

## **Work Group and Council Charters**

### **Network Operations Work Group Charter**

#### **Overview**

The Colorado Health Observation Regional Data Service (CHORDS) is a regional collaborative partnership among Colorado health care delivery systems, public health departments, the Colorado Regional Health Information Organization (CORHIO), and the University of Colorado Anschutz Medical Campus to share health data. CHORDS collects, analyzes and presents data from participating partners' electronic health records (EHRs) to monitor population health, target areas for intervention, and conduct research and evaluation activities. This charter will be reviewed as needed.

#### **Purpose**

The Network Operations Work Group is responsible for day-to-day oversight of CHORDS operations, including installing, testing, maintaining and developing CHORDS data sharing software. This group is also responsible for implementing all network access and security privileges for data partners and data users as instructed by the Governance Committee, including scheduling of technical activities and identifying necessary resources; and prompt reporting of any data privacy or security incident to the Governance Committee, affected organizations, and appropriate regulatory authorities.

The Network Operations Work Group aids new users in the onboarding process and trainings, assesses appropriate network use (frequency and nature of requests being submitted), and assists in identifying data quality issues and developing solutions. The Network Operations Work Group provides the Governance Committee with analyses of the benefits and costs of software changes and upgrades, and implements any changes the Governance Committee approves.

#### **Membership**

The Network Operations Work Group includes data partners, data users, technology partners and interested stakeholders. Membership is voluntary. The Work Group will have two chairpersons, with at least one chairperson also serving as a CHORDS Governing Board member. The chairpersons will serve as liaisons between the Governing Board and the Network Operations Work Group.

#### **Guiding Principles**

The Network Operations Work Group follows the principles outlined in the CHORDS Governance Policies and Guidelines.

#### **Decision-making**

Consensus-based decisions are preferred; however, decision-making processes will vary depending upon the issue. The Network Operations Work Group chairpersons will determine, with input from the members, whether to seek consensus or use a voting process to make decisions. The Network Operations Work Group follows the decision-making procedures outlined in the CHORDS Governance Policies and Guidelines.

#### **Meetings**

The Network Operations Work Group meets quarterly and communicates using email as needed. The chairpersons can convene a meeting in the intervening weeks if necessary to discuss time-sensitive opportunities.

## **Project Development Work Group Charter**

### **Overview**

The Colorado Health Observation Regional Data Service (CHORDS) is a regional collaborative partnership among Colorado health care delivery systems, public health departments, the Colorado Regional Health Information Organization (CORHIO), and the University of Colorado Anschutz Medical Campus to share health data. CHORDS collects, analyzes and presents data from participating partners' electronic health records (EHRs) to monitor population health, target areas for intervention, and conduct research and evaluation activities.

### **Purpose**

The Project Development Work Group is responsible for fostering high-quality monitoring, evaluation, quality improvement, and research activities through CHORDS. This includes assisting users in developing their questions, assessing project feasibility and assisting the Governing Board or Executive Committee in prioritizing requests.

The Project Development Work Group develops and reviews new and existing public health and research uses; advises potential users of the system; and manages project planning and timelines. It will work with existing data users and engage new ones. The Project Development Work Group may delegate specific projects and opportunities to a Community of Practice among data users. Separate Project Development Work Groups may be convened for public health users and researchers.

### **Membership**

The Project Development Work Group includes data partners, data users, technology partners and interested stakeholders. Membership is voluntary. The Work Group will have two chairpersons, with at least one chairperson also serving as a CHORDS Governing Board member. The chairpersons will serve as liaisons between the Governing Board and the Project Development Work Group.

### **Guiding Principles**

The Project Development Work Group follows the principles outlined in the CHORDS Governance Policies and Guidelines.

### **Decision-making**

Consensus-based decisions are preferred; however, decision-making processes will vary depending upon the issue. The Project Development Work Group chairpersons will determine, with input from the members, whether to seek consensus or use a voting process to make decisions. The Project Development Work Group follows the decision-making procedures outlined in the CHORDS Governance Policies and Guidelines.

### **Meetings**

The Project Development Work Group meets monthly. The chairpersons can convene a meeting in the intervening weeks if necessary to discuss time-sensitive opportunities. This charter will be reviewed as needed.

## **Data Work Group Charter**

### **Overview**

The Colorado Health Observation Regional Data Service (CHORDS) is a regional collaborative partnership among Colorado health care delivery systems, public health departments, the Colorado Regional Health Information Organization (CORHIO), and the University of Colorado Anschutz Medical Campus to share health data. CHORDS collects, analyzes and presents data from participating partners' electronic health records (EHRs) to monitor population health, target areas for intervention, and conduct research and evaluation activities. This charter will be reviewed as needed.

### **Purpose**

The Data Work Group is responsible for identifying requirements and standards for data curation, exchange and use.

The Data Work Group oversees the process for defining the data model, proposing modifications including new tables and variables or changes to existing ones and scheduling their implementation on an annual basis. The group is also responsible for implementing a master patient identifier solution.

The Data Work Group provides the Governance Committee with analyses of the benefits and costs of proposed modifications. This group also works closely with the Project Development Work Group to determine the feasibility and costs associated with new requests and adapters.

The Data Work Group is responsible for activities related to data definition and harmonization, and data quality assurance. These activities may require handling of confidential data not for public release.

The Data Work Group may convene Communities of Practice among data partners around specific data-related needs.

### **Membership**

The Data Work Group includes data partners and technology partners. Membership is voluntary.

The Work Group will have two chairpersons, with at least one chairperson also serving as a CHORDS Governing Board member. The chairpersons will serve as liaisons between the Governing Board and the Data Work Group.

### **Guiding Principles**

The Data Work Group follows the principles outlined in the CHORDS Governance Policies and Guidelines.

### **Decision-making**

Consensus-based decisions are preferred; however, decision-making processes will vary depending upon the issue. The Data Work Group chairpersons will determine, with input from the members, whether to seek consensus or use a voting process to make decisions.

The Data Work Group follows the decision-making procedures outlined in the CHORDS Governance Policies and Guidelines.

### **Meetings**

The Data Work Group meets monthly and communicates using email as needed. The chairpersons can convene a meeting in the intervening weeks if necessary to discuss time-sensitive opportunities.

## **Research Council Charter**

### **Overview**

The Colorado Health Observation Regional Data Service (CHORDS) is a regional collaborative partnership among Colorado health care delivery systems, public health departments, the Colorado Regional Health Information Organization (CORHIO), and the University of Colorado Anschutz Medical Campus to share health data. CHORDS collects, analyzes and presents data from participating partners' electronic health records (EHRs) to monitor population health, target areas for intervention, and conduct research and evaluation activities.

### **Purpose**

The Research Council is responsible for fostering high-quality research projects that use and disseminate CHORDS data in analyses. This includes refining research questions with investigators, recommending appropriate and feasible research projects, and assisting the Project Development Work Group and the Governance Committee in prioritizing requests.

The Research Council reviews new research projects; advises potential users of the system, the data available, and necessary IRB and data agreement processes; and manages project planning and timelines for research projects. The Council works with existing data users and engages new users.

### **Membership**

The Research Council includes data partners, data users, technology partners, the researcher leading a given project, and interested stakeholders. Membership in the Council is voluntary. The Council will have two chairpersons, with one chairperson also serving as the Project Manager for Research (PMR). The chairpersons will serve as liaisons between the Research Council, the Governance Committee, the Data Work Group and the Project Development Work Group as needed.

### **Guiding Principles**

The Research Council follows the principles outlined in the CHORDS Governance Policies and Guidelines.

### **Decision-making**

Consensus-based decisions are preferred; however, decision-making processes will vary depending upon the issue. The Research Council chairpersons will determine, with input from the members, whether to seek consensus or use a voting process to make decisions.

The Research Council follows the decision-making procedures outlined in the CHORDS Governance Policies and Guidelines. Final decisionmaking power regarding approval of research requests resides with the Governance Committee. Only aggregate/count PTR requests using the existing data model can proceed with Council approval alone.

### **Meetings**

The Research Council meets monthly. The chairpersons can convene a meeting in the intervening weeks if necessary to discuss time-sensitive opportunities. Communication regarding new projects may also occur over email if needed.

This charter will be reviewed as needed.