

<h1>P3N Policy #9</h1> <h2>Health Information Exchange Trust Community Committee (HIETCC) Participation Policy</h2>	
<h3>PA eHealth Partnership Program</h3>	
Subject: P3N HIETCC Participation Policy	Version: v.4b
Status: Effective January 1, 2024	Creator: Kay Shaffer
Approval Date: October 4, 2023	Contact: Kay Shaffer (kashaffer@pa.gov)
Original Issue Date: April 13, 2015	Last Review Date: October 4, 2023
Related Documents:	-P3N Application For Participation v.4c -Certification Policy and Process -Data and Privacy Breach -Technical Requirements -Terms and Definitions -Pennsylvania eHealth Partnership Program Uniform Participant Agreement v.4b

1. **PURPOSE.** This policy establishes the requirements and responsibilities for Certified Participants (CPs) to join and participate in the Health Information Exchange Trust Community Committee (HIETCC). An active HIETCC is vital to the success of the participants and P3N.
2. **SCOPE.** This document applies to all CPs connected to the Pennsylvania Patient and Provider Network (P3N).
 - 2.1. This policy is intended to be consistent with and does not replace or supersede any Federal regulations or laws (such as Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH)) or State privacy and security laws and regulations.
3. **OBJECTIVES.** The objective of this policy is to:
 - 3.1. Define the requirements to participate in the HIETCC
 - 3.2. Define the responsibilities of the HIETCC and its members

4. **POLICY**

4.1. **General**

- 4.1.1. The HIETCC collaborates with PA eHealth to advance the cause of establishing health exchange and interoperable HIE services in Pennsylvania.
- 4.1.2. The HIETCC is governed by this policy and bylaws.
- 4.1.3. The HIETCC is an advisory body comprised of the health information organizations (HIOs) certified by the Pennsylvania eHealth Partnership Program (PA eHealth).
- 4.1.4. Participation in the HIETCC is compulsory for CPs. Membership is also open to HIOs that have been granted Provisional CP status.
- 4.1.5. CPs and Provisional CPs shall assign one or more representatives to represent their organization on the HIETCC.
- 4.1.6. CPs shall have only one vote per organization, and Provisional CPs shall have only one vote per organization once their PAR has been fully executed.

4.2. **HIETCC Responsibilities**

- 4.2.1. HIETCC shall select a Chair that will facilitate the HIETCC meetings and be a point of contact for PA eHealth and the HIO's.
 - 4.2.1.1. HIETCC Chair's term is one (1) year starting on January 1.
- 4.2.2. HIETCC shall meet on a regular basis as agreed upon by the CP's and PA eHealth.
- 4.2.3. Any HIETCC member may suggest changes to the policies, procedures, and operation of the P3N.
- 4.2.4. HIETCC shall review and make recommendations regarding the policies, procedures, and operation of the P3N before adoption or rejection of such changes, unless changes in law require immediate implementation. HIETCC and PA eHealth will work in good faith and collaborate together on any proposed changes.
- 4.2.5. HIETCC shall review and recommend changes to the P3N Certification Package at a minimum, once (1) per year.
 - 4.2.5.1. PA eHealth will collaborate with the HIETCC to review and comment on changes to the P3N Certification Package before changes are implemented, unless changes must be immediately implemented by law.

- 4.2.5.2. All changes to the P3N Certification Package are subject to provision 4.1.4. and the P3N Policy #2 Documentation Change Management.
- 4.2.6. PA eHealth shall provide reports and information to HIETCC regarding the P3N and any metrics reported by the CPs.
- 4.2.7. PA eHealth shall seek the advice of HIETCC to determine useful and reportable metrics.
 - 4.2.7.1. CP may need to supply technical representatives with knowledge of what their entities can report as well as representatives with knowledge of what is useful to report.