

**MiHIN Shared Services
Governance Board**
Board Member Nomination Form Instructions

Key Dates:

July 15, 2010 – MiHIN Information Session and nominations forms are made available.

July 29, 2010 – Nominations forms are due.

Key Points:

All applicants should complete pages 1 & 2. Those applicants that are applying as a “sub-state HIE” have specific criteria and should also fill out pages 3 through 7.

Forms should be filled out as an “organization”. Organizations will have the opportunity at a later date to name an individual to represent the organization on the MiHIN Shared Services Board.

All nominations forms must be submitted to Beth Nagel via email: nagelb@michigan.gov

For further information:

Please feel free to contact Beth Nagel with further questions or for more information at nagelb@michigan.gov.

**MiHIN Shared Services
Governance Board**
Board Member Nomination Form

Organization Data

Name of Organization:

Address:

City:

State:

Zip:

Email:

Phone:

Fax:

Website:

Type of Organization:

Sub-State HIE

Payer (Insurer, Health Plan)

Point of Contact at Organization for this Nomination

Name:

Title:

Email:

Phone:

General MiHIN Shared Services Governance Board Criteria – All Nominees

- 1. The nominee must either be a sub-state HIE (see specific criteria) operation within Michigan or a payer (Insurer or health plan) with beneficiaries in Michigan.**

If nominee is a payer (insurer, health plan) please list the approximate number of Michigan lives covered:

If nominee is a sub-state HIE, please describe the service area in Michigan:

- 2. The nominee must plan to utilize all applicable functionality of the MiHIN Shared Services and encourage other entities to utilize the MiHIN Shared Services.**

Nominee Agrees

- 3. To ensure long-term sustainability the nominee agrees to contribute on a designated frequency the apportioned MiHIN Shared Services access and usage fees comprising their membership fee as is decided by the MiHIN Shared Services Governance Board.**

Nominee Agrees

Criteria for a sub-state HIE

The following criteria were developed during the MiHIN Shared Services planning process and are part of the MiHIN Shared Services Strategic Plan. This criteria is meant to discern a sub-state HIE that is capable of being a direct customer of the MiHIN Shared Services technical infrastructure and those that may not be ready.

Governance

1. A sub-state HIE shall have a governance structure which includes representative members of participating stakeholder groups in the HIEs area of operations. Please describe the sub-state HIE governance structure:

2. A sub-state HIE shall have a policy which addresses transparency and openness of its proceedings and decision making with the stakeholders it serves. Please provide this policy:

3. A sub-state HIE shall have a strategic plan. Does the nominee have a strategic plan? If yes, is it in the public domain?

Yes

No

Finance

1. A sub-state HIE shall agree to contribute on a monthly or otherwise designated frequency the apportioned MiHIN access and usage fees comprising their MiHIN Membership Fee. Does the nominee agree to contribute a MiHIN Membership Fee?

Yes

No

2. A sub-state HIE shall provide MiHIN an annual report of its financial position.
Does the nominee agree to provide an annual report to the MiHIN Shared Services Governance Board?

Yes

No

Business Operations

1. A sub-state HIE shall commit to National (ONC, CMS, etc.) directives, standards and requirements regarding:
 - i. Interoperating with EHRs certified by ONC approved certification bodies
 - ii. Meaningful use and associated timeframes
 - iii. HIE/RHIO certification
 - iv. Privacy & Security
 - v. Audit.

Is the nominee committed to following the above national directives, standards and requirements?

Yes

No

Technical

1. A sub-state HIE shall be capable of all MiHIN technical specifications relevant to their operations, security policies and use cases. Minimum specifications include enabling subscribers to access patient clinical data including lab results and medication history and working towards providing all elements of CCD. Does the nominee have this capability?

Yes

No

If no, is this a part of the future plans for the nominee? Please describe.

2. A sub-state HIE must be capable of supporting all MiHIN security specifications including the IHE Audit Trail and Node Authentication (ATNA) specifications for secure nodes and audit trails. The HIE must also support user authentication at the HIE level and the use of SAML assertions (of user identity) for all transactions across the MiHIN. Does the nominee have this capability?

Yes

No

If no, is this a part of the future plans for the nominee? Please describe.

3. A sub-state HIE must be capable of supporting all MIHIN patient identity transactions. Does the nominee have this capability?

Yes

No

If no, is this a part of the future plans for the nominee? Please describe.

4. A sub-state HIE must be capable of supporting all MiHIN Query for Documents (XDS.b & XCA) transactions and must deploy an XDS.b document repository. Does the nominee have this capability?

Yes

No

If no, is this a part of the future plans for the nominee? Please describe.

5. A sub-state HIE shall enable bidirectional interoperability between locally connected health information systems (inpatient, ambulatory, pharmacies, clinician offices, health plans and the states) in areas of operation and provide the gateway to the MiHIN for "cross community" transactions. Is the nominee committed enabling this functionality?

Yes

No

Legal and Policy

1. A sub-state HIE shall comply with all privacy and security requirements set by Federal and State law and MiHIN governance-approved policies. The compliance will be documented through written policies and procedures. Is the sub-state HIE committed to this compliance?

Yes

No

2. A sub-state HIE shall provide a written copy of their Data Use and Reciprocal Support Agreement in use. Will the nominee supply this agreement when requested?

Yes

No