



MOAC Working Group Charters

Data Stewardship Working Group Charter

This group is charged to examine cross-organizational mechanisms to improve the overall quality, integrity, and reuse of data shared or accessible through the MiHIN network. They help ensure that master data and message content are actionable among multiple stakeholders throughout the state. This group tackles a broad range of topics, including:

- Supporting statewide data stewardship over health information to support statewide services such as provider information, patient matching, and use case conformance
- Prioritizing shared data elements across use cases that need to be standardized
- Identifying common naming conventions and agreed-upon data formats where existing standards do not exist or are not being fully used
- Aligning data maintenance processes to improve data quality and maintain shared data sets

The Data Stewardship Working Group meets virtually bi-monthly on the second Tuesday of every other month from 3:00 – 4:00 PM.

Note: The Data Stewardship Working Group will meet on alternate months from the Use Case Working Group.

Issue Remediation Working Group Charter

This group is responsible for provision of clarity around the scope or charter of MOAC advisory committee and associated working groups. This group is also charged with the resolution of impasses that might occur as groups convene or, if a conflict persists, shall be accountable for documenting the concern and advancing the issue to the MiHIN Board of Directors if necessary or appropriate.

Any qualified data-sharing organization may submit issues or formal concerns that have arisen or been discussed without a satisfactory resolution within a working group to the co-chairs of the advisory committee.

MOAC working groups make recommendations to the Issue Remediation Group concerning business decisions and prioritization of issues. Decisions escalate to the advisory committee. Formative information put together here is received from MOAC working groups. The Issue Remediation Working Group may call other qualified data-sharing organizations or other subject matter experts to participate in meetings to discuss issues to ensure that all are allowed to participate or are consulted.

The Issue Remediation Working Group only meets when issues or concerns have been submitted to the MiHIN Operations Advisory Committee.

Privacy Working Group Charter

This group reviews and analyzes Federal and State of Michigan privacy laws and regulations to determine their impact on the exchange of information between trusted data sharing organizations that operate in the state.

This group works on a broad range of topics including:

- Reviewing policies, procedures and national standards-based “best practices” to ensure statewide health information exchange environment maintains high-quality privacy practices
- Recommend privacy practices to trusted data sharing organizations for implementation
- Review developing or evolving use cases for potential privacy related issues or concerns

The Privacy Working Group meets virtually bi-monthly on the second Wednesday of every other month from 9:00 – 10:00 AM.

Note: The Privacy Working Group will meet on alternate months from the Technical and Operations Working Group.

Technical and Operations Working Group Charter

This group helps to establish the necessary processes to support statewide data-sharing policies or procedures and align with the evolving regulatory framework to enforce them, including security policies and procedures.

The group works on a broad range of topics, including:

- Investigating solutions to technical issues
- Exploring alternative architectural options to resolve systemic challenges
- Establishing new functionality or scalability
- Mitigating potential threats to operations and environmental integrity
- Assisting in design of solutions that enable compliance with policies and procedures, and providing analysis of trade-offs (or feasibility required) to fulfill such requirements
- Defining technical specifics of standards and making recommendations on the evolution of MiHIN’s cloud architecture to support robust integration among trusted data sharing organizations that may be seeking to adopt use cases
- Resolving issues that impact production and immediate or near-term matters affecting routine operations
- Scheduling new services or functionality to ensure minimum disruption and maximum coordination among affected trusted data sharing organizations
- Determining key metrics that are used to document performance of the overall statewide health information exchange environment



- Supporting a common trust fabric to help trusted data sharing organizations make appropriate decisions about shared identities based on information provided by other participants
- Defining shared attributes, metadata exchange, identity issuance, and participant audits
- Maintaining required definitions (and optional attributes) for identity exchange, certificate policies, identity issuance, security and privacy policies, related to identities

The Technical and Operations Working Group meets virtually bi-monthly on the second Wednesday of every other month from 9:00 – 10:00 AM.

Note: The Technical and Operations Working Group will meet on alternate months from the Privacy Working Group.

Use Case Working Group Charter

This group facilitates ongoing development of data-sharing use cases to support statewide health information exchange. This group provides input during the use case development process, helping to identify and further define data sharing scenarios, implementation concerns, end-user impact, implementation specifications and instructions.

This group reviews developing or evolving use cases to ensure each includes necessary language to fully describe:

- Associated functionality, either existing or planned, in statewide health information exchange environment
- Business case – any value to trusted data sharing organizations, problems addressed or solved by use case
- Cost to develop and implement
- Legal restrictions or concerns, including applicable laws
- Limitations on usage
- Overall service level expectation
- Performance metrics
- Privacy restrictions
- Security requirements or provisioning attributes
- Standard specifications for content and transport

The Use Case Working Group meets virtually bi-monthly on the second Tuesday of every other month from 3:00 – 4:00 PM.

Note: The Use Case Working Group will meet on alternate months from the Data Stewardship Working Group.

