

IT Governance Committee Minutes September 21, 2004

Members Present: Steve Barclay, Michael Brook, Karen Butter, Thomas Ferrin, Paulette Gregg, Clay Johnston, Mark Laret, Todd Lawrence, Ken Orgill, Jonathan Showstack, Michael Stryker, Eugene Washington

Members Absent: Ron Arenson, Larry Lotenero

Staff Present: Meg Kennedy

Guests Present: Michael Blum, Jose Claudio, Lynda Jacobsen, Vicky Kirby-Martin, Joyce McKinney, Carl Tianen, Ian Tuller

Introductions

Mark Laret introduced Michael Blum, Medical Director, Medical Center Information Technology, who was attending for Larry Lotenero. Ken Orgill introduced Lynda Jacobsen who recently joined Information Technology Services as Director of Strategic Planning and Resource Management and will be attending future Committee meetings.

Status of HIPAA Compliance

The following representatives from the HIPAA implementation team attended the meeting to give an update on the project:

- Jose Claudio, Director, Infrastructure Services, Medical Center IT; Co-Chair, HIPAA Technical Subcommittee
- Carl Tianen, UCSF Information Security Officer, ITS; Co-Chair HIPAA Technical Subcommittee
- Vicky Kirby-Martin, Associate UCSF Privacy Officer
- Deborah Yano-Fong, UCSF Chief Privacy Officer

The slides from their presentation are available [here](#).

Deborah Yano-Fong distributed a [flow chart](#) outlining the sequence of events that must take place if a laptop, mobile device, or other media containing ePHI is lost or stolen. The first task when a report is made is to determine whether ePHI and/or personal information is stored on the device. Subsequent actions are dictated by the answer to that question.

In response to the question “Must data be encrypted?”, Carl and Jose told the Committee that encryption is not yet required as part of the policy. Since encryption methods require a master key, UCSF must have a consolidated effort. Staff are now looking at simple, inexpensive solutions that can be easily implemented.

Measures that can be taken by individuals right now include password protecting files, not storing ePHI on mobile devices unless absolutely necessary, and, if mobile devices must be used to store ePHI, doing so for as short a period of time as possible.

Proposals for policies on this issue will be formulated and brought to the IT Governance Committee for their review and approval.

Karen Butter pointed out that students with access to ePHI are using computers in the Library. They need to be educated in the appropriate handling of ePHI.

Steve Barclay told the HIPAA representatives that the IT Governance Committee is willing to help with the implementation project. He invited them to come back to the Committee with their requests so that the Committee will have specific items to address.

Deborah Yano-Fong told the group that the team is planning to roll-out a large scale awareness and training effort after the December holidays.

Proposal for Enterprise-Wide Search Engine

Joyce McKinney, Director of Administration, Global Health Sciences, and Co-Chair of the Web Oversight Committee, was in attendance in response to the Committee's prior request that she present an expanded version of the proposal requesting funding for an enterprise-wide search engine and one FTE to manage the search engine and help provide oversight for web standards.

The entire proposal is available [here](#).

Michael Stryker asked whether it was feasible to hire a consultant just to implement the search engine. Ian Tuller answered that the intent of the Web Oversight Committee was to hire a web specialist who could do that and more. Todd Lawrence pointed out that if there is no enterprise-wide search engine, departments will begin to buy their own in order to customize them thus further decentralizing the process.

Clay Johnson said that one of the benefits of implementing a UCSF-wide search engine is that the hierarchy of search results can be tailored, and there can be specialized searches created to address common inquires.

Mark Laret suggested that perhaps someone needs to be brought in to review the total UCSF web strategy.

Michael Stryker asked whether the Web Oversight Committee could provide good examples of institutions that are doing the right thing with their search engines and web presence in general. Joyce replied that that the Web Oversight Committee had done web site reviews as part of their preparation, and that most of our peer institutions are doing very well – better than we are.

Steve Barclay told Joyce that he felt the Governance Committee would be interested in seeing more information about best practices for university web sites.

Steve and Mark will discuss the proposal further, and contact the Web Oversight Committee with an official response to the proposal on behalf of the Governance Committee.

Status Report on Proposal for Enhanced Center for Instructional Technology/Learning Management System

After the need for an expanded learning management system was raised by the Web Oversight Committee at the April 2004 meeting, Karen Butter was asked to put together a group to investigate this issue and make a recommendation. Karen reported that she has formed a group that includes those who play key roles in this area. They have identified major issues and discussed how to collaborate on addressing them.

Karen distributed a [progress report](#) on the group's findings to date and their planned next steps.

Possible Solution to Webcasting Needs

Michael Stryker asked that the Committee discuss the status of webcasting opportunities. Karen Butter has been working with a group to address this issue and will be making a report soon. It looks like a system is available that can do about 95% of what is wanted.

Once a system is selected, there will be further questions to answer about how it will be administered. Will it be centrally managed? Will it be done department by department? How will it be funded?

The equipment is portable and provides live-streaming, archiving, and on demand viewing. It's a non interactive system – not two-way videoconferencing.

Tom Ferrin said that QB3 (California Institute for Quantitative Biomedical Research) is buying one for their new building at Mission Bay.

Ken Orgill said that he is involved in researching desktop videoconferencing systems. He feels that this approach works well for one-on-one situations, but that as more participants are added the complexities of the system begin to create problems. The desktop solution is also impacted by the need to be both Mac and PC compatible.

Karen's group is also going to investigate what other campuses are doing to solve this problem.

Adjournment

Due to lack of time, the last agenda items were deferred until the October 25 meeting.