

<b>Southeast Michigan Health Information Exchange</b>	<b>Version</b>	FINAL
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## Functional Design Work Group (FDWG) Charter

<b>Work Group</b>	Functional Design
<b>Focus</b>	Support the overall SEMHIE mission, vision and objectives by developing and prioritizing functionality requirements
<b>Objectives</b>	<ul style="list-style-type: none"> <li>Develops and prioritizes functionality requirements</li> </ul>
<b>Deliverables</b>	<p>From Work Breakdown Structure:</p> <p><u>Individual Activity #</u></p> <ul style="list-style-type: none"> <li>15 Draft inventory of existing services and readiness (w/ TDWG)</li> <li>16 Identify and define potential HIE capabilities and services</li> <li>20 Confirm and prioritize scope of services</li> <li>27 Develop phase 1 requirements (w/ TDWG)</li> <li>36 Evaluate alternatives and design technical strategy (w/ TDWG)</li> <li>38 Develop requirements for future phases (w/ TDWG)</li> </ul> <p><u>Governance Committee-led Activities</u></p> <ul style="list-style-type: none"> <li>12 Hold kickoff and subsequent meetings with stakeholders</li> <li>23 Develop, issue, and assess RFI</li> <li>35 Launch formal organization</li> <li>37 Develop RFP</li> <li>39 Issue RFP</li> <li>40 Evaluate proposals</li> <li>41 Select phase 1 vendors</li> <li>42 Phase 1 implementation</li> </ul>
<b>Scope</b>	<p>The scope of the FDWG is to:</p> <ul style="list-style-type: none"> <li>Investigate and documents existing services and readiness with the Southeast Michigan Medical Trading Area</li> <li>Identify and prioritizes potential HIE functionality and/or services</li> <li>Coordinate with other regional HIEs, as appropriate, when prioritizing functionality and/or services</li> <li>Develop initial and future phase functionality and/or services priorities and functional requirements</li> <li>Ensure that functional requirements are not lost as a result of vendor selection and/or implementation</li> <li>Assist with the creation of vendor RFIs and RFPs and with the evaluation of vendor responses</li> <li>Assist with the selection and implementation of vendor solutions</li> </ul>

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<b>Assumptions</b>	<ul style="list-style-type: none"> <li>• There will be several sub-groups established to provide input into the Functional Design Work Group</li> <li>• Membership of the sub-groups should be multi-disciplinary representing a patient centric view of healthcare</li> <li>• Functional requirements should be supported by existing and proven technologies</li> <li>• The functional design should include a foundation that additional and future requirements can be built upon</li> <li>• FDWG will consider “best practices” and successful solutions from other HIEs</li> <li>• The resource center will be used for coordination and support to the FDWG</li> <li>• Collaboration with the other Work Groups is required</li> </ul> <p>Each work group member will agree to comply with the following requirements:</p> <ol style="list-style-type: none"> <li>1. To abide by the standards of conduct defined by the GC</li> <li>2. To direct the work group’s efforts toward achieving the goals and objectives defined by the GC and SEMHIE Work Breakdown Structure</li> <li>3. To review all meeting materials in advance of each meeting, when these materials are provided in accordance with established timelines</li> <li>4. To attend all scheduled meetings of the work group in person or via teleconference, except in cases of unforeseen or unavoidable schedule conflicts</li> </ol>	
<b>Risks</b>	<ul style="list-style-type: none"> <li>• The quantification and measurement of functionality to equitably benefit stakeholders and the community</li> <li>• Sustaining participant interest through quick successes in identification of sustainable functionality</li> <li>• Securing community input without inadvertently excluding anyone</li> <li>• Balancing priorities to, as quickly as possible, reach a broad community base without jeopardizing the success of the SEMHIE</li> <li>• Balancing conflicting priorities of participants</li> <li>• Reconciliation of cost vs. benefit perceptions and realities</li> </ul>	
<b>Boundaries</b>	<p>FDWG needs to coordinate with the Technical Design Work Group (TDWG). In addition, the FDWG needs to coordinate with the Community Benefits Group to ensure that the functional requirements will support the identified community benefits.</p> <p>The FDWG will provide clarity on the functionality priorities, benefits, and requirements while the TDWG will insure applicable technologies and architecture support functional requirements.</p> <p>The FDWG should support open technical standards for application interoperability (Need to stay away from vendor-specific and technology-specific discussions/perspectives).</p>	
<b>Stakeholders</b>	<p>The FDWG will require a diverse set of stakeholders that broadly but authoritatively represent the Southeast Michigan community, including the following types of representatives:</p> <ul style="list-style-type: none"> <li>• Providers –Physicians, Pharmacy, Nursing Participation, health system, public and mental health</li> <li>• Employers purchasing health care</li> <li>• Insurers processing claims and contracting with provider (presenting private and public insurers (Medicaid, Medicare, Blue Cross, etc.)</li> <li>• University with Medical School affiliation</li> <li>• Business partner representing local medical societies</li> <li>• RHIO/HIE expert participating in a consultative role</li> <li>• Security and privacy official</li> </ul>	

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<b>How the Work Group will Function</b>	Working at the direction of the GC, the FDWG will consist of members that will elect a Chair and other officers as necessary. The Chair shall prepare the agenda for all meetings, which shall include, but not be limited to the following: the date, time, place, and topics to be discussed. The work group will refer to the SEMHIE Operating Rules and will use Robert's Rules of Order, Newly Revised, to make any administrative or procedural determination that is required.	
<b>Decision Making Process</b>	The FDWG shall conduct business in line with Article IV of the SEMHIE Operating Rules entitled Governance Committee Meetings.	
<b>Documentation</b>	To be coordinated with Altarum.	
<b>Signatures</b>	We will ask work group members to sign an agreed-upon final version of this charter	