

LOUISIANA HEALTH CARE QUALITY FORUM

POLICY: Participation Requirements for LaHIE	EFFECTIVE: 10-01-2011
DEPARTMENT: LaHIE	REVISED:

PURPOSE

To provide guidelines defining the mandatory participation requirements as it relates to the Louisiana Health Information Exchange (LaHIE) provided by the Louisiana Health Care Quality Forum and to outline the process used to onboard Participants onto LaHIE.

PROCESS

1. Prior to accessing or making clinical data accessible through LaHIE, each Participant must sign:
 - a. The Participation Agreement
 - b. The Business Associates Agreement
2. The Health IT Director or his/her designee is responsible for assuring that each Participant has executed a Participation Agreement prior to participating in the Exchange and/or exchanging Data.
3. As part of the onboarding process, the Participant will provide LaHIE with:
 - a. All the necessary contact information, i.e. Privacy/Security Officer, IT contact, Participation Agreement contact, etc.
 - b. Completed Readiness Questionnaire
 - c. Ensure that all Authorized Users have been properly assigned and documentation acquired.
4. Each Participant will provide system support services necessary for activities related to sharing and viewing data using LaHIE, and for maintaining hardware used in connection with LaHIE.
5. Each Participant is responsible for:
 - a. Maintaining internet connectivity and for the performance of LaHIE as limited by that connectivity.
 - b. Cooperating with LaHIE's staff or support personnel in troubleshooting any difficulties experienced by Authorized Users with respect to access and performance of LaHIE.
 - c. Cooperating with LaHIE and its vendors in testing and implementing the system and any upgrades to LaHIE.
6. Participants that contribute Data to LaHIE are responsible for:
 - a. Monitoring Data Exchanges from its systems to LaHIE's Clinical Data Repository and solving any problems that may arise with respect to such Data Exchanges, ensuring accurate and complete loading of clinical Data from its legacy systems to the Clinical Data Repository. The Participant must notify LaHIE of any problems in the regular Data Exchange to the Clinical Data Repository.
 - b. Ensuring that processes are in place so that the impact on the Clinical Data Repository and LaHIE of any changes to the legacy systems or operating environment are evaluated and tested, as necessary. The Participant must notify LaHIE in advance of any system changes that will require an update to the Clinical Data Repository so that LaHIE can participate in modification and/or testing procedures.
 - c. Monitoring the VPN connectivity and coordinating with LaHIE support services in accordance with the escalation process developed by the Health IT Director or his/her designee as necessary to troubleshoot and resolve any problems or issues.

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APPROVAL:

Cindy Munn

Executive Director

Louisiana Health Care Quality Forum