Finalized 02/04/2023

NEICE Technical Advisory Committee Charter

1. Purpose

The purpose of the NEICE Technical Advisory Committee (TAC) is to advise the NEICE Project on technical aspects of the system in each of its versions. The committee will advise and make recommendations on questions and decisions related to the technical content of the software, activities, work products, future direction, and technical documentation.

2. Structure

The NEICE TAC will make recommendations to the NEICE Guidance Committee, Executive Committee and Project Leadership Team. These recommendations will need approval from the AAICPC Executive Committee before implementation.

3. Description of Duties

- Review NEICE structure and advise on proposed system changes and the optimal structure of the system for the future and to continue to improve the system over time.
  - Make recommendations on technical improvements to the system
- Oversee technical vendor's updates of the IEPD, and ensure the technical vendor is updating the IEPD in as timely a manner as possible.
- Review and recommend system version upgrade schedules
- Review the security aspects of the NEICE in each of its versions
- Review and make recommendations regarding members request for waiver on system requirements
- Make recommendations on handling Legacy cases
- Consider opportunities for interoperability and other system integration.
- Seek and coordinate external advisement as needed.

4. Membership

The NEICE TAC will be comprised of:

- 7 members from the following member states (voting), with representation optimally from the following states:
  - Centrally administered state
  - Decentralized states
  - 2 states using the Clearinghouse direct version
  - a CMS/MCMS* state with a large caseload

- o a CMS/MCMS* state with a medium caseload
- o a CMS/MCMS* state with a small caseload

*There should be a mix of CMS/MCMS states on the committee. The intent is not to have three MCMS states and no CMS states or vice versa.

If a state member is not able to attend, they can designate another staff member to attend in their stead.

- at least 1 representative from the NEICE Executive Committee's NEICE Guidance Committee (voting)
- at least one representative from the US HHS department (non-voting)
- 3 representatives from the NEICE management team, including the NEICE Project Director, Associate Director and technical advisor (non-voting).

Additional notes regarding membership and participation
- The Technical Vendor will be invited to participate (for example, attend, present proposals, and respond to questions, etc.) as needed.
- The NEICE Technical Advisory Committee members will be nominated by the Executive Committee and the NEICE project team and/or can be self-nominated.
- The chair of the TAC will be elected by the TAC for a one-year term, annually in December and serve through the following year, and will be one of the state members.
- State members will serve a 2-year term, renewed up to 2 times.
- The HHS representative will be selected by Children's Bureau. Representatives from the National Information Exchange Model office may also attend as needed.
- Representatives from technology companies may be invited to provide expert consultation advice as needed.

5. Meeting Frequency

The NEICE TAC will meet at least three times a year.

6. Support

APHSA/AAICPC staff will provide support for the TAC including setting up conference call numbers, maintaining a repository of work products including notes, and other staffing support for the TAC to function efficiently. They will also convene meetings and coordinate solicitation of potential members from the state technical teams.

7. Decision Structure

A quorum will be a simple majority of the total voting members. Each member has one vote which will be recorded and a majority of those present will pass decisions. Decisions will be passed as recommendations to the NEICE Guidance Committee and AAICPC Executive Committee, which will make final decision.