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Washington State eHealth Coordinator

Roles & Responsibilities

Role	Responsibilities
<p>Facilitate, coordinate and guide the strategic direction setting and key decisions before the State Health Information Infrastructure Governance body.</p>	<ul style="list-style-type: none"> • Bring State eHealth office staff and other state agency participants into the workgroups convened under a <i>possible future</i> governance entity <ul style="list-style-type: none"> ○ Privacy & Security ○ Statewide HIE/HIT Program implementation & evaluation ○ HIE architecture & technical design ○ Organization & governance ○ Business Plan & financial sustainment ○ Communication & Outreach ○ Consumer access & control of Electronic Medical Information • Identify experts in topic areas to support the governance entity by bringing the best knowledge to the table when developing recommendations by workgroups and informing key decisions that will come before the governance body • The State ehealth Coordinator participates as a voting member of an eventual governance entity
<p>Assure that an effective model for the State Health Information Infrastructure Governance body is agreed-upon & formed, and accountability is defined.</p>	<ul style="list-style-type: none"> • Work collaboratively with HIIAB, the designated SB5501/HIE Lead Organization and other State Agencies to plan, form, staff and fund the State Health Information Infrastructure Governance body. • Plan and request ARRA funding from ONC to support planning, formation and staffing of the governance body. • Bring NGA guidance on state HIE governance structures to planning and formation decisions for the governance body • Bring State eHealth Collaborative Enterprise cooperative agreements with Lead Organizations (roles & responsibilities) to

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	<p>planning and formation decisions for the governance body</p> <ul style="list-style-type: none">• Bring proposed guiding principles and attributes to planning and formation decisions for the governance body:<ul style="list-style-type: none">○ Guiding principles (roles, decision making, non-hierarchical...)○ Attributes of governance body (open/transparent, broadest coverage of constituents, most return for cost, robust process for measuring results...)• Plan and request ARRA funding from ONC to enable initial governance operations or until self sustaining.
Lead development of the State Health IT Strategic Plan to reflect the vision, direction and requirements of Washington State, designated HIE Lead Organization, other designated Lead Organizations and the WA Consumer community in the completed State Health IT Strategic Plan & Operational Plan.	<ul style="list-style-type: none">• The State eHealth Coordinator is responsible to the ONC as the lead of the State Health IT Strategic & Operational Plan development during the last quarter of 2009 and first quarter 2010.• Assure that the State Strategic & Operational Plans are in accordance with ONC.• Assure that State Strategic & Operational Plans are developed with full engagement of the designated HIE Lead Organization & other Lead Organizations.• Assure governance body approves State Strategic & Operational Plans
Coordinate an integrated approach with state Medicaid and state Public Health	<ul style="list-style-type: none">• Effectively coordinate State Strategic Plans, Funding Sources, performance measure reporting and communication strategies with state Medicaid and state Public Health.• Assure that state HIE architecture and implementation plans are integrated with state Medicaid and state Public Health.
Coordinate an integrated approach with Regional Extension Center(s)	<ul style="list-style-type: none">• Effectively coordinate State Strategic Plans, Funding Sources, performance measure reporting and communication strategies with state Regional Extension Center(s).• Assure that state HIE architecture and implementation plans are integrated with state Regional Extension Center(s).

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<p>Convene & coordinate across state government</p>	<ul style="list-style-type: none">• Coordinate state government participation in the State HIE.• Assure communication of key decisions, directions and strategies to all state government.• Help drive direction of state HIT/HIE planning & projects to be consistent with and linked to the State Health IT Strategic Plan.
<p>Accountable for State HIE Program milestones, timelines, performance measurement & evaluation and expenditures under a cooperative agreement with the ONC.</p>	<ul style="list-style-type: none">• Track and report progress to ONC against milestones and key performance metrics.• Annually revisit and update State Strategic Plan and Operational Plan and submit updated plans to ONC for approval.• Regularly complete and submit all required reports and forms for funds subject to HHS Administrative Requirements• Quarterly Financial and Programmatic reporting consistent with ARRA reporting requirements.• Track and account for the expenditure of all funds from ONC for the State HIE Program. Submit an annual Financial Status Report (SF-269) required within 90 days of the end of each budget and project period. Comply with audit requirements of the OMB Circular A-133.• Retain all records for a period of three years from the date the annual FSR is submitted (see 45 CFR 74.53 and 92.42 for exceptions to the 3 year retention).
<p>State official accountable for WA state Cooperative Agreement with ONC</p>	<ul style="list-style-type: none">• Accountable for the cooperative agreement terms and conditions of the award• Effectively coordinate with assigned ONC Project Officer• Participate in State HIE forum and Leadership Training• Effectively collaborate with state Medicaid Director• Effectively collaborate with Regional Extension Centers• Comply with all reporting requirements• Cooperate with ONC directed national program evaluation.