

INFORMATION SYSTEMS COORDINATOR COMMITTEE (ISCC) CHARTER

Preamble

Information System Coordinators (ISCs) are appointed in their own respective areas to facilitate, coordinate and support future and ongoing operations of the RPMS, Office Automation, Telemedicine and Telecommunication Information Infrastructures within their area. The Information System Coordinators Committee (ISCC) is established to provide a forum for ISCs to work together to guide the development of a co-owned and co-managed Indian health information infrastructure that meets the requirements of each respective Area and addresses the uniqueness particular to each. The ISCC will assist in insuring that information systems are realistic, feasible, available, secure, accessible, useful, cost effective, and user friendly for local level providers, while continuing to create standardized aggregate data that supports advocacy for Indian health programs at the national level.

Authority

ISCs, individually, are appointed by, and are administratively accountable to their respective Area Directors. The ISCC, as a whole, will report to the Director of the Indian Health Service through the ISAC committee. The ISCC will carry out such responsibilities and authorities as provided in this charter and delegated to it, in writing, by the Director of the Indian Health Service or the ISAC committee.

Charge

The ISCC is charged to bring each Area Director's perspective to:

1. Advise the Indian Health Service Director on direction, priorities and resource allocation for information systems through development, review and approval of the I.H.S. Information Resources Management Strategic Plan, IRM Annual Operations Plan, and IT Investment reviews.
2. Annually and/or as required, prioritize key issues in information systems to be addressed by the I.H.S.
3. Develop an open process, relationship, and environment, which support collaboration among IHS direct care, tribal, and urban programs and the I.H.S. in information system development.
4. Develop a process for working cooperatively with states and other federal agencies to share activities and costs to meet the information systems needs of Indian communities.
5. Provide advocacy and support for I.H.S., Tribal and Urban information resource management partnerships.
6. Coordinate the development of standard data sets, disseminate information regarding the status of existing data sets, and market the need for maintaining standardized aggregate data.
7. Communicate and report to all I/T/U constituents in their respective Areas.
8. Advocate for resources for needed investment in information systems.

Meetings

The ISCC will meet in person no less than twice annually for no less than two full days to carry out its responsibilities. The ISCC will have monthly teleconference meetings that address local and national IRM issues and share local solutions that may have a national impact. The Director of I.H.S., the ISAC Co-Chairs, or the ISC chairperson may call special meetings. Minutes documenting action items and responsibilities will be produced within 15 working days following each meeting and distributed to ISCs and published on the I.H.S. external web page.

Membership

Permanent Voting Members of the ISCC include the ISC from each Area Office to include the following:

Headquarters East, ITSC, Aberdeen Area, Alaska Area, Albuquerque Area, Bemidji Area, Billings Area, California Area, Nashville Area, Navajo Area, Oklahoma Area, Phoenix Area, Portland Area, and Tucson Area.

Chair

At the first meeting immediately following the approval of the charter, the members of the ISC will by majority vote select one Chairperson to serve for a two-year term. The members of the ISC will by majority vote select a new Chairperson or continue the term of the current Chair after each two year term, or a new chair may be selected during a term by a majority vote. In the event the chair is unavailable to perform his/her responsibilities for a particular meeting, an ISC and/or representative from the CIO's office designated by the ISC chair, will chair the meeting and/or conference call. The Chairperson or ISC designated representative will represent the ISCC as a member of the ISAC.

Decision Making

A quorum will exist when over half of the ISCs are present. Decisions will be by consensus of those present at each meeting. If a consensus cannot be reached the pros and cons of opposing arguments will be submitted in advice to the ISAC co-chairs and documented in the minutes.

Agenda Setting and Submission of Issues for Consideration

The ISCs and ISC Chairperson will jointly establish meeting agendas. Issue papers need to be submitted for consideration on the agenda in the format of Background; Issues/Alternatives; Financial Costs, Benefits, Impacts; and Recommendations. Agendas will be distributed to ISCC members at least 15 working days prior to meeting.

Charter Review

This Charter will be reviewed on a bi-annual basis and as needed to evaluate its effectiveness and incorporate any improvements. Changes to the Charter must be approved by a 2/3-majority vote of the ISCs.