

HMORN MEMBERSHIP APPLICATION REVIEW PROCESS

This document describes the review process for organizations applying to become members of the HMO Research Network (HMORN). A two-stage membership process is recommended. The first stage is “associate membership.” The associate membership level allows a site to pursue milestones before transitioning to full membership status. Upon acceptance as an associate member, associates will have Governing Board voting rights and attend all Governing Board meetings. Associate members who meet a threshold of participation (TBD) will be considered for “full membership.” This staged model will provide current and future members the important opportunity to work as associates to determine whether advancement to full membership will be mutually beneficial. Table 1 outlines the process for receiving and reviewing membership applications. Table 2 outlines the minimum requirements for associate and full membership.

Table 1. Review Process for Applicants for Associate Membership in the HMO Research Network

Associate Member Application Process	1. Completed application packet is directed to the Board Chair.
	2. The Board Chair forwards the application and supporting materials to the Membership Committee (MC). <i>(Membership Committee details TBD)</i>
	3. The MC designates an “applicant sponsor” to manage the relation and communications with the applicant organization during the review process.
	4. The sponsor and MC review the application to confirm the organization meets minimum requirements <i>(See Table 2)</i> .
	5. If the applicant meets the minimum requirements, the sponsor contacts the organization to review the application and address any questions/concerns.
	6. The MC forwards the reviewed application and supporting materials to the Board.
	7. The Board reviews the application materials and discusses membership.
	8. The Board Chair polls the Board members for their decision: A minimum 2/3 majority of the Board is required to accept a member.
	9. The Board Chair notifies the applicant of the Board’s decision.
	10. The Board Chair designates Board member(s) to orient a new member organization.
Membership Application Process	When an associate member meets a threshold of participation in the HMORN (TBD), the Board will vote on whether the associate member should transition to full membership. <i>(Additional details TBD)</i>

Table 2. Minimum Criteria for Associate/Full Membership Status	
Associate Member Criteria	Full Member Criteria
Population and Data Requirements	Population and Data Requirements
Members must have access to data on a defined ¹ population. The source of data to characterize the defined population may be based on claims data, electronic health records (EHR), or a combination of the two when considering defined subgroups. Data on this population must be available to support the creation of a site Virtual Data Warehouse (VDW).	During the associate membership phase, organizations must have demonstrated the accessibility and availability of data on a defined population for a site VDW.
Research Requirements	Research Requirements
Associate members must have a recognizable center/department devoted to research. The research entity should be staffed with investigators and research support staff with a focus on non-proprietary, public-domain research. Researchers/investigators are those fully dedicated and accountable to the member organization. The researchers/investigators should demonstrate a strong culture of collaboration. The research center should be able to access data about patient care. (See <i>Population and Data Requirements</i> .) Evidence of meeting the above requirements may be in the form of publications, federal grant funding, etc.	During the associate membership phase, investigators must have demonstrated a focus on non-proprietary, public domain research and a strong culture of collaboration. Organizations must have demonstrated a commitment to sustaining and/or growing the research entity. Evidence of meeting the above requirements may be in the form of publications, federal funding, increase in number of investigators, etc.
Participation Requirements	Participation Requirements
Associate members are required to be responsive to and participate in HMORN governance efforts to streamline processes and create resources to enhance the Network and project functions and operations. Members are required to contribute to the core infrastructure of the HMORN by paying an annual assessment (adjusted annually). All members are required to participate in the HMORN VDW. Participation in the VDW requires that member organizations keep local VDW files and protocols up to date; perform data validation and checking; participate in the VDW Implementation Group; and designate a site VDW data manager.	During the associate membership phase, organizations must have been responsive to and participated in HMORN governance efforts to streamline processes and create resources to enhance the Network and project functions and operations. Associate members must have contributed to the core infrastructure of the HMORN by paying an annual assessment (adjusted annually). Associate members must be in the HMORN VDW. They must have a designated site VDW data manager and have demonstrated progress in building and maintaining a site VDW.
Mission and Vision	Mission and Vision
Member organizations commit to the guiding principles of the HMORN: Mission: The HMO Research Network is an organization of HMO research programs whose mission is to use our collective scientific capabilities to integrate research and practice for the improvement of health and health care among diverse populations. Vision: To be the research partner of choice for those seeking to shape health and health care delivery.	During the associate membership phase, organizations must have shown a commitment to the guiding principles of the HMORN: Mission: The HMO Research Network is an organization of HMO research programs whose mission is to use our collective scientific capabilities to integrate research and practice for the improvement of health and health care among diverse populations. Vision: To be the research partner of choice for those seeking to shape health and health care delivery.
¹ – An insurance membership population, primary care population, or general population sample for which data are accessible for research on all or almost all health care that was used by members of the population during defined periods of time.	