

Community Information Exchange (CIE) Task Force – Charter

Background:

This Community Information Exchange Task Force is authorized by the Michigan Health Information Technology Commission's (MHITC) 2022 annual report, as per the [Michigan Health IT Roadmap \(Bridge to Better Health Feb 2022\)](#), referred to as the MHITC Roadmap.

Purpose:

MDHHS has resolved to create and sustain state-wide infrastructure to support the collection, exchange, and responsible use of information that can help address the social needs of Michigan's people and communities.

The CIE Task Force brings together community-based organizations (CBOs), health care organizations, health payers, health IT, and governmental entities whose aligned work and interests are best served by a coordinated approach to Community Information Exchange. The Task Force is an advisory body that will make recommendations to both MHITC and the Michigan Department of Health and Human Services (MDHHS) on the development of capabilities for community information exchange. Should a MHITC CIE sub-committee become necessary, this Task Force will serve in that capacity.

Goal:

To promote health and social equity, and improve the well-being of all Michigan residents, Community Information Exchange infrastructure can enhance capabilities for providers of health, human, and social services to coordinate care across sectors and technologies, by enabling information (such as information about people's needs, and the resources available to help them) to effectively and responsibly flow to the right people at the right time in the right context.

Objectives:

In service of the stated purpose and goal, the Community Information Exchange (CIE) Task Force will:

- Examine promising state, national, and global strategies, standards, metrics, and best practices that could accelerate, support, and improve CIE in Michigan.
- Examine relevant perspectives from all interested parties and partners, with a focus on the priorities of communities that experience health inequities, the perspectives of community-based organizations that serve them, and the needs of people who have experienced the challenges of navigating these services.
- Create a coordinated knowledge resource in service of:
 - MHITC Roadmap (Bridge to Better Health).
 - SDoH Strategy (Michigan's Roadmap to Healthy Communities).
- Advise the State of Michigan on the development of a CIE strategy, including recommendations as to prioritized capabilities for community information exchange, the appropriate balance between statewide and regional/local capacities and roles, prospective principles, and processes for governance, incentives and adoption support for community-based organizations, guidance for legal agreements, and a roadmap for implementation, among other critical considerations.
- Articulate scenarios for pilot implementations of key use cases that enable cooperation among prioritized stakeholder groups.

Membership of the Task Force:

Membership is expected to include 15 representatives of entities or communities with a stake in CIE, up to two designated liaisons from MHITC, and no less than two consumers.

Members of the Task Force can make recommendations for expansions to the membership, for consideration and approval by the MDHHS SDOH Steering Committee.

Stewardship of the Task Force:

- The Task Force has been convened and is supported by MDHHS.
- The co-chairs of the Task Force are Ed Worthington and Janée Tyus, as representatives of Community Health Innovation Regions (CHIR).
- The Task Force is co-facilitated by the Michigan Public Health Institute and Greg Bloom of the Open Referral Initiative.

Meetings:

- Task force meetings will be held once a month through at least June of 2023. Members are expected to attend all task force meetings.
- Members shall engage with materials and complete necessary preparation in advance of meetings
- Members are expected to engage in discussion during meetings.
- Members are invited to facilitate progress by self-organizing additional ad hoc meetings as necessary and appropriate; outputs from these meetings should be documented in SharePoint and shared with the Executive Committee.
- Members are expected to respect others, recognizing when to lean in and lean out

Documentation:

- All documents will be stored in a shared space accessible to all on SharePoint
- When editing documents during discussions, MPHI will document comments, concerns, revisions and provide a revised document for consideration at the following meeting.
- Members may provide feedback and revisions by email to MPHI and MDHHS between meetings
- Members may also suggest edits in shared documents on the SharePoint site
- Revisions will be made by committee and brought back to the group for final approval

Decision-making:

Recommendations made in the Task Force's final report will be assumed to represent the opinion of the group. The group will strive to come to consensus on decisions including recommendations; where consensus is not achievable, the group will work toward consent (in which all can accept the outcome, despite disagreements). When we find differing perspectives, we will clarify and document them.

