



Department of Health

Three Capitol Hill Providence,  
RI 02908-5097

TTY: 711  
[www.health.ri.gov](http://www.health.ri.gov)

**November Meeting Summary  
Data Security Subcommittee  
Monday, October 14, 2021  
9:00 –10:00am  
Location: Rhode Island Department of  
Health, Room 306**

**Primary Meeting Objective:**

- Review Brown University Advance CTR Data Management Plan

**Members In Attendance:**

David Stuebe  
Frederick Webster

**Staff Present:**

Emma Rourke, FHC

**Others In Attendance:**

Liz Chen, Brown University  
Karen Crowley, Brown University  
Iman Hussein, Brown University  
Paul Stey, Brown University

**Meeting Summary:**

The Brown University Advance-CTR team provided a revised Data Management Plan to update processes, staff, software, and other relevant information from the initial document. Representatives from Advance-CTR included the Operations Lead for Advance-CTR, Stronghold Administrator, the Chief Information Officer of Data Security, and Advance-CTR's Operations Project Manager. The Advance-CTR Data Security Subcommittee members had a robust array of questions, asking for additional detail on security protocol, organizational rules and processes, and additional documentation needed to accurately evaluate the security of APCD data.

**Decision Made:**

More information is needed to make a determination. No vote was held.

**Next Steps:**

The Advance CTR Team will provide additional information on security processes, as well as documentation. Emma will work with the Brown team to obtain an NDA for proper document sharing.