

2012-01-09 TSC Call Minutes

From HL7 TSC

TSC Agenda/Minutes

Meeting Info/Attendees

HL7 TSC Meeting Minutes Location: call 770-657-9270 using code 124466# GoToMeeting ID: 165-215-206 (https://www.gotomeeting.com/join/165215206)	Date: 2012-01-09 Time: 11:00 AM U.S. Eastern
Facilitator: Austin Kreisler	Note taker(s): Lynn Laakso

Attendee	Name	Affiliation
x	Calvin Beebe	HL7 SSD SD Co-Chair
x	Woody Beeler	HL7 FTSD Co-Chair
x	Freida Hall	HL7 T3SD SD Co-Chair
x	Tony Julian	HL7 FTSD Co-Chair
x	Austin Kreisler	HL7 TSC Chair, Ad-Hoc member
x	Lynn Laakso	HL7 staff support
x	Patrick Loyd	HL7 T3SD Co-Chair
x	Charlie Mead	HL7 ArB Chair
	Don Mon	HL7 Board Chair
	Ravi Natarajan	HL7 Affiliate Representative
	Ron Parker	HL7 ArB Alternate
x	John Quinn	HL7 CTO
x	Helen Stevens	HL7 Ad-Hoc member
x	Ed Tripp	HL7 DESD Co-Chair
x	Pat Van Dyke	HL7 SSD SD Co-Chair
x	Mead Walker	HL7 DESD SD Co-Chair
x	Brian Pech	observer
x	Ken McCaslin	guest
x	Dave Hamill	guest

Quorum Requirements (Chair +5 with 2 SD Reps) Met: yes

Agenda

Agenda Topics

1. Introduction of visitors (including declaration of interests)
2. Agenda review and approval - Austin Kreisler
3. Welcome new members
4. Approve Minutes
5. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494) –
 - TSC Tracker #2134 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2134&start=0) Austin sent out document of the process for Work Groups changing steering divisions (http://gforge.hl7.org/gf/download/trackeritem/2134/8999/WG_Change_SD_Process.doc) . Pat was going to send out a notice of the proposed process to the two groups.
 - Strategic_Initiatives_TSC_Dashboard criteria metrics recommendations still open; assignees please have these ready for the Saturday Q1 discussion at the WGM.
 - Ken (#2060 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2060&start=0) on industry responsiveness and implementation),
 - Austin (#2059 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2059&start=0) on Requirements traceability, cross artifact consistency),
 - Woody (#2058 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2058&start=0) on Product Quality),
 - Patrick (#2057 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2057&start=0) on WGM Effectiveness)
6. Approval items:
 - **Motion:** Approve Project scope statement (<http://gforge.hl7.org/gf/download/trackeritem/2135/8947/20111201HL7PSSv2011-CTS2ImplementationGuide.doc>) for Vocabulary WG of FTSD: *HL7 Common Terminology Services Release 2 (CTS2) Implementation Guide*, at Project Insight # 839 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=839>) , and TSC Tracker # 2135 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2135&start=0)
 - **Motion:** Approve Informative Document Publication Request (http://gforge.hl7.org/gf/download/trackeritem/2138/8965/HL7_Publication_Request-OO-BB-IG-R1.doc) for for Orders & Observations WG (OO) of Structure and Semantic Design Steering Division (SSD SD) *HL7 Version 2.6 Implementation Guide: Blood Bank Donation Services (US Realm), Release 1*, at Project Insight # 521 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=521>) , and TSC Tracker # 2138 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2138&start=0)
 - **Motion:** Approve Project Scope Statement (<http://gforge.hl7.org/gf/download/trackeritem/2139/8966/ESMDScopeStatement-20111114.docx>) for EHR WG of Structure and Semantic Design Steering Division (SSD SD), *Electronic Submission of Medical Documentation(ESMD)-RMES Profile Support*, at Project Insight # 830 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=830>) , and TSC Tracker # 2139 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2139&start=0)

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- **Motion:** Approve Project Scope Statement (http://gforge.hl7.org/gf/download/trackeritem/2140/8967/HL7PSS-Cytogenetic_Lab_Results_RevisedAug2011V2only.docx) for Clinical Genomics WG (CG) of Structure and Semantic Design Steering Division (SSD SD) *Cytogenetic Lab Results*, at Project Insight # 663 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=663>) , and TSC Tracker # 2140 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2140&start=0)
- **Motion:** Approve Project scope statement (http://gforge.hl7.org/gf/download/trackeritem/2141/8976/HL7_PSS_CIC_Schizophrenia_DAM.doc) for Clinical Interoperability Council (CIC), cosponsored by RCRIM, of the Domain Experts Steering Division (DESD): *Schizophrenia Domain Analysis Model* , at Project Insight # 840 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=840>) , and TSC Tracker # 2141 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2141&start=0)
- **Motion:** Approve DSTU Publication Request (http://gforge.hl7.org/gf/download/trackeritem/2142/8977/PublicationRequestofHL7StandardsMaterial-20111219_hData.docx) SOA WG, and cosponsored by Implementable Technology Specification of Foundation and Technology Steering Division (FTSD): *HL7 Version 3 Specification: hData Record Format, Release 1*, at Project Insight # 783 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=783>) , and TSC Tracker # 2142 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2142&start=0)
- **Motion:** Approve Out of Cycle Meeting Request (http://gforge.hl7.org/gf/download/trackeritem/2145/8983/RIMBAA_March2012_outofcyclemtg.doc) for RIMBAA WG, of Foundation and Technology Steering Division (FTSD): For March 2012, at http://wiki.hl7.org/index.php?title=RIMBAA_201203_Agenda, and TSC Tracker # 2145 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2145&start=0)
- Request (http://gforge.hl7.org/gf/download/trackeritem/2146/8984/2012PSSTemplate_approvalprocess_email.pdf) for Review/approval of the 2012 Project Scope Statement Template (http://gforge.hl7.org/gf/download/trackeritem/2146/8987/HL7ProjectScopeStatementv2012templatewithinstructions_DRAFTv06.doc) and Project Approval Process Documents (TSC projects (http://gforge.hl7.org/gf/download/trackeritem/2146/8985/ProjectApprovalProcess_v2012_TSC_Projects_DRAFT_v02.doc) and Work Group projects (http://gforge.hl7.org/gf/download/trackeritem/2146/8986/ProjectApprovalProcess_v2012_WorkGroup_Projects_DRAFT_v02.doc)), at Project Insight # 835 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=835>) , TSC Tracker # 2146 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2146&start=0)

7. Discussion topics:

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

- DESD announces the approval of an updated Mission and Charter statement for the Pharmacy Work Group.
- 345 registered this AM; today is last day for online registration

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

Supporting Documents

- See links

Minutes

Minutes/Conclusions Reached:

Call to order 11:03 AM

1. Introduction of visitors (including declaration of interests) Brian Pech observing, Ken for action item, Dave on PSS endorsement
2. Agenda review and approval - Austin Kreisler; postpone review of action items including document on changing steering divisions to ensure we get through the approval list.
3. Welcome new members - Pat, Freida, and Mead
4. Approve Minutes of 2011-12-19 TSC Call Agenda; Mead abstains; approved 7/0/0 with Ed carrying the DESD vote
5. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494) –
 - TSC Tracker #2134 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2134&start=0) Austin sent out document of the process for Work Groups changing steering divisions (http://gforge.hl7.org/gf/download/trackeritem/2134/8999/WG_Change_SD_Process.doc) . Pat was going to send out a notice of the proposed process to the two groups. Postpone to after approval items
 - Strategic_Initiatives_TSC_Dashboard criteria metrics recommendations still open; assignees please have these ready for the Saturday Q1 discussion at the WGM.
 - Ken (#2060 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2060&start=0) on industry responsiveness and implementation), is not planning on being at the WGM on Saturday.
 - Austin (#2059 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2059&start=0) on Requirements traceability, cross artifact consistency),
 - Woody (#2058 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2058&start=0) on Product Quality),
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be filled for the PSS. This was met with general assent.

■ **Vote:** Unanimously approved.

- **Motion:** Approve Informative Document Publication Request (http://gforge.hl7.org/gf/download/trackeritem/2138/8965/HL7_Publication_Request-OO-BB-IG-R1.doc) for for Orders & Observations WG (OO) of Structure and Semantic Design Steering Division (SSD SD) *HL7 Version 2.6 Implementation Guide: Blood Bank Donation Services (US Realm), Release 1*, at Project Insight # 521 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=521>) , and TSC Tracker # 2138 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2138&start=0)

■ **Vote:** Unanimously approved.

- **Motion:** Approve Project Scope Statement (<http://gforge.hl7.org/gf/download/trackeritem/2139/8966/ESMDScopeStatement-20111114.docx>) for EHR WG of Structure and Semantic Design Steering Division (SSD SD), *Electronic Submission of Medical Documentation(ESMD)-RMES Profile Support*, at Project Insight # 830 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=830>) , and TSC Tracker # 2139 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2139&start=0) ; Pat describes the project. Voting in the Steering Division incorporated consideration with S&I framework and CMS awareness. Ed asks if they're looking to package up existing documents or define a new document structure. Pat thinks they're packaging; Ed notes that the regulatory submission process is similar, and the RPS standard currently in ballot may give them a jump start. Pat asks if it incorporates RMES; Ed notes that they have a two-way message to review the same structure for auditability. John adds that testimony at NCVHS hearings in November addressed some of these topics and that testimony needs to be reviewed in conjunction with this effort. ONC has incorporated that testimony. Freida notes the ballot intent area needs correction. Mead suggests that InM should be involved.

■ **Vote:** Unanimously approved.

- **Motion:** Approve Project Scope Statement (http://gforge.hl7.org/gf/download/trackeritem/2140/8967/HL7PSS-Cytogenetic_Lab_Results_RevisedAug2011V2only.docx) for Clinical Genomics WG (CG) of Structure and Semantic Design Steering Division (SSD SD) *Cytogenetic Lab Results*, at Project Insight # 663 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=663>) , and TSC Tracker # 2140 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2140&start=0)

■ This had gotten lost; needed to come through for approval by SSD SD and needed approval for TSC because there is something in the ballot now of a similar name. Freida asks if the implementers for DSTU as individuals are appropriate or did they need to be organizations.

■ **Vote:** Unanimously approved.

- **Motion:** Approve Project scope statement (http://gforge.hl7.org/gf/download/trackeritem/2141/8976/HL7_PSS_CIC_Schizophrenia_DAM.doc) for Clinical Interoperability Council (CIC), cosponsored by RCRIM, of the Domain Experts Steering Division (DESD): *Schizophrenia Domain Analysis Model* , at Project Insight # 840 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=840>) , and TSC Tracker # 2141 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2141&start=0) ; Ed describes the project.

- **Vote:** Unanimously approved.
- **Motion:** Approve DSTU Publication Request (http://gforge.hl7.org/gf/download/trackeritem/2142/8977/PublicationRequestofHL7StandardsMaterial-20111219_hData.docx) SOA WG, and cosponsored by Implementable Technology Specification of Foundation and Technology Steering Division (FTSD): *HL7 Version 3 Specification: hData Record Format, Release 1*, at Project Insight # 783 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=783>) , and TSC Tracker # 2142 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2142&start=0) ; Austin notes that the reconciliation activities have been completed and some withdrawals have come through.
 - **Vote:** Unanimously approved.
- **Motion:** Approve Out of Cycle Meeting Request (http://gforge.hl7.org/gf/download/trackeritem/2145/8983/RIMBAA_March2012_outofcyclemtg.doc) for RIMBAA WG, of Foundation and Technology Steering Division (FTSD): For March 2012, at http://wiki.hl7.org/index.php?title=RIMBAA_201203_Agenda, and TSC Tracker # 2145 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2145&start=0) ; Freida asks if it's of concern that they are approving the minutes of the WGM at the OOC meeting? Woody assures her this has been their modus operandi for some time.
 - **Vote:** Unanimously approved.
- Request (http://gforge.hl7.org/gf/download/trackeritem/2146/8984/2012PSSTemplate_approvalprocess_email.pdf) for Review/approval of the 2012 Project Scope Statement Template (http://gforge.hl7.org/gf/download/trackeritem/2146/8987/HL7ProjectScopeStatementv2012templatewithinstructions_DRAFTv06.doc) and Project Approval Process Documents (TSC projects (http://gforge.hl7.org/gf/download/trackeritem/2146/8985/ProjectApprovalProcess_v2012_TSC_Projects_DRAFT_v02.doc) and Work Group projects (http://gforge.hl7.org/gf/download/trackeritem/2146/8986/ProjectApprovalProcess_v2012_WorkGroup_Projects_DRAFT_v02.doc)), at Project Insight # 835 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=835>) , TSC Tracker # 2146 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2146&start=0)
 - Dave describes some of the changes to the Project Scope Statement and notes that additional change suggestions have been received that may necessitate an interim release. Lynn asks for the interpretation of turning on track changes in newer versions of Word. Austin notes that the ballot level guidance document needs to be referred to or incorporated into the project scope appendix guidance. Austin asks who will be responsible for the internal use of the Strategic Initiative Reference? Dave suggests that it would be those that are responsible for Project #799 for those projects that will be part of the Strategic Initiative Dashboard. Ken suggests that it read "for TSC use only". Austin notes it may need to be added as part of the TSC project approval process. Lynn asks if the Work Groups are no longer filling it out does it need to be on the PSS? How will we manage tracking changes to this field asks Helen? Since an interim release is pending we can address further changes at that time.
 - Tony moves, Calvin/Helen second endorsement of the Project Scope Statement document with the changes identified.
 - **Vote:** Unanimously approved.

- Reviewing the TSC Project Approval Process, the role of the ArB as email recipient of PSS in Step 5 is to note that Charlie says the ArB is interested and engaged with the approval process. The meeting is out of time; can Dave join the TSC on Saturday afternoon, perhaps Q3 or maybe Q4? Postpone this discussion to Saturday.
 - Austin will discuss with Ken offline his thoughts on his assignment for the Dashboard discussion at Saturday's meeting.
7. Discussion topics:
8. Reports: (attach written reports below from Steering Divisions et al.)
- DESD announces the approval of an updated Mission and Charter statement for the Pharmacy Work Group.
 - 345 registered this AM; today is last day for online registration

Adjourned 12:03 PM EST

Next Steps

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

- Austin will discuss with Ken offline his thoughts on his assignment for the Dashboard discussion at Saturday's meeting.

Next Meeting/Preliminary Agenda Items

- review of action items including document on changing steering divisions
- review of Project Approval Process Documents (TSC projects (<http://gforge.hl7.org/gf/download/trackeritem/2146/8985> /ProjectApprovalProcess_v2012_TSC_Projects_DRAFT_v02.doc) and Work Group projects (<http://gforge.hl7.org/gf/download/trackeritem/2146/8986> /ProjectApprovalProcess_v2012_WorkGroup_Projects_DRAFT_v02.doc)), at Project Insight # 835 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=835>) , TSC Tracker # 2146 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=2146&start=0) .
- 2012-01-14 TSC WGM Agenda

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- This page was last modified on February 6, 2012, at 18:24.