

 <p><b>HAWAII HEALTH SYSTEMS</b> CORPORATION "Touching Lives Everyday"</p>	<p>Department: Information Technology</p>	<p>Policy No.: <b>ITD 0034</b></p>
	<p>Issued by: VP &amp; Chief Information Officer</p>	<p>Revision No.: 1</p>
<p><b>POLICY AND PROCEDURES</b></p>	<p>Approved by: <i>Carol Van Camp</i> HHSC Board of Directors By: Carol Van Camp Its: Secretary/Treasurer</p>	<p>Effective Date: October 14, 2010</p>
<p>Subject: <b>Policy for Information Technology (IT) Governance</b></p>		<p>Supersedes Policy: April 9, 2009</p>
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I. **PURPOSE:** To establish and define a process for decision-making for Information Technology (IT).

II. **POLICY:** The Corporation and Regions recognize that active collaboration on IT projects is needed in order to maximize the opportunities, minimize the risks and take advantage of all necessary resources for selection, evaluation, implementation and subsequent support and maintenance of complex, high-cost clinical and business applications. The underlying basic assumption for this policy is that HHSC is a System and that there are inherent advantages to having standard IT solutions that will take advantage of economies of scale, (for training, support and maintenance), decreased need for multiple standards for data (creation and use, i.e. decision-reporting systems, HIPAA, etc) and addressing the anticipated requirements for interoperability between disparate systems within and without our healthcare system.

Therefore, all decisions regarding system-wide projects or projects for 1 or more regions that use information technology shall require collaboration between the Regional and System Boards of Directors, in consultation with the Regional Chief Executive Officers or their designees, in order to ensure regional input and guidance are taken into consideration for decision-making. There shall also be a forum established for open discussion regarding the impact of the decision. Those decisions pertain to IT Strategic planning, setting priorities for projects and authorizing funding for the total cost of ownership (which includes evaluation, selection, implementation, support and sustainability). The Regional Chief Executive Officers or their designees shall work together to develop all applicable and necessary procedures and criteria for projects to be sent forward for decision-making.

III. **PROCEDURE:**

A. IT Governance Committee (ITGC)

1. A Regional Board of Directors (BOD) may choose to delegate collaboration responsibilities to its respective Regional Chief Executive Officer (RCEO).
2. The decision-making group will be known as the IT Governance Committee (ITGC) as defined in the ITGC Charter. A majority vote of the whole committee is required for decision-making. Regions that choose a different path after collaboration with the ITGC, will assume any and all costs for implementing their solution and have the responsibility for ensuring compliance with all requirements as necessary for federal, state, credentialing, certifying or other regulatory agencies or entities. Regions also acknowledge that possible consequences of choosing a region-specific solution may include increased costs for implementation, support, and providing for additional data exchange requirements as well as for continuing to provide funding for the maintenance and support of applications no longer needed by the region but still in use by the other regions in the System until the contract term has expired. Regions may also lose benefits of using "best practices" solutions developed by other Regions or facilities within the Corporation.

B. Process

1. Process details are to be determined by the ITGC and/or its designee, including but not limited to criteria for, or limits on, matters to be sent to ITGC for action.
2. Suggested reference documents for the ITGC are:
  - Current ITSC Charter
  - List of Guiding Principles for IT
  - P&P ITD 0020, project request documentation

**IV. DEFINITIONS:**

**A. Information Technology (IT):** describes any technology that helps to produce, manipulate, convert, process, store, communicate, access, protect and/or disseminate information in electronic form.

**V. APPLICABILITY:** All regions and HHSC corporate office.

**VI. REFERENCE:** ITGC Charter (Rev 072310), Guiding Principles for IT, & ITD 0020