2014-03-03 TSC Call Agenda

From HL7 TSC

TSC Agenda/Minutes

Meeting Info/Attendees

<table>
<thead>
<tr>
<th>HL7 TSC Meeting Minutes</th>
<th>Date: 2014-03-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: call 770-657-9270 using code 985371#</td>
<td>Time: 11:00 AM U.S. Eastern</td>
</tr>
</tbody>
</table>

GoToMeeting ID: 273-848-837 (https://www.gotomeeting.com/join/273848837)

Facilitator: Ken McCaslin

Note taker(s): Lynn Laakso

<table>
<thead>
<tr>
<th>Quorum = chair + 5 including 2 SD represented</th>
<th>yes/no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair/CTO</td>
<td></td>
</tr>
<tr>
<td>xKen McCaslin</td>
<td>xTony Julian</td>
</tr>
<tr>
<td>xJohn Quinn</td>
<td>xLorraine Constable</td>
</tr>
</tbody>
</table>

Domain Experts

- Foundation and Technology
- Structure and Semantic Design
- Technical and Support Services

xMelva Peters                                  | xWoody Beeler | xCalvin Beebe | xFreida Hall |

xJohn Roberts                                  | xPaul Knapp  | xPat van Dyke | xAndy Stechishin |

*ex officio*                                  | Invited Guests | Observers | HL7 Staff |

. Don Mon (HL7 Chair) w/vote                   | xBrian Pech  | xLynn Laakso |
. (Vice Chair) vote                           | .             | .           |
. Chuck Jaffe (CEO) vote                      | .             | .           |

Agenda

Housekeeping

1. Introduction of visitors (including declaration of interests)
2. Agenda review and approval
3. Approve Minutes of 2014-02-17 TSC Call Agenda
4. Recommendation by PIC for WGH metric review DMP every 3 years (change from 2 years)

Governance

1. Approval items:
2. Discussion topics:
   - updated Strategic_Initiatives_TSC_Dashboard metrics discussion

Management

1. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494) –
2. Approval items: FMG/FGB appointments
3. Approval items from e-vote ending 2/21: approved 8/0/0 with 1 Ad-Hoc, 2 Affiliate, ARB, CTO, DESD, FTSD, T3SD voting
   - Project scope update approval request (http://gforge.hl7.org/gf/download/trackeritem/2848/11338
     /2012Sept_StrucDocs_HQMFSpecR2_PSS%20v2012_updt%202012%2003%202013_2.doc) for Health Quality Measure Format (HQMF) Specification, Release 2.x for CQI of DESD cosponsored by CDS and Structured Documents WG of SSD SD and PHER of DESD at Project Insight #508 (http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=508) and TSC Tracker 2848 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2848) reviewed by US Realm Task force and referred back to TSC for approval.
   - DSTU publication request (http://gforge.hl7.org/gf/download/trackeritem/2961/11437/%48%4c%37%5f%50%75%62%6c
     %69%63%61%74%69%6f%6e%5f%52%65%71%75%65%73%74%5f%51%44%4d%2d%62%61%73%65%64%20%48%51%4d%46
4. Approval items for e-vote this week

- Project scope update approval request (http://gforge.hl7.org/gf/download/trackeritem/2847/11337
  /HL7%20Project%20Scope%20Statement%202013%201_Emergency%20Care%20Domain%20Analyses%20Model%20Release%201%20for%20EC%20of%20DESD%20at%20Project%20Insight%20#368%20(http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=368)) and TSC Tracker 2961 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2961)

- Project scope approval request (http://gforge.hl7.org/gf/download/trackeritem/3009/11472
  /Continuous%20ECG%20Domain%20Analyses%20Model%20Release%201%20for%20EC%20of%20DESD%20at%20Project%20Insight%20#1070%20(http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=1070)) and TSC Tracker 3009 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=3009)

- DSTU Update request (http://gforge.hl7.org/gf/download/trackeritem/3000/11467
  /%48%4c%37%5f%50%75%62%6c%69%63%61%74%69%66%69%6e%67%72%65%61%74%69%6f%6e%2e%64%6f%63%78
  %61%74%69%6f%6e%2d%20%43%44%41%52%32%5f%49%47%55%48%41%49%52%50%54%45%52%32%5f%44%41%52%32%31%34%46%45%42%2e%64%6f%63%78%78) for HL7 Implementation Guide for CDA Release 2 - Level 3: Healthcare Associated Infection Reports, Release 2, DSTU Release 1.1 (US Realm) for SDWG of SSD SD at Project Insight #1003 (http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=1003) and TSC Tracker 3000 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=3000)

5. Discussion topics:

- Report back from PHER on ELR IG R2 (HL7 Version 2.5.1 Implementation Guide: Electronic Laboratory Reporting to Public Health, Release 2 (US Realm))

6. Reports: (attach written reports below from Steering Divisions et al.)

- Congratulations to Security WG of FTSD on their normative request for publication of the HL7 Version 3 Standard: Security and Privacy Ontology, Release 1!

- Congratulations to Security WG of FTSD on their normative request for publication of the HL7 Implementation Guide: Data Segmentation for Privacy (DS4P), Release 1!

- Congratulations to Pharmacy WG of DESD on their normative request for publication of the JIC Health Informatics – Identification of Medicinal Products standards:
  - Data elements and structures for unique identification and exchange of regulated information on substances, Release 1
  - Data elements and structures for unique identification and exchange of regulated information on pharmaceutical dose forms, units of presentation and routes of administration, Release 1
  - Data elements and structures for unique identification and exchange of regulated pharmaceutical product information, Release 1
  - Data elements and structures for unique identification and exchange of regulated medicinal product information, Release 1
  - Data elements and structures for unique identification of Units of Measurement, Release 1

- Congratulations to EHR WG of SSD SD on their normative request for publication of the ISO 16527 / HL7 Personal Health Record System Functional Model, Release 1!

7. Open Issues List (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=313)

---

**Minutes**

**Minutes/Conclusions Reached:**

Ken notes that the Board call follows so will need to wrap up at 11:55.

1. Introduction of visitors (including declaration of interests) Brian is observing.
2. Agenda review and approval - approved by general consent
3. Approve Minutes of 2014-02-17 TSC Call Agenda approved by general consent
4. Recommendation by PIC for WGH metric review DMP every 3 years (change from 2 years) approved by general consent

**Governance**

1. Discussion topics:
   - updated Strategic_Initiatives_TSC_Dashboard metrics discussion
   - TSC commented on the inclusion of FHIR
The Board is still deliberating and without a new Board chair the 2014 SI are not ready for review; postpone to after Board review post-election.

Jean and JohnR join

Management

1. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494) – defer
2. Approval items: FMG/FGB appointments
   ■ No candidate list received yet. Action Item: Ken will email Ron Parker; postpone to next week circulating list as soon as possible.
3. Approval items from e-vote ending 2/21: approved 8/0/0 with 1 Ad-Hoc, 2 Affiliate, ARB, CTO, DESD, PTSD, T3SD voting
   ■ DSTU publication request (http://gforge.hl7.org/gf/download/trackeritem/2961/11437/%48%4c%37%5f%50%75%62%6c%69%63%61%77%75%65%73%74%6f%51%44%4d%2d%62%61%73%5f%51%44%4d%64%6f%63%78 for HL7 Version 3 Implementation Guide: Quality Data Model (QDM)-based Health Quality Measure Format (HQMF), Release 1 – US Realm for SDWG of SSD SD at Project Insight #756 (http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=756) and TSC Tracker 2961 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2961)
4. Approval items for e-vote this week
   ■ Project scope update approval request (http://gforge.hl7.org/gf/download/trackeritem/2847/11337/HL7%20Project%20Scope%20Statement%202013%20O1_Emergency%20Care%20%20DAM%20%2039%20Updated%2020140117.doc) for Emergency Care (EC) Domain Analyses Model, Release 1 for EC of DESD at Project Insight #368 (http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=368) and TSC Tracker 2847 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2847) upon review by US Realm TF
   ■ Project scope approval request (http://gforge.hl7.org/gf/download/trackeritem/3009/11472/Continuous%0aECG%20HL7%20Project%20Scope%20Statement%202014-02-06.doc) for Annotated ECG IG Release 2 (HL7 Version 3 Implementation Guide: Regulated Studies; Annotated ECG (aECG), R1, Release 2 - US Realm) for RCRII of DESD at Project Insight #1070 (http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=1070) and TSC Tracker 3009 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=3009)
   ■ DSTU Update request (http://gforge.hl7.org/gf/download/trackeritem/3000/11467/%48%4c%37%5f%50%75%62%6c%69%63%61%77%75%65%73%74%6f%51%44%4d%2d%62%61%73%5f%51%44%4d%64%6f%63%78 for HL7 Implementation Guide for CDA Release 2 - Level 3: Healthcare Associated Infection Reports, Release 2, DSTU Release 1.1 (US Realm) for SDWG of SSD SD at Project Insight #1003 (http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=1003) and TSC Tracker 3000 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=3000)
5. Discussion topics:
   ■ Report back from PHER on ELIR G R2 (HL7 Version 2.5.1 Implementation Guide: Electronic Laboratory Reporting to Public Health, Release 2 (US Realm))
     ■ John Roberts is on the call; PHER has discussed and has not yet reached a conclusion. Postpone three weeks to March 24.
   ■ CIC PSS with feedback from Jean.
   ■ 5-year old Project scope update approval for Tuberculosis Domain Analysis Model, Release 2 for CIC of DESD at Project Insight #371 (http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=371) and TSC Tracker 2793 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2793) - they wanted to show that their use cases included sending a message between systems. The statement would be revised and the PSS re-submitted. It won't be part of this week's e-vote but next week instead perhaps.
   ■ Tony joins
6. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494)
   ■ 2058 Woody will create Strategic Dashboard criteria metrics for product Quality. Ballot quality measurement was in progress with Austin and has not yet been completed with Ballot Desktop analysis. Pat confirms that this was referred to TRAC and is not completed yet. This will be closed and 2059 referred to TRAC and assigned to Pat.
   ■ 2189 list of ORC liaison responsibilities assigned to Freida. She will work with Melva on this.
   ■ 2190 Monday Q1/Q2 cochair/facilitator training topics: Melva comments that some projects were created for facilitator training but not with respect to a Monday Q1/Q2 schedule. This would be Q1/Q2 of non-plenary meetings. Discussion ensued. Melva
mentioned Tooling, Publishing, Vocab and MnM facilitator training were targeted. Woody notes that other types of facilitation were suggested but the existing facilitator groups are understaffed. Perhaps a general "facilitation" training is needed with some specialty training where needed. Paul has arrived and agrees that FTSD had that discussion. Woody notes that better understanding of the need for facilitation in the specific areas is a goal. Facilitator training, not co-chair training is of more interest. Close 2190 and pursue general facilitator training with facilitation skills and different skills for the individual work groups will be handled by those work groups. Melva notes that Education does not have the bandwidth to manage it. Education, Vocab, Project Services should be cosponsors, to figure out general facilitator toolset needed. Need to identify someone having good facilitation skills to lead the effort. Perhaps instead of a Monday Q1/Q2 we could do a Tuesday AM session - Melva suggests a set of webinars/tutorials so that their time can be better used at the WGM. Calvin asks if we have measurements on what kind of facilitators we need of each type to understand the shortage. Woody recounts that conformance facilitators were the discussion from Monday night's FTSD meeting. To what work group would such facilitators belong, to define the skillset for those facilitators; they would liaise between their group and the WG for which they facilitate. Minutes from FTSD-F2F-20140120 reviewed. Woody suggests the Steering Division should take another run at it, working with other WGs like Education to develop it. Melva comments on the role for Project Facilitators for which Freida notes that a job description exists. Woody notes that harmonization proposals were suggested to be submitted by vocabulary facilitators and setting requirements in this space is an issue with creating roadblocks to the process. Pharmacy has a WG project facilitator keeping track of all projects in Pharmacy instead of individual project facilitators. We need to offer training for roles that are required on projects. Offering the training to cochairs discussed. Melva suggests Woody send Melva an invitation when FTSD will discuss and she will try to obtain representation. Other good model facilitators discussed. Lorraine suggests that TSC members send suggestions to Ken; though Ken will allow the recommendations to be anonymous.

- 2191 implementation references - reviewed 2012-01-17_TSC_WGM_Agenda; opportunities missed to collect this information at HIMSS meetings. No longer a pressing issue; close tracker.

7. Nominations committee: TSC appointments are typically made at the May WGM but earlier would be of preference for Melva to be involved in the email trail leading up to the WGM as well as schedule planning for the WGM. Others willing to serve on nominations committee please submit names by next Monday.

8. Reports: (attach written reports below from Steering Divisions et al.)

- Congratulations to Security WG of FTSD on their normative request for publication of the HL7 Version 3 Standard: Security and Privacy Ontology, Release 1!
- Congratulations to Security WG of FTSD on their normative request for publication of the HL7 Implementation Guide: Data Segmentation for Privacy (DS4P), Release 1!
- Congratulations to Pharmacy WG of DESD on their normative request for publication of the JIC Health Informatics – Identification of Medicinal Products standards:
  - Data elements and structures for unique identification and exchange of regulated information on substances, Release 1
  - Data elements and structures for unique identification and exchange of regulated information on pharmaceutical dose forms, units of presentation and routes of administration, Release 1
  - Data elements and structures for unique identification and exchange of regulated pharmaceutical product information, Release 1
  - Data elements and structures for unique identification and exchange of regulated medicinal product information, Release 1
  - Data elements and structures for unique identification of Units of Measurement, Release 1
- Congratulations to EHR WG of SSD SD on their normative request for publication of the ISO 16527 / HL7 Personal Health Record System Functional Model, Release 1!

Adjourned 11:54 AM

Next Steps

<table>
<thead>
<tr>
<th>Actions (Include Owner, Action Item, and due date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send names of good examples of facilitators and any nominations for representative to nominations committee by Monday.</td>
</tr>
</tbody>
</table>

Next Meeting/Preliminary Agenda Items

- 2014-03-10 TSC Call Agenda.

© 2014 Health Level Seven® International. All rights reserved.

Copyright © Health Level Seven International ® ALL RIGHTS RESERVED. The reproduction of this material in any form is strictly forbidden without the written permission of the publisher.