



Application for WEDI *Regional SNIP Affiliate* (RSA) Status

WEDI SNIP recognizes that HIPAA Administrative Simplification is achieved at the local, community level and seeks to acknowledge efforts that bring implementers together in order to collaborate on solutions for issues and obstacles to achieving this goal. It is in that spirit that WEDI SNIP invites you to become a *Regional WEDI SNIP Affiliate (RSA)*.

- 1) Guidelines for becoming a Regional *WEDI SNIP Affiliate*
 - a) A request to become a Regional WEDI SNIP Affiliate is initiated by completing this form and returning it to WEDI headquarters. Under normal circumstances the WEDI SNIP Steering Committee will respond within 14 business days. This membership is a non-dues paying membership and does not include voting privileges.
 - b) Agree to promote the WEDI and WEDI SNIP Missions.
 - c) Commit to the WEDI SNIP philosophy of holding meetings that are open to all interested persons seeking to resolve issues through collaboration and consensus.
 - d) Each RSA is encouraged to participate in different WEDI SNIP workgroups and sub workgroups and to articulate their issues to WEDI SNIP through the appropriate WEDI SNIP Workgroups and Sub-Workgroups (singly or in parallel to regionally championed initiatives), to forward issues that require NCVHS or HHS consideration and/or approval. Specifically, this involves an approval process including industry collaboration at the Sub Work Group level, affirmation by the associated Work Group, approval by the Steering Committee and WEDI Board of Directors, and finally verbal and/or written correspondence with NCVHS or HHS as appropriate.
 - e) Establish an organizational structure and governance protocols to administer ongoing RSA activities. This does not imply that a specific corporate, government, nonprofit, etc. structure be implemented.
 - f) Identify individuals to serve as points of contact for WEDI SNIP to facilitate communications.
 - g) Identify the goals and objectives of the regional effort, including the areas of HIPAA being addressed by the regional effort (i.e. transactions and code sets, identifiers, privacy, security) and the geographical areas that you will be representing. (Please note other similar efforts in the same region. If you do not intend to cover all of HIPAA areas, please describe how you foresee these areas being addressed in the region.)
 - h) Convene meetings at least quarterly and seek to establish a regular frequency for RSA meetings.

- i) Forward communications to RSA membership from WEDI SNIP when appropriate and keep WEDI SNIP advised of pertinent RSA activities.
 - j) Establish a website to support your RSA and establish a link to the WEDI SNIP website to facilitate communications and access to resources.
 - k) Agree to share with WEDI SNIP, documents and other products created by your regional effort that will be beneficial for other regional efforts to access and use.
 - l) Strive to have organization members of WEDI as members of the RSA. The RSA will encourage any WEDI members in their area to participate in their group.
 - m) To be approved and remain in good standing, a RSA must have at least five different organizations with local or regional presence represented in their membership. Member organizations must include representation from local and regional health care entities, including large and small providers and public and private payers.
 - n) Submit a brief annual report that includes a description of activities and achievements and goals for the ensuing year.
 - o) Provide a periodic summary evaluation of local and regional progress towards HIPAA compliance that will be incorporated into a WEDI SNIP summary of national progress. SNIP will consult with the RSA's in determining the frequency of such surveys.
 - p) At its sole discretion, WEDI SNIP may, with 30 days notice, remove the designation of "Regional WEDI SNIP Affiliate" status from a designated entity. The entity will be given 15-days from the time of receipt of notice to provide additional information to WEDI SNIP as to why it should retain the RSA designation. The final authority on the Regional WEDI SNIP designation rests with the WEDI SNIP Steering Committee.
- 2) The Value Proposition – As Regional WEDI SNIP Affiliates, RSAs will benefit from the following:
- a) RSAs can look to WEDI SNIP as a central point for exchange of HIPAA planning and implementation information and experiences from regional effort groups.
 - b) WEDI SNIP has established a Regional Efforts sub-workgroup that is responsible for:
 - i) Publishing a listing of regional groups and contact information on the WEDI SNIP website
 - ii) Determining areas lacking regional groups and encouraging the formation of regional groups in these areas
 - iii) Developing a resource list for those interested in forming a regional efforts group
 - iv) Soliciting and posting on the WEDI SNIP website content materials from regional efforts groups in order to assist groups seeking to establish regional efforts
 - v) Encouraging representation and participation in the WEDI SNIP national effort by these groups
 - vi) Creating via the WEDI SNIP website a communication channel with RSAs to share WEDI SNIP issues and seek regional input and consensus in regard to issues and solutions

- vii) Developing a consistent message to assist those speaking about regional efforts on behalf of WEDI SNIP
- c) WEDI SNIP has established and will maintain a listserv for RSAs and will provide other means of communication across regional effort groups.
- d) WEDI SNIP events will continue to solicit input from and include reports on regional issues so that these are elevated for national visibility and attention.
- e) The WEDI SNIP website will:
 - i) Include documents produced for use by RSAs
 - ii) Include a listing of all affiliated RSAs with contact and background information, which will be updated regularly
 - iii) Link to the regional efforts groups, and request reciprocity
- f) WEDI and/or WEDI SNIP will provide RSAs with speakers for certain events (costs to be borne by the regional group). They will also provide a variety of educational programs in cooperation with an RSA to reach their local constituency.
- g) The RSAs will be able to use the WEDI SNIP name and logo for purposes consistent with the mission and objectives of WEDI SNIP. Proposals for the use of the name and logo shall be sent in advance of the proposed use to the Executive Vice President of WEDI who can determine if the use is appropriate or refer it to the WEDI SNIP Steering Committee or other appropriate authority. Guidelines for appropriate logo use is attached.

Please note that WEDI and WEDI SNIP do not assume responsibility for any information provided in the links to regional efforts and their materials.