Co-Chair Info Meeting

HL7 Workgroup Meeting
January, 2019
Karen Van Hentenryck
Congratulations on your election! Thank you for your willingness to serve.
Why We’re Here

- Review how HL7 is organized
- Review of co-chair responsibilities
- Direct you to helpful resources
- Answer any burning questions
# HL7 Work Groups Color Coded by Steering Division

<table>
<thead>
<tr>
<th>Administrative SD</th>
<th>Infrastructure SD</th>
<th>Board or TSC Appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Attachments</td>
<td>• Arden Syntax</td>
<td>• Architecture Review Board</td>
</tr>
<tr>
<td>• Electronic Health Record</td>
<td>• CIMI</td>
<td>• CDA Management Group</td>
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<tr>
<td>• Financial Management</td>
<td>• Conformance &amp; Guidance for Implementation/Testing</td>
<td>• Education Advisory Council</td>
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<tr>
<td>• Imaging Integration</td>
<td>• FHIR Infrastructure</td>
<td>• Clinical Decision Support</td>
</tr>
<tr>
<td>• Orders and Observations</td>
<td>• Implementable Technology Specifications</td>
<td>• Clinical Genomics</td>
</tr>
<tr>
<td>• Patient Administration</td>
<td>• Infrastructure and Messaging</td>
<td>• Clinical Interoperability Council</td>
</tr>
<tr>
<td>• Anesthesiology</td>
<td>• Mobile Health</td>
<td>• Clinical Quality Information</td>
</tr>
<tr>
<td>• Biomedical Research &amp; Regulation</td>
<td>• Modeling and Methodology</td>
<td>• Community Based Care and Privacy</td>
</tr>
<tr>
<td>• Clinical Decision Support</td>
<td>• Security</td>
<td>• Emergency Care</td>
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<tr>
<td>• Clinical Genomics</td>
<td>• Services Oriented Architecture</td>
<td>• Health Care Devices</td>
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<td>• Clinical Interoperability Council</td>
<td>• Structured Documents</td>
<td>• Learning Health Systems</td>
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<td>• Clinical Quality Information</td>
<td>• Templates</td>
<td>• Patient Care</td>
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<td>• Community Based Care and Privacy</td>
<td>• Vocabulary</td>
<td>• Pharmacy</td>
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<tr>
<td>• Emergency Care</td>
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<td>• Public Health</td>
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</table>

**KEY**

- ➢ Administrative Steering Group
- ➢ Clinical Steering Group
- ➢ Infrastructure Steering Group
- ➢ Organizational Support Steering Division
- ➢ Board or TSC Appointed/Other

**Updated:** 09/19/2018
This group supports the HL7 mission to create and promote its standards by:

- Overseeing and coordinating the technical efforts contributed by the HL7 participants, who make up the HL7 Working Group, and assuring that the efforts of the Working Group are focused on the overall HL7 mission.

The Technical Steering Committee and the HL7 Working Group operate in such a way so as to:

- respect the contributions and ideas of the talented individuals who make up the Working Group;
- maintain an effective focus on the goals of HL7;
- assure that the all major decisions are based on consensus of the stakeholders;
- maximize sharing and "re-use" of work products between elements of the Working Group;
- use project management to assure that project goals are articulated and met;
- reduce competition and conflict between the elements of the Working Group; and
- assure that HL7 standards are developed on a solid architectural foundation that assures consistency and interoperability.
TSC Structure

- **Technical Steering Committee** -
  - 11 elected voting representatives, 1 appointed voting members, 2 ad hoc members
  - TSC-elected Chair (Austin Kreisler)
  - CTO (Wayne Kubick) is an ex-officio co-chair
  - ARB Chair (Tony Julian, Lorraine Constable is the backup)
  - Two hoc members (Ken McCaslin and John Roberts)
  - 2 Affiliates representatives (Jean Duteau & Giorgio Cangioli)
  - Infrastructure Steering Division (Russ Hamm & Paul Knapp)
    - 2 Elected SD Co-Chairs plus Co-Chairs of work groups in SD
  - Administrative Steering Division (Riki Merrick & Mary Kay McDaniels)
    - 2 Elected SD Co-Chairs plus Co-Chairs of work groups in SD
  - Clinical Steering Division (Melva Peters & Floyd Eisenberg)
    - 2 Elected SD Co-Chairs plus Co-Chairs of work groups in SD
  - Organizational Support Steering Division (Sandra Stuart & Virginia Lorenzi)
    - 2 Elected SD Co-Chairs plus Co-Chairs of work groups in SD
Challenges

- Volunteer workforce
- Constituency changes meeting to meeting
- Limitations (budgets, resources, tools)
- Diverse membership
- Organizational archetypes
- HL7’s Organization
- The day job
Strengths

- Passionate, dedicated people working toward a common goal
Co-Chair Responsibilities

- Effectively manage the Administrative items
  - Announce meetings, post minutes, etc. according to your work group’s decision making practices
- Effectively manage projects process
- Effectively manage the ballot development/reconciliation processes
Announce WG meetings

Post Minutes to webpage or Confluence (do not use wiki going forward)

Pay attention to messages on co-chairs and your steering division listservs

Attend co-chairs dinner meeting at WGMs

Submit room request for next WGM
Co-Chairs’ Dinner Meeting

- Not ALL co-chairs of a work group must attend this meeting. You may send one (1) as a representative.

- When registering for the meeting, you must log on to the HL7 website using your username and password to enable you to register for the TSC Meeting (otherwise will not display).

- You must register for the dinner meeting on the HL7 Registration Form to ensure a space and a dinner.
Room Requests for WGMs

- Current Procedure
  - For the May 2019 WGM, work group co-chair must go on-line to the designated URL (http://www.hl7.org/events/meetingprep/) and complete the form and request meeting room space.
Work Group Health

- Various items are tracked and reported on a work group health report card. The TSC Chair usually announces healthiest groups at the general session and during the Monday evening co-chairs dinner.

Health Metrics

- Active Projects
- Mission/charter (reviewed every 2 years)
- Project health
- SWOT
- Ballot presence
- Minutes posted since last WGM
- Listserv activity
- Harmonization participation
- WG conference calls scheduled since last WGM
- SD conference call participation (50%)
- TSC/SD election participation
- WG rep at SD WGM
- Presence at WGMs
- Co-chair WGM tasks completed
Most work groups create ballot documents, which are tracked as a project

Projects are

- Approved by the sponsoring WG, then in parallel by
  - The co-sponsoring WG (if any)
  - The Family Management Group (CIC, CD, FHIR, V2, V3)
  - US Realm task force (if applicable)
  - ARB, if applicable

- Then Steering division and Standards Governance Board (if needed)
- The TSC

'Investigative’ projects can use the “PSS-Lite” sections of the Project Scope Statement (PSS) which requires a limited sub-set of information to charter the project
Projects

- Find the Project Scope statement on HL7.org under Resources/Tools and Resources/Project Management and Tracking Tools/Project Scope Statement Template and Project Approval Process (zip file)

- Find the searchable project database on the HL7 homepage under Discover/HL7 Project Database

- Contact Dave Hamill (staff) should you have questions about completing the project scope statement and to update the status of your projects
Balloting

- Publishing Schedule found on the HL7.org website under Resources/Balloting
- Notice of Intent to Ballot site found under Resources/Work Groups
- Ballots always announced 30-days in advance
- Ballots are typically 30-days long
Balloting Responsibilities

- Ensure ANSI compliance (as outlined in the HL7 Essential Requirements)
- Ensure integrity of the standard
- Recognize ballot contributions of reviewers
- Strive to achieve consensus ... ultimately produces the fastest progress and best serves HL7’s stakeholders
Ballot Rules

- HL7 adheres to ANSI’s Essential Requirements (you can find these on the HL7 website under Resources/Procedures/ANSI Essential requirements)

- Our specific procedures are documented in the Governance and Operations Manual (GOM) and the HL7 Essential Requirements (HL7 ER). Both are found on the HL7 website under Resources/Procedures.

- Rules for non-normative ballots are provided in the GOM while the HL7 ER documents rules for normative ballots

- Contact Karen Van Hentenryck (staff) for questions related to ANSI; Karen or Lynn Laakso can answer questions related to ballot processes.
**Persuasive**

- Means that your WG agrees that the negative baloter has a persuasive argument and will agree to the change
- May require a substantive change to the standard and thus a re-ballot
Non-Persuasive

- Use with discretion
  - Attempt to contact the voter before you declare their vote non-persuasive
  - Correcting a problem (e.g. typo) in effect makes the negative vote non-persuasive
  - In all cases, the voter must be informed of the WG’s action
  - Use the web ballot workspace to track progress and notify all balloters (and HQ) simultaneously of the outcome
Not Related

- Means that the WG believes that the negative comment is outside the scope of the current document or ballot.
Ballot Desktop – Tally Tab

http://www.hl7.org/ctl.cfm?action=ballots.home

Balloting
Tally

January 2006 Ballot Cycle
2006JAN, Dec 13, 2004 - Jan 15, 2005
Announcement Documents:
- First Announcement of Available Ballot Pools: (doc., 56.5 kb)
- Announcement of Additional Ballot Pool Availability: (doc., 327.5 kb)
- Additional Announcement of Available Ballot Pools: (doc., 44.5 kb)
- January 2006 Ballot Cycle Opening Announcement (doc., 328.5 kb)
- Announcement of Additional January 2005 Ballot Cycle Pools Opening (doc., 59.5 kb)

To review the Tally details and interact with participants as well as perform various reconciliation functions, click the document pool from the list provided.

<table>
<thead>
<tr>
<th>Doc.</th>
<th>Name</th>
<th>Lu</th>
<th>Aff</th>
<th>Neg</th>
<th>Abst</th>
<th>NV</th>
<th>Totl.</th>
<th>Q.</th>
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Calculating Quorum

- Committee Ballots (includes DSTs and Updates): 66 Quorum, 2/3rd Approval
- Membership Ballots: 66 Quorum, 3/4th Approval
- Informative Ballots: No Quorum requirements, 2/3rd Approval

Quorum is achieved by total affirmations, negations & abstentions.
Approval is achieved by total affirmations and negations.
Review highlights to manage follow up

- **Red** highlight means that the person is negative voter who has not withdrawn and who has not yet been notified of the status of their negative vote.

- **Yellow** highlight means the person has withdrawn but has not been notified of the disposition of the negative vote. Send them an e-mail and copy Karen VanHentenryck and Lynn Laakso.
Notification and Withdrawal

<table>
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<tr>
<th>Name</th>
<th>Firm</th>
<th>Type</th>
<th>Vote</th>
<th>Cmt?</th>
<th>Updated?</th>
<th># of Events</th>
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PBS Metrics Reports

- Are provided to allow WGs to track the status of their ballots and keep work moving forward
- Go to the work group’s page on the website and click on Reports (let’s look at Orders and Observations)
Other Resources

- Co-Chair handbook
- HL7 Ballots - Voting Made Easy
- GOM
- HL7 Essential Requirements
Other Things to Think About

- Avoid U.S. Centricity... HL7 has an International Scope (and a growing number of International Affiliates.)
- Recognize cultural differences and diversities
  - Country
  - Role (technical vs. clinical vs. academic vs. etc.)
- Everybody has a point of view and reasons for that point of view. Strive to understand before you react.
Staff

- Check out the staff at:
  http://www.hl7.org/about/hl7staff.cfm
How can we help you do your job?