



PHIN CoPs Resource Kit

Overview of PHIN Communities of Practice

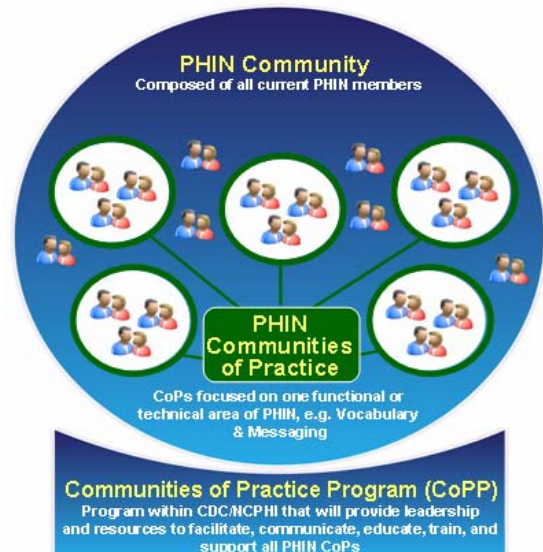
Overview of the PHIN Communities of Practice

PHIN Community

The Public Health Information Network (PHIN) strives to improve public health use and exchange of information by promoting the use of standards and technical requirements. The PHIN Community is comprised of individuals with the interest and passion to work toward improving PHIN. The Community strives to provide an equitable, participatory environment for PHIN members to learn, share expertise, and collaboratively develop solutions to improve the public health's information exchange capacity.

Responsibilities of the PHIN Community include

- Strengthening the PHIN social network;
- Suggesting, developing, and supporting PHIN CoPs;
- Encouraging the adoption of standards for interoperability; and,
- Working to develop and accomplish goals and objectives in support of PHIN.



PHIN CoPs

The PHIN Community supports a collection of CoPs that focus on specific functional and technical areas key to PHIN. These groups, called PHIN Communities of Practice, are comprised of members with interests and passions for working toward the development of new technology and best practices specific to a particular domain. Within a PHIN CoP, members learn, share, and collaborate to address a specific issue and/or project within the domain. Examples of PHIN CoPs in existence or in the process of being established include Vocabulary and Messaging, Outbreak Management, and Enterprise Architecture.

Responsibilities of the PHIN CoPs include

- Representing a functional or technical area key to PHIN (not an application);
- Working on issues and solutions that the PHIN CoPs Council (described below) has identified as priorities;
- Following the governance principles: participation, transparency, responsiveness, consensus orientation, equity and inclusiveness, effectiveness and efficiency, accountability, and rules of behavior; and,
- Evaluating the success of the CoP and participating in an overall PHIN Community evaluation on an annual basis.

PHIN CoPs are encouraged to meet as frequently as necessary to fulfill these responsibilities. Attendance in person is preferred, with distant CoP members participating by teleconferencing or web conferencing.

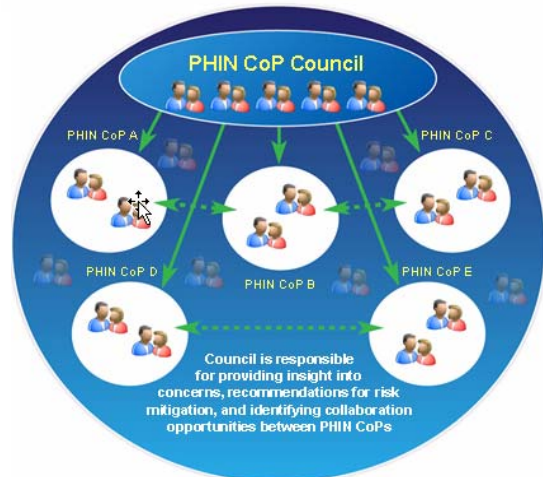
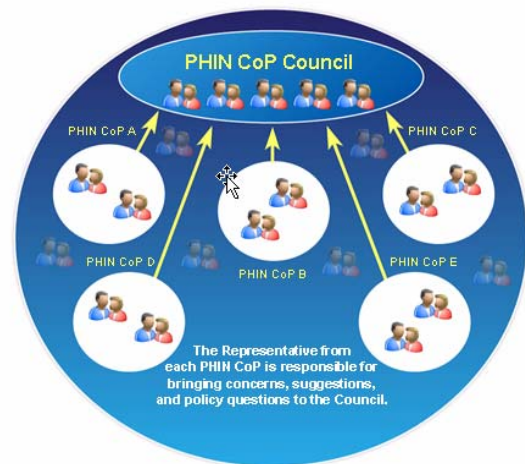
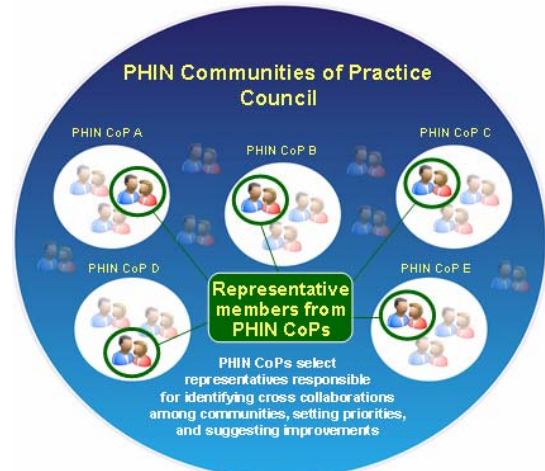
PHIN Communities of Practice Council

The PHIN Communities of Practice Council (CoPC) functions in an advisory and guidance capacity. The key to maintaining a successful community is an appropriate leadership infrastructure to guide, support, and renew the community initiative over time.⁷ The Council is responsible for identifying cross collaborations among communities, setting priorities and suggesting CoP programmatic improvements to further enhance the PHIN Community. The guidance and assistance provided by the CoPC will maximize the potential of the PHIN CoPs and the PHIN Community to strengthen PHIN.

The CoPC is comprised of representatives from each of the PHIN CoPs, as illustrated in the graphics to the right. Information flow from the Council to the PHIN Community and the PHIN CoPs is bidirectional. Representatives must be excellent listeners and presenters, as they are responsible for sharing concerns, offering suggestions and addressing policy questions with the Council. The Council provides insight into concerns, recommends risk mitigation strategies, and suggests collaborations between existing PHIN CoPs.

Responsibilities of the PHIN CoPC include

- Monitoring the progress of the PHIN Community and PHIN CoPs;
- Reporting concerns and proposing solutions to the appropriate CoP and CoP Program (CoPP);
- Synthesizing processes and outcomes, and recommending new approaches;
- Identifying opportunities for cross collaboration between PHIN CoPs; and,
- Identifying new goals and objectives for consideration by appropriate PHIN CoPs.



PHIN Communities of Practice Program

The Communities of Practice Program (CoPP) is comprised of a team of people supported by CDC who are knowledgeable and trained in the areas of CoP methodology, communication, education, collaboration technology, and evaluation. The team supports and guides the PHIN Community and all PHIN CoPs by providing facilitation, oversight, and reporting on activities of the PHIN Community and PHIN CoPs.

Responsibilities of the CoPP include

- Supporting each PHIN CoP with facilitation, consultation, education, and communication and collaboration tools (e.g., webinars, teleconferences);
- Reviewing operational concerns and suggestions with the PHIN CoPs Council;
- Supporting the planning, launch, and development of new PHIN CoPs;
- Developing and maintaining this PHIN CoP Resource Kit;
- Supporting PHIN CoP Governance; and,
- Leading and coordinating evaluations for the PHIN Community and CoPs.

PHIN Components – Responsibilities at a Glance

The following provides an overview of the responsibilities for each component discussed in the above sections.

PHIN Community & Domain CoPs	PHIN CoPC	CoPP
<ul style="list-style-type: none">• Identify goals and objectives that support PHIN• Work to accomplish goals and objectives in a timely manner• Strengthen PHIN Social network• Bring concerns / issues / questions to CoPC• Attend roundtable meetings with CoPP• Identify opportunities for cross collaboration among CoPs	<ul style="list-style-type: none">• Identify and prioritize goals and objectives for PHIN CoPs• Identify opportunities for cross collaboration among PHIN CoPs• Monitor progress of PHIN Community and CoPs• Report concerns / solutions to CoPs and CoPP• Compile progress reports for CoPP	<ul style="list-style-type: none">• Support PHIN CoPs with facilitation, consultation, education, and collaboration capability• Review operational concerns / suggestions with PHIN CoPC• Support planning / launch of new PHIN CoPs• Maintain the Resource Kit• Support Governance• Monitor activities / progress of PHIN CoPs; report to NCHPI leadership• Ensure PHIN Community and CoPs participate in evaluation activities• Schedule roundtable meetings with CoPs

Access the PHIN CoPs Resource Kit [Resources](#), [Glossary](#), and [References](#) on the web.