CIC Operating Policy and Procedure

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<tr>
<th>Subject:</th>
<th>Change Process – Operation Policies and Procedures</th>
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<tr>
<td>Status:</td>
<td>Approved by CIC</td>
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<td>OPP-5</td>
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I. **Purpose**

The California Interoperability Committee (“CIC”) has responsibility for developing, maintaining, repealing, amending and retaining Operating Policies and Procedures (OPP). The purpose of this policy is to set forth the procedure by which the CIC will fulfill these responsibilities.

II. **Policy**

The CIC shall establish and maintain reasonable OPPs. OPPs are those documents that describe the management, operation, and participation in the California Trusted Exchange Network (“CTEN”). As may become necessary for the proper functioning of the CTEN, the CIC may establish a new OPP, or it may amend, repeal, and/or replace any existing OPPs, consistent with this policy and the CalDURSA.

III. **Procedure**

A. **Retention, Maintenance and Dissemination of Operating Policies and Procedures**

All OPPs shall be maintained in an accessible electronic and printable format. The CIC designates the California Association of Health Information Exchanges (“CAHIE”) to maintain the OPPs in a location that is accessible to all Participants, Members of the CIC, and any other stakeholders that the CIC determines require access.

All current OPPs as well as originals of all amended, repealed and replaced OPPs shall be maintained for the duration of their usefulness as determined by the CIC.

B. **Submission of Proposed New, Amended, Repealed, or Replaced Operating Policies and Procedures**

Any Participant may submit in writing to the CIC a request for the development of a new OPP, or a request for the amendment or repeal of an existing OPP. Any Member of the CIC may also bring forth any concern or question regarding OPPs. All such requests shall...
identify (i) the OPP that is the subject of the requested change (if any), (ii) the type of OPP sought (if it is a development request), (iii) a thorough description of why the request is necessary, and (iv) an analysis of the expected impact of adopting the new OPP or modifying/repealing an existing OPP.

C. Consideration of Proposed New, Amended, Repealed, or Replaced Operating Policies and Procedures

1. Except as otherwise provided in the CalDURSA, the CIC will consider any requests that meet the submission criteria set forth above at its next regularly scheduled meeting following receipt of such request. The CIC will:
   a. Prioritize requests;
   b. Consider the merits of the request, as well as the impact to Participants, Participant Users and Individuals; and
   c. Communicate actions taken with requestor.

2. Participant Comment Period. Prior to approving any new, amended, repealed or replaced OPP, the CIC shall solicit and consider comments from the Participants on the new, amended, repealed or replaced OPP.

   To promote openness and transparency, the CIC may post proposed changes to the OPPs to a publicly accessible location.

3. Objection Period. Following the CIC’s approval of the new, amended, repealed or replaced OPP, the Participants shall be given thirty (30) calendar days to review the approved OPP and register an objection if the Participant believes the new, amended, repealed or replaced OPP will have a significant adverse operational or financial impact on the Participant. Such objection shall be submitted to the CIC and contain a summary of the Participant’s reasons for the objection.

D. Approval of Changes to the Operating Policies and Procedures

1. Less Than One-Third of Participants Object. If the CIC receives objections from less than one-third of the Participants during the thirty (30) calendar day objection period, the new, amended, repealed or replaced OPP shall go into effect as approved by the CIC and on
the date identified by the CIC, unless the CIC withdraws the new, amended, repealed or replaced OPP prior to such date. Consistent with Section 11.03(d), the effective date identified by the CIC may not be any earlier than the end of the thirty (30) day calendar objection period.

2. More Than One-Third of Participants Object. If the CIC receives objections from one-third or more of the Participants during such thirty (30) calendar day period, the CIC shall review the new, amended, repealed or replaced OPP in light of the objections and make a determination as to how to modify the new, amended, repealed or replaced OPP, if at all. Once the CIC finalizes its determination, it shall communicate this determination to the Participants and seek their approval. At least two-thirds of the Participants must approve the new, amended, repealed or replaced OPP for them to become effective.

E. Implementation

1. The CIC shall provide Notice of new, amended, repealed or replaced OPP at least thirty (30) calendar days prior to the effective date of such new, amended, repealed or replaced OPP. This thirty (30) calendar day period may run concurrently with the thirty (30) calendar day objection period.

2. Within fifteen (15) calendar days of receiving Notice of the new, amended, repealed or replaced OPP, a Participant may request that the CIC delay implementation of such the new, amended, repealed or replaced OPP based on good cause.

3. The CIC shall respond to a request to delay implementation within seven (7) calendar days of receiving the request.

IV. Definitions

CalCalDURSA: California specific Data Use and Reciprocal Support Agreement

All other capitalized terms, it not defined herein shall have the same meeting as set forth in the CalDURSA.
V. **References**

- CalDURSA Section 11.3

VI. **Related Policies and Procedures**

- OPP-6: Information Handling

VII. **Version History**

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<tr>
<td>12/26/2013</td>
<td>Dave Minch</td>
<td>Initial red-lined draft.</td>
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<td>11/9/2014</td>
<td>Rim Cothren</td>
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