



# Data Exchange Framework (DxF) Stakeholder Advisory Committee Charter

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## 1. Overview and Purpose

### 1.1. Purpose Statement

#### 1.1.1. *What the Advisory Committee is established to do*

The Data Exchange Framework (DxF) Stakeholder Advisory Committee (Advisory Committee) is an advisory body convened by the California Department of Health Care Access and Information (HCAI). The Advisory Committee provides information and advice to the Department on health and social services information technology and data exchange issues and makes recommendations for updates to the Data Sharing Agreement and its associated Policies and Procedures.

#### 1.1.2. *DxF program background and history*

The DxF is California’s statewide health and social services data exchange initiative. Assembly Bill 133 (Committee on Budget, Chapter 143, Statutes of 2021) established the foundation for a statewide framework to integrate health and social services information exchange across California. The DxF comprises a single Data Sharing Agreement and a common set of Policies and Procedures to govern and require the exchange of information among participating entities. The DxF is intended to improve data sharing, reduce fragmentation, and support timely and coordinated access to information.<sup>1</sup>

Senate Bill 660 (Menjivar, Chapter 325, Statutes of 2025) added new provisions for transparency, accountability, and enforcement of the DxF, and strengthened the program’s governance structure for stakeholder input. It also transferred administration of the program to HCAI and expanded the Department’s role in program oversight.

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<sup>1</sup> See the DxF Onboarding Guide for additional background on the history of the DxF program.

## 1.2. Authority and Advisory Capacity

### *1.2.1. Statutory and policy authority for the Advisory Committee*

The Advisory Committee is convened pursuant to Division 109.7 of the Health and Safety Code, Section 130290 et seq., as revised by Senate Bill 660 (Chapter 325, Statutes of 2025). The Advisory Committee's responsibilities, membership, and expected outputs are intended to align with applicable statutory requirements and related Department guidance.

### *1.2.2. Advisory role; no decision-making authority*

The Advisory Committee is an advisory body to the Department. It does not exercise decision-making authority over the administration of the DxF program. The Advisory Committee serves as a forum for stakeholder and public engagement on policy decisions, while fostering accountability and transparency.

## 1.3. Scope of Advisory Committee Responsibilities

### *1.3.1. Issues for Advisory Committee consideration*

The Advisory Committee shall provide information and advice to the Department on health and social services information technology and data exchange issues, including:

- Data sharing scope and gaps, including what data beyond health information should be shared for specified purposes between entities, and gaps in the life cycle of health information and proposed solutions to address those gaps;
- Incorporation of additional data elements, including data related to social determinants of health, underserved or underrepresented populations, and relevant behavioral health, developmental disabilities, and substance use disorder conditions;
- Privacy, security, and equity considerations, including risks associated with expanding care coordination, health information exchange, access, and telehealth;
- Policies, procedures, and definitions, including definitions of complete clinical, administrative, and claims data, consistent with national standards and federally adopted standards;
- Consumer and enrollee access, including how payers will be required to provide enrollees with electronic access to their health information, consistent with rules applicable to federal payer programs;
- Governance and oversight, including governance structures to guide policy decisions and general oversight; and,
- Funding, including federal, state, private, and philanthropic funding sources that can support health and social services information exchange.

### *1.3.2. Recommendations and report to the Legislature*

In addition to its advisory role, the Advisory Committee shall carry out the following statutory responsibilities:

- **Recommendations due by January 1, 2027.** The Advisory Committee shall develop recommendations for statutory changes, training and technical assistance, and best practices to require DxF participants to collect individual-level demographic and health-related social needs data about Californians served.

- **Report to the Legislature due by July 1, 2027.** The Advisory Committee shall collaborate with HCAI in submitting a report to the Legislature that includes:
  - A list of all entities in paragraphs (1), (3), and (4) of subdivision (f) Health and Safety Code § 130290 deemed to be required signatories to the DxF Data Sharing Agreement.
  - The status of each entity's execution of the Data Sharing Agreement.
  - The compliance pathway or pathways utilized to meet its contractual requirements under the Data Sharing Agreement, and, where applicable, if the signatory has a contract in place with a state purchaser.
  - An evaluation as to the need for an independent governing board for the DxF.
  - An evaluation of the need for technical assistance and other grant programs to support signatories' legal requirements under the data sharing requirement.
  - An evaluation of other categories of entities for participation in the DxF.
  - An evaluation of the need for a framework for enforcement and investigation and resolution of disputes between DxF participants regarding the Data Sharing Agreement and its Policies and Procedures.
  - An assessment of consumer experiences with health and social services information exchange.

## **2. Membership, Roles, and Responsibilities**

### 2.1. Membership Composition and Selection

#### *2.1.1. Stakeholder categories represented; selection/appointment process*

The Director of HCAI shall appoint members to the Advisory Committee consistent with applicable statutory requirements. The Advisory Committee shall not exceed 17 voting members and shall maintain a balance of perspectives, with not more than 50 percent of voting members consisting of signatories to the DxF Data Sharing Agreement.

The Advisory Committee shall include representatives from stakeholder groups identified in statute and as reflected in Appendix A. The Director may also appoint ex officio, nonvoting members, including representatives of state departments and other state entities, as appropriate to support Advisory Committee discussions and coordination across related state programs.

#### *2.1.2. Terms of service*

Members shall serve for terms established by HCAI, consistent with statutory requirements and program needs. Advisory Committee members serve at the discretion of the Director and may be removed at any time. Unless otherwise specified by HCAI, members shall serve until a successor is appointed, the member resigns, or the appointment is otherwise ended by the Director.

### 2.2. Member Expectations and Participation

#### *2.2.1. Attendance expectations; engagement standards; no designees*

Members are expected to attend and actively participate in Advisory Committee meetings during their tenure. Members should plan to attend meetings in person unless

there are extenuating circumstances or otherwise specified by HCAI. Meetings will generally take place in Sacramento. An expected absence shall be noted to HCAI in advance of a scheduled meeting.

If a member needs to attend a meeting virtually due to extenuating circumstances, the member shall provide advance notice to HCAI and include a brief justification for the request. Members approved to attend virtually shall comply with applicable Bagley-Keene Open Meeting Act requirements and any related HCAI meeting protocols, including remaining on camera during the meeting and notifying HCAI if they need to step away or be off camera.

Members should review meeting materials in advance, engage in discussion in a constructive and respectful manner, and contribute their expertise in support of the Advisory Committee's work. Members shall conduct themselves in a manner consistent with the Advisory Committee's public role and with applicable laws, policies, and meeting procedures, including the Bagley-Keene Open Meeting Act and applicable conflict-of-interest requirements.

Voting members are expected to attend meetings personally. Designees, substitutes, and proxies are not permitted.

#### *2.2.2. Ex officio, nonvoting members*

Ex officio members may participate in Advisory Committee discussions, provide subject matter expertise, and support coordination across state programs and departments, but shall not vote.

Unlike voting members, ex officio members are not required to attend all Advisory Committee meetings during their tenure. Ex officio members are encouraged to review meeting agendas in advance and participate in meetings for which their subject matter expertise is relevant to the matters under consideration. HCAI may also identify specific meetings for which ex officio participation is especially relevant.

Delegates or substitutes for ex officio members are permitted; however, HCAI strongly encourages attendance by the identified ex officio member in order to promote continuity in Advisory Committee discussions and participation.

### 2.3. Vacancies and Resignations

#### *2.3.1. Resignation process; how vacancies are filled*

A member may resign by providing notice to the Director by electronic or postal mail. If a vacancy occurs, the Director may appoint a replacement member consistent with the stakeholder category and other applicable statutory considerations.

### 2.4. Roles and Responsibilities

#### *2.4.1. Advisory Committee members (voting and nonvoting)*

Advisory Committee members are responsible for preparing for and participating in meetings, providing information and advice on matters within the Advisory Committee's

scope, reviewing materials presented for consideration, and supporting the Advisory Committee's statutory responsibilities and other tasks assigned by HCAI within the scope of its work. Voting members may vote on recommendations within the Advisory Committee's advisory authority. Nonvoting members may participate in discussion but shall not vote.

#### *2.4.2. Chair*

The Director shall select the Chair from amongst Advisory Committee members. The Chair shall be a trusted healthcare leader who can support fair and effective meeting administration.

The Chair shall preside over meetings, help maintain orderly and productive discussion, work with HCAI on meeting agendas and planning, and support the Advisory Committee in carrying out its responsibilities. The Chair may also help facilitate member engagement and alignment on Advisory Committee priorities, goals, and future meeting topics.

#### *2.4.3. HCAI Staff*

HCAI staff are responsible for administering the DxF program and supporting the administration and operation of the Advisory Committee. HCAI staff responsibilities may include:

- Providing overall program leadership and policy, program, and legal context to support the Advisory Committee's work and broader DxF implementation.
- Coordinating development of Advisory Committee deliverables and related Department work products, including the report to the Legislature.
- Supporting compliance with applicable open meeting, ethics, and public records requirements.
- Managing the appointment process and maintaining official membership records.
- Coordinating meeting logistics, agendas, notices, materials, and minutes.
- Serving as the primary point of contact for Advisory Committee administration.

#### *2.4.4. Contractor Support*

HCAI may engage contractors or consultants to provide project management, drafting, facilitation, and other administrative or analytic support for the Advisory Committee. Contractors serve in a support role and do not exercise independent decision-making authority on behalf of the Department.

### 2.5. Conflict-of-Interest and Required Disclosures

#### *2.5.1. Conflict-of-interest disclosures*

Voting members shall comply with all applicable conflict-of-interest requirements and disclosure obligations associated with service on the Advisory Committee. Voting members are subject to the HCAI Conflict of Interest Code and may be required to file Statements of Economic Interests (Form 700), as applicable. Pursuant to Division 109.7 of the Health and Safety Code, Section 130290(c)(1), voting members shall not have a financial interest, individually or through a family member, in issues on which the Advisory Committee advises.

Ex officio, nonvoting members are not required to submit the same conflict-of-interest disclosures or forms required of voting members, unless otherwise directed by HCAI or applicable law.

### **3. Committee Operations and Meeting Procedures**

#### **3.1. Bagley-Keene Open Meeting Act Compliance**

##### ***3.1.1. Open meeting requirements; noticing; agendas; public participation***

Meetings of the Advisory Committee shall be conducted in accordance with the Bagley-Keene Open Meeting Act and other applicable law. HCAI shall publicly notice meetings, prepare agendas, provide opportunities for public comment, and conduct meetings in public unless otherwise authorized by law. The Advisory Committee shall not take action on matters outside the scope of a properly noticed agenda, except as otherwise authorized by law.

##### ***3.1.2. Teleconference requirements***

Meetings may be conducted by teleconference, including in hybrid format, consistent with applicable law. HCAI shall provide the public with access and participation information for teleconference meetings and ensure compliance with applicable legal requirements.

#### **3.2. Meeting Cadence and Format**

##### ***3.2.1. Frequency (e.g., monthly/bi-monthly), anticipated duration***

HCAI shall establish the meeting schedule for the Advisory Committee based on statutory deadlines, program needs, and the Advisory Committee's workplan. The meeting calendar shall be reflected in Appendix B. HCAI may add additional meetings as needed based on feedback from the Advisory Committee.

##### ***3.2.2. In-person/virtual/hybrid approach; accessibility commitments***

Advisory Committee meetings may be held in person, virtually, or in a hybrid format, as determined by HCAI and consistent with applicable law. HCAI shall make reasonable efforts to ensure meetings and meeting materials are accessible to members of the public and shall provide information on how to request reasonable modification or accommodation when notice of the meeting is provided.

#### **3.3. Quorum**

##### ***3.3.1. Quorum definition; limits on conducting business w/o quorum***

A quorum of the Advisory Committee shall consist of a majority of the voting members then appointed. The Advisory Committee may hear presentations, receive public comment, and engage in discussion without a quorum only to the extent permitted by law and HCAI practice, but it shall not take formal action or make recommendations without a quorum present.

#### **3.4. Decision-Making Process**

#### *3.4.1. Use of discussion and voting procedures*

The Advisory Committee shall generally conduct its work through discussion and input-gathering, with formal votes reserved for recommendations and other matters requiring Advisory Committee action. Not all agenda items require formal action.

The Advisory Committee may vote on formal recommendations within the scope of its advisory authority, including recommendations related to updates to the Data Sharing Agreement and its Policies and Procedures, statutory recommendations assigned to the Advisory Committee, and other matters identified by HCAI for formal Advisory Committee action. Formal votes shall occur only on properly noticed agenda items. A vote of the Advisory Committee signifies the Advisory Committee's formal advisory recommendation to HCAI and does not bind the Department.

Unless otherwise required by law, a recommendation shall be memorialized upon the affirmative vote of a majority of voting members present, provided a quorum is present. Votes shall be taken on a clearly stated motion and recorded in the meeting record. Ex officio, nonvoting members may participate in discussion but shall not vote. Proxy or absentee voting is not allowed.

#### *3.4.2. Recommendation documentation and transmittal process to HCAI*

Recommendations memorialized by the Advisory Committee shall be reflected in the meeting record and transmitted to HCAI for consideration.

### 3.5. Public Comment

#### *3.5.1. Public comment procedures*

Opportunities for public comment shall be provided during Advisory Committee meetings consistent with the requirements of the Bagley-Keene Open Meeting Act. HCAI and the Chair may establish reasonable procedures to facilitate orderly public comment.

### 3.6. Conflict-of-Interest Recusal Procedures

#### *3.6.1. Recusal process; routing questions through HCAI legal*

Members shall comply with applicable conflict-of-interest requirements in connection with matters before the Advisory Committee. Members shall disclose any actual or potential conflicts relevant to Advisory Committee business and shall recuse themselves from participation when required by law or Department guidance. Questions regarding conflict-of-interest issues, recusal, or related requirements shall be routed through HCAI Legal or other designated HCAI staff.

### 3.7. Meeting Minutes and Records

#### *3.7.1. Drafting, circulation, approval, posting*

HCAI shall document agenda items discussed and actions taken. Draft minutes may be circulated and posted for review and shall be presented for approval at a subsequent meeting. Approved minutes and other meeting materials shall be maintained and posted in accordance with applicable law and HCAI practice.

### 3.8. Travel and Reimbursement

#### 3.8.1. *Reimbursement eligibility*

Voting members of the Advisory Committee shall serve without compensation but may be reimbursed for actual and necessary expenses incurred in connection with their duties as members, subject to applicable HCAI policies and procedures.

### 3.9. Primary Point of Contact / Administration

#### 3.9.1. *HCAI point of contact for Advisory Committee support*

HCAI shall designate a staff member to serve as the primary point of contact for Advisory Committee administration.

**Appendices**

- Appendix A: Data Exchange Framework Stakeholder Advisory Committee Member Roster and Stakeholder Categories
- Appendix B: Meeting Calendar

**Reference Documents**

- [SB 660 Implementation Fact Sheet](#)
- [Data Exchange Framework \(DxF\) Glossary of Defined Terms](#)
- [Bagley-Keene Open Meeting Act](#)

**Appendix A: Data Exchange Framework Stakeholder Advisory Committee  
 Member Roster and Stakeholder Categories**

Representative	Organization	Title	Stakeholder Group
Jennifer N. Sayles, MD, MPH (Chair)	PopHealth Learning Center	Chief Executive Officer	At-Large - Cross-Sector Healthcare Leaders
Joan Allen	SEIU UHW	Government Relations Advocate	Organized Labor
William Barcellona	America's Physician Groups	Executive Vice President of Government Affairs	Physician Organizations and Medial Groups
Colleen Chawla	San Mateo County Health	Chief	At-Large - County Public Health
Yvonne Choong	California Association of Health Facilities	Vice President, Policy	Skilled Nursing Facilities
David Ford	CMA Physician Services Organization	Chief Executive Officer	Physicians
Aaron Goodale	MedPOINT Management	Vice President, Health Information Technology	Management Services Organizations
Katie Heidorn, MPA	California Health Care Foundation	Director, State Health Policy	At-Large - State Health Policy Experts
Andrew Kiefer	Blue Shield of California	Vice President, State Government Affairs	Healthcare Service Plans and Health Insurers
Scott MacDonald, MD, FACP, FAMIA	UC Davis Health	Chief Medical Information Officer	Hospitals
Ali Modaressi	LANES	Chief Executive Officer	Community Health Information Organizations
Eric Nielson	County Welfare Directors Association of California	Direction of Information Technology Policy	County Social Services
Lucy Saenz, MPH	California Primary Care Association	Director of Data Informatics & Information Technology	Clinics
Mark Savage	Savage & Savage LLC	Managing Director, Digital Health Strategy & Policy	Health Information Technology Professionals

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Kiran Savage-Sangwan, MPA	California Pan-Ethnic Health Network	Executive Director	Consumers
Julie Silas	Homebase	Senior Directing Attorney	Community-Based Organizations Providing Social Services
Lee Tien	Electronic Frontier Foundation	Legislative Director and Adams Chair for Internet Rights	Privacy and Security Professionals
Rebecca Fisher, MPH, MA	California Department of Public Health	Deputy Director for Office of Data Strategy	Ex Officio/Non-Voting
Amanda Levy	California Department of Managed Health Care	Deputy Director for Health Policy and Stakeholder Relations	Ex Officio/Non-Voting
Ann M. Nakamura	California Department of Developmental Services	Chief, Research and Data Analytics Branch	Ex Officio/Non-Voting
Taylor Priestley, MSW, MPH	Covered California	Health Equity Officer, Director of Health Equity & Quality Transformation	Ex Officio/Non-Voting
Shannon Rohall	California Department of Social Services	Bureau Chief	Ex Officio/Non-Voting
Linette T. Scott, MD, MPH	California Department of Health Care Services	Deputy Director & Chief Data Officer	Ex Officio/Non-Voting
Jared Shinabery	California Public Employees' Retirement System	Chief of Health Policy and Data Division	Ex Officio/Non-Voting

**Appendix B: Meeting Calendar<sup>2</sup>**

<b>Advisory Committee Meeting</b>	<b>Date</b>	<b>Time</b>
In-Person Meeting # 1	April 16, 2026	10:00 a.m. – 4:00 p.m. PT
In-Person Meeting # 2	June 18, 2026	10:00 a.m. – 4:00 p.m. PT
In-Person Meeting # 3	August 20, 2026	10:00 a.m. – 4:00 p.m. PT
In-Person Meeting # 4	October 15, 2026	10:00 a.m. – 4:00 p.m. PT
In-Person Meeting # 5	December 17, 2026	10:00 a.m. – 4:00 p.m. PT
In-Person Meeting # 6	February 18, 2027	10:00 a.m. – 4:00 p.m. PT
In-Person Meeting # 7	April 15, 2027	10:00 a.m. – 4:00 p.m. PT

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<sup>2</sup> HCAI may cancel, reschedule, make virtual, or change meetings in accordance with applicable law. Advanced notice shall be made public and provided to members whenever possible prior to the scheduled meeting time.