

# 2011-11-14 TSC Call Minutes

From HL7 TSC

## TSC Agenda/Minutes

### Meeting Info/Attendees

<b>HL7 TSC Meeting Minutes</b>  <b>Location: call 770-657-9270 using code 124466#</b> GoToMeeting ID: 165-215-206 ( <a href="https://www.gotomeeting.com/join/165215206">https://www.gotomeeting.com/join/165215206</a> )			<b>Date: 2011-11-14</b> <b>Time: 11:00 AM U.S. Eastern</b>
<b>Facilitator:</b> Austin Kreisler			<b>Note taker(s):</b> Lynn Laakso
Attendee	Name	Affiliation	
x	Calvin Beebe	HL7 SSD SD Co-Chair	
x	Woody Beeler	HL7 FTSD Co-Chair	
	Bob Dolin	HL7 Board Chair	
x	Freida Hall	invited guest, HL7 T3SD SD Co-Chair-elect	
x	Tony Julian	HL7 FTSD Co-Chair	
x	Austin Kreisler	HL7 TSC Chair, DESD Co-Chair	
x	Lynn Laakso	HL7 staff support	
	Patrick Loyd	HL7 T3SD Co-Chair	
x	Ken McCaslin	HL7 T3SD Co-Chair	
	Charlie Mead	HL7 ArB Chair	
	Ravi Natarajan	HL7 Affiliate Representative	
	Ron Parker	HL7 ArB Alternate	
regrets	John Quinn	HL7 CTO	
regrets	Ed Tripp	HL7 DESD Co-Chair	
x	Pat Van Dyke	HL7 SSD SD Co-Chair	
	Mead Walker	invited guest, HL7 DESD SD Co-Chair-elect	

**Quorum Requirements (Chair +5 with 2 SD Reps) Met: No**

## Agenda

### Agenda Topics

1. Introduction of visitors (including declaration of interests)

2. Agenda review and approval - Austin Kreisler
3. Approve Minutes of 2011-11-07 TSC Call Agenda
4. Review action items ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker\\_id=494](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494)) –
  - Ken will report back on Karen's opinion on the ONC S&I LRI downgrade.
  - Tracker #2060 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=2060&start=0](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2060&start=0)) Ken will create Strategic Dashboard criteria metrics recommendations for: Industry responsiveness and easier implementation
  - Tracker #2059 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=2059&start=0](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2059&start=0)) Austin will create Strategic Dashboard criteria metrics for: Requirements traceability and cross-artifact consistency
    - Requirements traceability - Tied to HL7 roll out of SAIF ECCF. measure is the number of milestones completed
      - Informative SAIF Canonical document published
      - DSTU SAIF Canonical document published
      - Normative SAIF Canonical document published
      - Peer Reviewed HL7 SAIF IG including ECCF chapter and draft SAIF Artifact Definitions
      - DSTU HL7 SAIF IG published
      - Normative HL7 SAIF IG published
      - SAIF Architecture Program experimental phase of HL7 SAIF ECCF implementation completed
      - SAIF AP trial use phase of HL7 SAIF ECCF implementation completed
      - HL7 SAIF ECCF rolled to all work groups working on applicable standards (V3 primarily)
    - Cross-artifact consistency
      - Percent of Work groups in FTSD, SSDSD and DESD participating in RIM/Vocab/Pattern Harmonization meetings, calculated as a 3 trimester moving average
      - Survey of newly published standards via the publication request form
        - V3 Standards - Measure - Green: All new standards have one or more of the following checked; Yellow: 1-2 standards have none of the following checked; Red: 3 or more standards have none of the following checked
          - Standard uses CMETs from COCT domain
          - Standard drawn from common Domain Model including Clinical Statement, Common Product Model, ???
          - Standard uses harmonized design patterns (as defined through RIM Pattern harmonization process)
    - Tracker #2058 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=2058&start=0](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2058&start=0)) Woody will create Strategic Dashboard criteria metrics for: Product Quality
      - Measure is the average number of ballot cycles necessary to pass a normative standard. Calculated as a 3 trimester moving average based on publication requests. Add a new field to publication request to document number of ballot cycles required to pass normative ballot.
        - Green: 1-2 ballot cycles
        - Yellow: 3-4 ballot cycles
        - Red: 5+ ballot cycles
    - Tracker #2057 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=2057&start=0](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2057&start=0)) Patrick will create Strategic Dashboard criteria metrics for: WGM Effectiveness

## 5. Approval items:

- **Motion:** Approve *\*final\** Project Scope Statement (<http://gforge.hl7.org/gf/download/trackeritem/2109/8856/HL7SAIFAPRiskAssessmentPSSv1.2.docx>) for TSC cosponsors suggested are ArB and MnM, *Risk Assessment and Governance for SAIF Architecture Program* at Project Insight # 828 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=828>) and TSC Tracker # 2109 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=2109&start=0](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2109&start=0))
- **Tabled Motion:** Approve DSTU Publication Request (<http://gforge.hl7.org/gf/download/trackeritem/2104/8838/HL7PublicationRequestfortheSecurityandPrivacyDAMDSTU.docx>) for Security WG of FTSD: *V3 Security DAM, R1* (Composite Security and Privacy Domain Analysis Model aka Security Domain Analysis Model) at TSC Tracker # 2104 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=2104&start=0](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2104&start=0)) , Project Insight # 529 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=529>)
  - Woody's followup background email ([http://gforge.hl7.org/gf/download/trackeritem/2104/8860/Security\\_DAM\\_emailthread.pdf](http://gforge.hl7.org/gf/download/trackeritem/2104/8860/Security_DAM_emailthread.pdf))
  - Please note: Kathleen sent an .emx file and Don is not able to publish from this.

## 6. Discussion topics:

- (10 min) Modeling vs terminology (continued)
  - Discussion thread: Universal/Perfect vs Simple/Done/Usable (was RE: Allergy Question)
- TSC review of Jan 2012 Ballot (<http://www.hl7.org/documentcenter/public/ballots/2012JAN/announcements/Formation%20of%20Ballot%20Pools%20for%20January%202012%20Ballot%20Cycle.pdf>) Anomalies, and TSC Approval Requests (<http://gforge.hl7.org/gf/download/trackeritem/2114/8885/TSCBallotApprovalsforJanuary2012.docx>)
  - 3RD+ BALLOT CYCLE
    - HL7 Implementation Guide for CDA® Release 2: Genetic Testing Reports, Release 1 (4th Comment Only Ballot) – Project Insight ID: 460
    - HL7 Version 3 Standard: Identification of Medicinal Products – Creation and Maintenance Messages, Release 1 (3rd DSTU Ballot) – Project Insight ID: 501
    - HL7 Version 3 Standard: Pharmacy; Medication Knowledge-Base Query, Release 1 (7th Normative Ballot) – Project Insight ID: 189
  - PENDING PROJECT APPROVAL
    - TSC - XML Encoding Rules for Version 2 Messages, Release 2 (1st Normative Ballot) – Project Insight ID: 825
    - SD & TSC - HL7 Version 2 Implementation Guide: Clinical Genomics; fully LOINC-Qualified Cytogenetic Model, Release 1 - US Realm (1st Informative Ballot) – Project Insight ID: 663
    - TSC - HL7 Templates Registry Business Process Requirements Analysis, Release 1 (Comment Only Ballot) – Project Insight ID: 829
- Process for Work Groups changing steering divisions
  - Proposed process: Work group submits petition to change steering divisions for both its current steering division and proposed steering division. Both steering divisions need to approve petition based upon their decision making practices. Work Group may appeal steering division decisions to the TSC.
- Reminder: Pilot product brief website review feedback accepted until November 15th.
- Reminder: TSC members please complete the CTO evaluation
- Reminder: Feedback on TSC\_Guidance\_on\_Ballot\_Levels (<http://wiki.hl7.org>)

/index.php?title=TSC\_Guidance\_on\_Ballot\_Levels) accepted until November 30th

7. Reports: (attach written reports below from Steering Divisions et al.)
8. Open Issues List ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker\\_id=313](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=313))

## Supporting Documents

- See links

## Minutes

### Minutes/Conclusions Reached:

Austin called the meeting to order at 11:07AM

1. Introduction of visitors (including declaration of interests) none identified
2. Agenda review and approval - Austin Kreisler; lacking quorum, may have to defer approval items
3. Review action items ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker\\_id=494](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494)) –
  - Ken will report back on Karen's opinion on the ONC S&I LRI downgrade.  
Moving lab IG from normative track to DSTU – Ken has not yet done this. ANSI suitability is the issue for change from Normative to DSTU or Informative. Project was approved as Informative in TSC Tracker 1972 for 2011-07-11.
  - Tracker #2060 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=2060&start=0](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2060&start=0)) Ken will create Strategic Dashboard criteria metrics recommendations for: Industry responsiveness and easier implementation  
Ken has proposed that projects continue to be identified as important to a strategic initiative, rather than removing that area on the project scope statement. If a project is being initiated specifically for a strategic initiative project then it must be identified in some way. Austin notes that we have not historically been using those checkboxes to identify which SI their project is aligned with. Ken notes that we need to help Project Services to identify SI projects that are not specifically in support of an SI. Woody notes that many projects are in alignment with a SI. Ken is looking to harvest information to know when a project is for a strategic initiative, for placement on the dashboard. Then we can measure those projects for green/yellow/red. Austin notes that such measurement is not restricted solely to projects. Ken notes that without deriving objective information from projects it will be a heavily manual, subjective process and resources would be needed. Ken was going to work with Dave to recategorize the existing projects among the three initiatives now in place. Austin uses an example of WGM effectiveness as a measure that cannot be generated from project information. Woody adds some measures are related to the ballot itself. Austin was not constraining himself to those measurements that can be automated. Ken notes that even the survey on WGM effectiveness you have to drill down to the comments to find constructive information. Austin notes that rolling up all projects under three categories will be difficult to measure since some of the items under each category are under the TSC and some are not. We have to be able to collect data at the next layer down. Woody notes that the indication of strategic initiative on the scope statement is not as precise as it needs to be but it gives us a place to start.  
Ken and Dave would do the assessment and bring it back to the TSC for review.
  - Tracker #2059 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=2059&start=0](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2059&start=0)) Austin will create Strategic Dashboard criteria metrics for:

## Requirements traceability and cross-artifact consistency

- Requirements traceability - Tied to HL7 roll out of SAIF ECCF. measure is the number of milestones completed
  - Informative SAIF Canonical document published
  - DSTU SAIF Canonical document published
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  - Peer Reviewed HL7 SAIF IG including ECCF chapter and draft SAIF Artifact Definitions
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  - Survey of newly published standards via the publication request form
    - V3 Standards - Measure - Green: All new standards have one or more of the following checked; Yellow: 1-2 standards have none of the following checked; Red: 3 or more standards have none of the following checked
      - Standard uses CMETs from COCT domain
      - Standard drawn from common Domain Model including Clinical Statement, Common Product Model, ???
      - Standard uses harmonized design patterns (as defined through RIM Pattern harmonization process)
  - Austin notes that these are not necessarily automated metrics for the criteria.
- Tracker #2058 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=2058&start=0](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2058&start=0)) Woody will create Strategic Dashboard criteria metrics for: Product Quality
  - Measure is the average number of ballot cycles necessary to pass a normative standard. Calculated as a 3 trimester moving average based on publication requests. Add a new field to publication request to document number of ballot cycles required to pass normative ballot.
    - Green: 1-2 ballot cycles
    - Yellow: 3-4 ballot cycles
    - Red: 5+ ballot cycles
  - Woody was going to look at
    1. creating schemas that actually validate,
    2. the presence of line-level comments in a static model
    3. Projects at risk of becoming stale 2 cycles after last ballot
    4. Two cycles since last ballot but not posting reconciliation or request for publication for normative edition
    5. items going into third or higher level of balloting for a normative specification; it's ok to be flagged as a concern while the process is ongoing; doesn't mean it's a measure of quality once it has finished balloting.
- Lynn will move these to a specific wiki page to develop these further. Make a standing agenda item to report progress on proposals. Ken will work with Dave Hamill to sort the existing projects under the three criteria and develop instruction on the use of the strategic

initiatives checkbox. They'll use the 2012 SI criteria. Ken will ask Dave to present their findings next week.

4. Austin proposes skipping the meeting on the 28th, to be decided next week. Austin asks Lynn to set up an email vote for naming Freida to represent Ken for the next two weeks.

- Tracker #2057 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=2057&start=0](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2057&start=0)) Patrick will create Strategic Dashboard criteria metrics for: WGM Effectiveness

5. Discussion topics:

- Process for Work Groups changing steering divisions
  - Proposed process: Work group submits petition to change steering divisions for both its current steering division and proposed steering division. Both steering divisions need to approve petition based upon their decision making practices. Work Group may appeal steering division decisions to the TSC.
  - Calvin notes they could make a swap – CG for II. Ken feels the Steering Division co-chairs should initiate the process, rather than the WG co-chairs initiating the process. Freida notes that this determination should be a suggestion for the GOM. We're planning on inviting the GOC December 5th to discuss other changes; we can add that to the agenda once a recommendation is agreed upon.
- Reminder: Pilot product brief website review feedback accepted until November 15th.
- Reminder: TSC members please complete the CTO evaluation
- Reminder: Feedback on TSC\_Guidance\_on\_Ballot\_Levels ([http://wiki.hl7.org/index.php?title=TSC\\_Guidance\\_on\\_Ballot\\_Levels](http://wiki.hl7.org/index.php?title=TSC_Guidance_on_Ballot_Levels)) accepted until November 30th
- Add to next week's agenda a discussion on upcoming TSC call scheduling over the holidays, December 26th, Jan 2nd and November 28th.

## Next Steps

### Actions *(Include Owner, Action Item, and due date)*

- Lynn will move the proposed SI dashboard criteria to a specific wiki page to develop these further, and make a standing agenda item to report progress on proposals - see Strategic Initiatives TSC Dashboard.
- Ken will work with Dave Hamill to sort the existing projects under the three criteria and develop instruction on the use of the strategic initiatives checkbox, using the 2012 SI criteria.
- Ken will ask Dave to present their findings next week .
- Lynn to set up an email vote for naming Freida to represent Ken for the next two weeks.

### Next Meeting/Preliminary Agenda Items

1. Approve Minutes of 2011-11-14 TSC Call Agenda
2. Approval items:
  - **Motion:** Approve ***\*final\**** Project Scope Statement (<http://gforge.hl7.org/gf/download/trackeritem/2109/8856/HL7SAIFAPRiskAssessmentPSSv1.2.docx>) for TSC cosponsors suggested are ArB and MnM, *Risk Assessment and Governance for SAIF Architecture Program* at Project Insight # 828 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=828>) and TSC Tracker # 2109 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=2109&start=0](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2109&start=0))

- **Tabled Motion:** Approve DSTU Publication Request (<http://gforge.hl7.org/gf/download/trackeritem/2104/8838/HL7PublicationRequestfortheSecurityandPrivacyDAMDSTU.docx>) for Security WG of FTSD: *V3 Security DAM, R1* (Composite Security and Privacy Domain Analysis Model aka Security Domain Analysis Model) at TSC Tracker # 2104 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=2104&start=0](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2104&start=0)) , Project Insight # 529 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=529>)
  - Woody's followup background email ([http://gforge.hl7.org/gf/download/trackeritem/2104/8860/Security\\_DAM\\_emailthread.pdf](http://gforge.hl7.org/gf/download/trackeritem/2104/8860/Security_DAM_emailthread.pdf))
  - Please note: Kathleen sent an .emx file and Don is not able to publish from this.
- (10 min) Modeling vs terminology (continued)
  - Discussion thread: Universal/Perfect vs Simple/Done/Usable (was RE: Allergy Question)
- TSC review of Jan 2012 Ballot (<http://www.hl7.org/documentcenter/public/ballots/2012JAN/announcements/Formation%20of%20Ballot%20Pools%20for%20January%202012%20Ballot%20Cycle.pdf>) Anomalies, and TSC Approval Requests (<http://gforge.hl7.org/gf/download/trackeritem/2114/8885/TSCBallotApprovalsforJanuary2012.docx>)
  - 3RD+ BALLOT CYCLE
    - HL7 Implementation Guide for CDA® Release 2: Genetic Testing Reports, Release 1 (4th Comment Only Ballot) – Project Insight ID: 460
    - HL7 Version 3 Standard: Identification of Medicinal Products – Creation and Maintenance Messages, Release 1 (3rd DSTU Ballot) – Project Insight ID: 501
    - HL7 Version 3 Standard: Pharmacy; Medication Knowledge-Base Query, Release 1 (7th Normative Ballot) – Project Insight ID: 189
  - PENDING PROJECT APPROVAL
    - TSC - XML Encoding Rules for Version 2 Messages, Release 2 (1st Normative Ballot) – Project Insight ID: 825
    - SD & TSC - HL7 Version 2 Implementation Guide: Clinical Genomics; fully LOINC-Qualified Cytogenetic Model, Release 1 - US Realm (1st Informative Ballot) – Project Insight ID: 663
    - TSC - HL7 Templates Registry Business Process Requirements Analysis, Release 1 (Comment Only Ballot) – Project Insight ID: 829

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