



Special Meeting of the Data Privacy, Confidentiality and Security Subcommittee

Meeting Minutes

Date: Thursday, June 26, 2014
Time: 1:00 p.m. - 3:00 p.m. EST
Location: Legislative Office Building, Hearing Room 1E
300 Capital Avenue, Hartford, CT

Members Present: Dr. Robert Scalettar (Chair), Robert Aseltine, Demian Fontanella, James Iacobellis (phone), Phyllis Hyman, Matthew Katz (phone), Shawn Rutchick, Mary Taylor, Joshua Wojcik

Members Absent: Jean Rexford, Brenda Shipley, Victor Villagra

Other Participants: Joan Feldman, Tamim Ahmed, Robert Blundo, Matthew Salner, Christen Orticari

I. Call to Order and Introductions

Dr. Robert Scalettar called the meeting to order at 1:00 p.m. by welcoming attendees. Dr. Scalettar provided a brief update to the subcommittee. Members introduced themselves.

II. Public Comment

A public comment was made by Susan Israel to encourage legislators to consider taking legislative action to further protect medical records and allow for an opt-out model. Ms. Israel provided members of the subcommittee a copy of her written comments and questions.

III. Review and Approval of Minutes for April 1, 2014 Meeting

Acceptance of the minutes was tabled until the next meeting.

IV. Revised Committee Charge Language

Dr. Scalettar reviewed the amended subcommittee charge language. The word “process” was added to the line “to create effective and transparent processes and policies to ensure information is properly protected...” Other administrative changes included making plural the term “agreement” and replacing “individually identifiable information” with “information.” Ms. Taylor motioned to approve the revised charter language. Mr. Rutchick seconded. Motion passed unanimously without abstention.

V. Proposed Broad Outline of Data Governance Processes

Mr. Ahmed presented a proposed broad outline of data governance processes, and briefed members on aspects of the APCD Policy and Procedures document that necessitated the development of a data governance framework. Mr. Ahmed provided an overview of data disclosure requirements and processes proposed for internal and external users and analysis. Mr. Ahmed explained the structure and function of a data release committee (DRC) and critical components to include in a data request evaluation criteria and protocol. Approved entities would be held to Data Use Agreements (DUA). Dr. Scalettar remarked that since time was of the essence in light of the grant, the data review and release processes, DRC workgroup proposal, and DUA

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framework should be prepared and presented in early fall. **Dr. Scalettar asked for a motion for staff to build, a proposed ‘straw man’ data governance model that would include proposed processes for managing internal and external users, a strategy for DRC and DUA composition, as well as a framework of data review and release policies, procedures. Mr. Aseltine made the motion. Ms. Taylor seconded. Motion passed unanimously without abstention.** Mr. Aseltine and Ms. Taylor recommended that existing IRB protocols, APCD data release processes and data use agreements be leveraged in development of the straw man model.

VI. Security Related RFP and RTM Requirements For The Data Management Vendor

Mr. Blundo provided an overview of the requirements related to privacy and security in the publically available Request for Proposals (RFP) and Requirements Traceability Matrix (RTM) documents. Mr. Blundo summarized the four main RFP and RTM components which included: data collection, data management managed environment, and reporting software and services. Mr. Blundo reviewed industry standards and other requirements for privacy and security within each RFP and RTM domain. He reported on the encryption standards and processes, authentication requirements, anonymization protocol, and services to be performed in the future during APCD project implementation.

VII. Update and Overview of Preferred Vendor Security Audit

Mr. Blundo announced that the cybersecurity audit vendor, Global Cyber Risk, would perform the security audit of the preferred vendor, and provided an overview of the audit scope, services and audit event timeline. Mr. Blundo summarized the proposed audit cycle of the proposed APCD Data Management Vendor. He indicated contract signing with the preferred data management vendor would be contingent on a successful cybersecurity audit and remediation of vulnerabilities identified. In addition to the audit, an independent evaluation of the anonymization strategies and methodologies proposed by AHA for receiving, sanitizing, anonymizing, storing, and transmitting health data would be performed. Mr. Blundo also indicated that the cybersecurity contractor would assist in proposing contract language related to security services and would perform future security code audits upon request by AHA.

VIII. Next Steps

Mr. Ahmed explained contract negotiations were ongoing and the proposed modified timeline for data intake and reporting was contingent on the date of contract enactment. Mr. Blundo reviewed the AHA proposal for an updated timeline for data submission, which was presented at the June 12 Special Meeting of the APCD Advisory Group. Mr. Blundo reiterated that staff would propose an outline of data governance processes, policies, DUA(s), and strategy for DRC composition by the next meeting.

IX. Future Meetings

The next meeting was to be planned for September.

X. Adjournment

Dr. Scalettar asked for a motion to adjourn the meeting. Demian Fontanella seconded the motion, and passed unanimously. The meeting was adjourned at 3:00 p.m.