

Statewide HIPAA Project Strategic Plan

Business Partners Committee Tactics

August 10, 2001

I. HIPAA Business Purpose Statement: *To comply with Federal HIPAA requirements in a collaborative, timely, consistent, and cost-effective manner that is responsive to our Business Partners.*

II. Strategies:

A. Secure Funding Necessary to Implement HIPAA

Tactics

- The BPC concluded that the issue of securing funding to implement HIPAA remains a strategic issue as opposed to a tactical issue. Upon resolution of the strategic issue (i.e. do we seek state level funding or a special appropriation), the BPC can address the tactical issues necessary for successful implementation.

B. Develop Effective Education and Outreach Programs to Foster Communications Among State and Local Business Partners

Tactics

1. Develop Education Workgroup – The Education Workgroup will be assigned the responsibility for identifying all stakeholders and their educational requirements. Their responsibilities include:
 - Assessing educational needs of stakeholders including state agencies and local business partners (3rd Q CY 01)
 - Identifying and/or developing selected common training materials for use with agencies and business partners (Commence 3rd Q – Ongoing)
 - Disseminating materials to impacted groups (Ongoing)
 - Sponsoring educational seminars (Ongoing)Assigned: Education Workgroup

2. HIPAA Web Site – Explore the feasibility and develop, if appropriate, a HIPAA web site to disseminate HIPAA information and training materials. Tasks will include:

- Assessing the feasibility of developing a single HIPAA web page to serve the communication needs of the impacted state and local business partner needs (3rd Q)
 - Designing and developing, as appropriate, the HIPAA web page (4th Q)
 - Managing the web page to assure timely accurate information (Ongoing)
- Assigned : BPC with support of PMO
3. Business Partner Communications – Explore the feasibility and develop, as appropriate, a business partner communication vehicle. Tasks include:
- Assessing the feasibility of developing a “Forum for Local HIPAA Implementation” to bring together the state and its community partners (3rd Q)
 - Developing and supporting, as appropriate, the forum to provide effective two-way communication between the state and community business partners (4th Q)
- Assigned: BPC

C. Make Available Timely, Consistent, Simple Work Products and Tools for Ourselves and Our Business Partners to Promote Cost Effective HIPAA Implementation

Tactics

1. Develop HIPAA Workgroups – The BPC will develop and manage project workgroups to address specific issues related to HIPAA. The work products of these groups, as appropriate, will be available to state agencies and business partners for use in the implementation of HIPAA. The workgroups will include:
 - Privacy Workgroup – This group is be responsible for developing a baseline privacy standard which can be adopted by state agencies and/or business partners.(Ongoing)
 - Security Workgroup – The group is charged with the responsibility for developing a baseline security standard which can be adopted by state agencies and/or business partners. (Ongoing)
 - Education Workgroup (as detailed under Strategy B) - This group will develop work products that can be used by state and other groups.(Ongoing)

- Code Sets Workgroup – This group will resolve interagency code issues and associated “work arounds.” The work products of this group can be used by agencies and business partners in operating under HIPAA. (Ongoing)
 - Agreements/Contracts and Legal Workgroup – This group has been charged with the responsibility for developing HIPAA compliant “shell” agreements that can be adapted by state agencies and business partners. (Ongoing)
2. Web Site – (See Strategy B 2 for Detail)
 3. Business Partners Communication – (See Strategy B 3 for Detail)
 4. Disseminate HIPAA Information - The BPC will serve as conduit for disseminating information among stakeholders including state agencies and business partners. (Ongoing)
- Assigned: BPC

D. Assure Technical Systems and Business Processes are Integrated Across Agencies for HIPAA Compliance

Tactics

1. Utilize HIPAA Workgroups – The BPC and TPC will utilize the joint workgroups to facilitate the integration of technical systems and business processes across agencies.(Ongoing)
 2. Evaluate the implications of E- Government
- Assigned: BPC and TPC

E. Develop and Promote a Statewide Consistent National Legislative and Policy Agenda Pertaining to HIPAA Compliance

Tactics

1. National Association Advocacy – The BPC will work with agency directors to coordinate a consistent position through their national associations.(Ongoing)
2. Advise Project Management Team – The BPC will advise the PM on opportunities and issues related to HIPAA.(Ongoing)

3. Coordinate positions within the state to assure a consistent legislative and policy agenda.(Ongoing)
4. Liaison Function – The PMO will perform a liaison function, as related to HIPAA, between the Governor’s Office and the state’s Washington legislative office.(Ongoing)

Assigned: BPC and TPC