

**Health Information Security and Privacy Contract (HISPC)
Request for Proposal
Summary
February, 2006**

Purpose

Within one year, assess business practices that affect the exchange of interoperable electronic health information and any related privacy and security laws with a focus on:

- (1) assess variations in organization-level business policies and state laws that affect health information exchange;
- (2) identify and propose practical solutions, while preserving the privacy and security requirements in applicable federal and state laws; and
- (3) develop detailed plans to implement solutions.

Structure of Project

RTI International, the manager of this project for the federal government, has established an organizational structure for use in each state awarded a contract to ensure consistency in the process across states and to facilitate interaction between states.

The structure includes the following groups, with a likely average of 15 members per group:

- **Stakeholder Community** – comprised of all stakeholders with the state that join the “community” by registering for the state listserv, a listserv created and managed by RTI International.
- **Stakeholder groups** – groups of individuals defined by their relationship to health information (public and private payers, consumers, physicians, hospitals, long-term care facilities, dentists, mental health care providers, etc.).
- **Steering Committee (SC)** – a group of individuals representing different groups within the stakeholder community who provide leadership for the project. Must include a representative from each stakeholder group, 1 or 2 members of the legal working group, 1 or 2 representatives from state government (including an individual directly representing the governor), and the state subcontractor. The Governor or his appointed authority must make all appointments to the Steering Committee.
- **State Variations Working Group (VWG)** – assesses variations in organization-level business policies and practices, categorizing them as barriers, best practices, or neutral with respect to interoperability. Works closely with the Legal Working Group.
- **State Legal Working Group (LWG)** – assesses applicable privacy and security policies underlying regulations, court cases, etc. and identifies legal sources of barriers to interoperable electronic health records. Reviews barriers identified by the business policy assessment work, mapping those barriers to applicable state privacy and security laws. Develops a set of recommended policies that are consistent with laws of Ohio. Works with the Solutions and Implementation Plan Working Groups.

- **State Solutions Working Group (SWG)** – reviews barriers identified in the assessment of variation of state laws and business policies and formulates preliminary solutions to the barriers. Drafts report for deliverable #3.
- **State Implementation Plan Working Group (IPWG)** - reviews the interim analysis of solutions (Deliverable #3) and proposes preliminary implementation plans (Deliverable #4)
- **Ad Hoc Working Groups (AWG)** – subgroups formed to conduct work needed by other working groups.

Timetable for Project

Item	Date
Proposal Due	March 1, 2006
Subcontracts signed by selected states	April 28, 2006
Kick Off Meetings	April 28 - May 15, 2006
Deliverable 1: Work Plan Due	May 26, 2006
Training Sessions	June 2006
Deliverable 2: Interim Assessment of Variation Report due	August 25, 2006
Deliverable 3: Interim Analysis of Solutions Report due	October 16, 2006
Deliverable 4: Interim Implementation Plan Report Due	November 16, 2006
State and Regional Workshops	October 20 – November 22
National Meeting	February 2007
Deliverable 5: Final Assessment and Analysis Report due	February 15, 2007
Deliverable 6: Final State Implementation Plan Report due	February 15, 2007

Project Status

The Health Policy Institute of Ohio has received permission from the Governor’s Office to develop Ohio’s HISPC RFP response and serve as the subcontractor for the project.

HPIO staff is working with staff from the Center for Healthy Communities at Wright State University to write the RFP response.

Project Needs

- List of participants for workgroups
- Identification of direct and indirect matching funds for the contract
- Signatures on a multi-group letter of support