

# CalHHS Data Exchange Framework Policy and Procedure

<b>Subject: Development of and Modifications to Policies and Procedures</b>	
<b>Status: Final</b>	<b>Policy: OPP-2</b>
<b>Publication Date: July 10, 2023</b>	<b>Version: 1.1</b>

## **I. Purpose**

The Center for Data Insights and Innovation (“CDII”) has responsibility for developing, maintaining, repealing, amending and retaining Policies and Procedures to implement the California Health and Human Services Data Exchange Framework (“Data Exchange Framework”). The purpose of this policy is to set forth the procedures by which CDII will fulfill these responsibilities.

## **II. Policy**

This policy sets forth the process CDII shall follow in order to develop, amend, repeal and/or replace Policies and Procedures. An amendment to a Policy and Procedure shall be effective only if implemented as provided in this policy.

Sections III.1 and III.5 of this policy shall be effective upon publication. All other sections of this policy shall be effective as of January 31, 2024.

## **III. Procedures**

### **1. RETENTION, MAINTENANCE AND DISSEMINATION OF POLICIES AND PROCEDURES**

a. All Policies and Procedures shall be maintained in an accessible electronic and printable format by CDII in a location that is accessible to the public. All current Policies and Procedures as well as originals of all amended, repealed and replaced Policies and Procedures shall be maintained for the duration of their usefulness in accordance with state law and policy, or if no applicable state law or policy exists, as determined by CDII.

### **2. SUBMISSION OF PROPOSED NEW, AMENDED, REPEALED OR REPLACED POLICIES AND PROCEDURES**

a. Any Participant or other stakeholder CDII deems appropriate may submit a request in writing for the development of a new Policy and Procedure, or a request for the amendment or repeal of an existing Policy and Procedure. All such requests shall: (i) identify the Policy and Procedure that is the subject of the requested change (if any), (ii) identify the type of Policy and Procedure sought (if it is a development request), (iii) provide a thorough description of why the request is necessary, and (iv) provide an analysis of the expected impact of adopting the new Policy and Procedure or modifying/repealing an existing Policy and Procedure.

b. CDII may also bring forth any concern or question regarding the Policies and Procedures, propose the development of new Policies and Procedures, and/or propose the amendment or repeal of existing Policies and Procedures.

### **3. CONSIDERATION OF PROPOSED NEW, AMENDED, REPEALED OR REPLACED POLICIES AND PROCEDURES**

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a. CDII will consider any requests from Participants or other stakeholders that meet the submission criteria set forth in Section 2.a following receipt of such request. CDII will (a) prioritize requests; (b) consider the merits of the request, as well as the impact on Participants and individuals whose Health and Social Services Information is transmitted through the Data Exchange Framework; and (c) communicate actions taken with the requestor.

b. Prior to approving any new, amended, repealed or replaced Policy and Procedure, CDII shall solicit and consider comments from the Participants on the new, amended, repealed or replaced Policy and Procedure. To promote openness and transparency, CDII shall post proposed changes to the Policies and Procedures to a publicly accessible location.

c. Following CDII’s approval of the new, amended, repealed or replaced Policy and Procedure, the Participants shall be given at least forty-five (45) calendar days to review the approved Policy and Procedure and provide written comments to CDII, except in the event that a shorter time period is necessary in order to comply with Applicable Law.

## 4. IMPLEMENTATION OF CHANGES TO THE POLICIES AND PROCEDURES

a. If CDII receives no comments from Participants during the above-referenced comment period, the new, amended, repealed or replaced Policy and Procedure shall go into effect as approved by CDII and on the date identified by CDII, unless CDII withdraws the new, amended, repealed or replaced Policy and Procedure prior to such date.

b. If CDII receives comments from Participants during the above-referenced comment period, CDII shall review the new, amended, repealed or replaced Policy and Procedure in light of the comments and make a determination as to how to modify the new, amended, repealed or replaced Policy and Procedure, if at all.

c. Once CDII finalizes its determination, it shall provide at least one hundred and eighty (180) calendar days’ notice of the effective date of the new, amended, repealed or replaced Policy and Procedure, except in the event that a shorter time period is necessary in order to comply with Applicable Law. Notice of the new, amended, repealed or replaced Policy and Procedure will include a summary of the comments received and the reasons CDII accepted, accepted in part, or rejected proposals made in the comments.

## 5. ADMINISTRATIVE MODIFICATIONS TO THE POLICIES AND PROCEDURES

a. Notwithstanding Sections 2 through 4 above, CDII may make modifications to the Policies and Procedures to ensure administrative consistency across all Policies and Procedures and/or the DSA. Such modifications will be limited to administrative changes.

b. An “administrative change” is any change that does not have a material impact on Participants. Administrative changes also include, but are not necessarily limited to, changes to the definitions in the Policies and Procedures to ensure consistency with other Policies and Procedures and the DSA.

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c. In the event CDII makes an administrative change to the Policies and Procedures, it will provide notice at least thirty (30) calendar days prior to the effective date of the change and a written explanation for the change, including why CDII determined the change would not have a material impact on Participants. CDII shall publish the proposed modification(s) to the Policies and Procedures simultaneously and provide means for public comment during such thirty (30) calendar day period to allow the public to raise any objections to the materiality of the administrative change.

## IV. Version History

<b>No.</b>	<b>Date</b>	<b>Author</b>	<b>Comment</b>
1.0	July 1, 2022	CalHHS CDII	Final
2.0	July 10, 2023	CalHHS CDII	Final. Amended to add provisions for administrative changes to the Policies and Procedures.