dominating the discussion,

- Serve as the public face of the workgroup

- Conducting the work in a manner that is efficient, in accordance with the work plan, and

- Meet with Sequoia staff prior to each Workgroup meeting to prepare the agenda and discussion topics.

Staffing support will include:

- Program support staff to help develop agendas, schedule calls and support workgroup communications and coordination.

- Subject Matter Expert(s) to support development and updates to the deliverables.

Responsibilities

In its role as a workgroup for The Sequoia Project's Interoperability Matters Cooperative, the workgroup members will fulfill the following responsibilities:

- Maintain personal involvement in workgroup meetings and related activities,

- Respect the confidentiality of discussions held in the Workgroup,

- Publicly support the workgroup activities

- Represent the necessary expertise to contribute to the development of the workgroup deliverables and enlist feedback from the constituents represented, and

- Accept occasional assignment of tasks between workgroup meetings.

Decision-Making and Relationship to Interoperability Matters and The Sequoia Project

The workgroup will aim to reach consensus, where possible, and will capture differing views. Regardless of whether there is consensus, the workgroup will assure diverse stakeholder views are heard. Areas of agreement will be identified, and divergent views captured. Where there is not consensus, the group will consider recommendations for further study to move towards consensus.