



Co-Chair Info Meeting

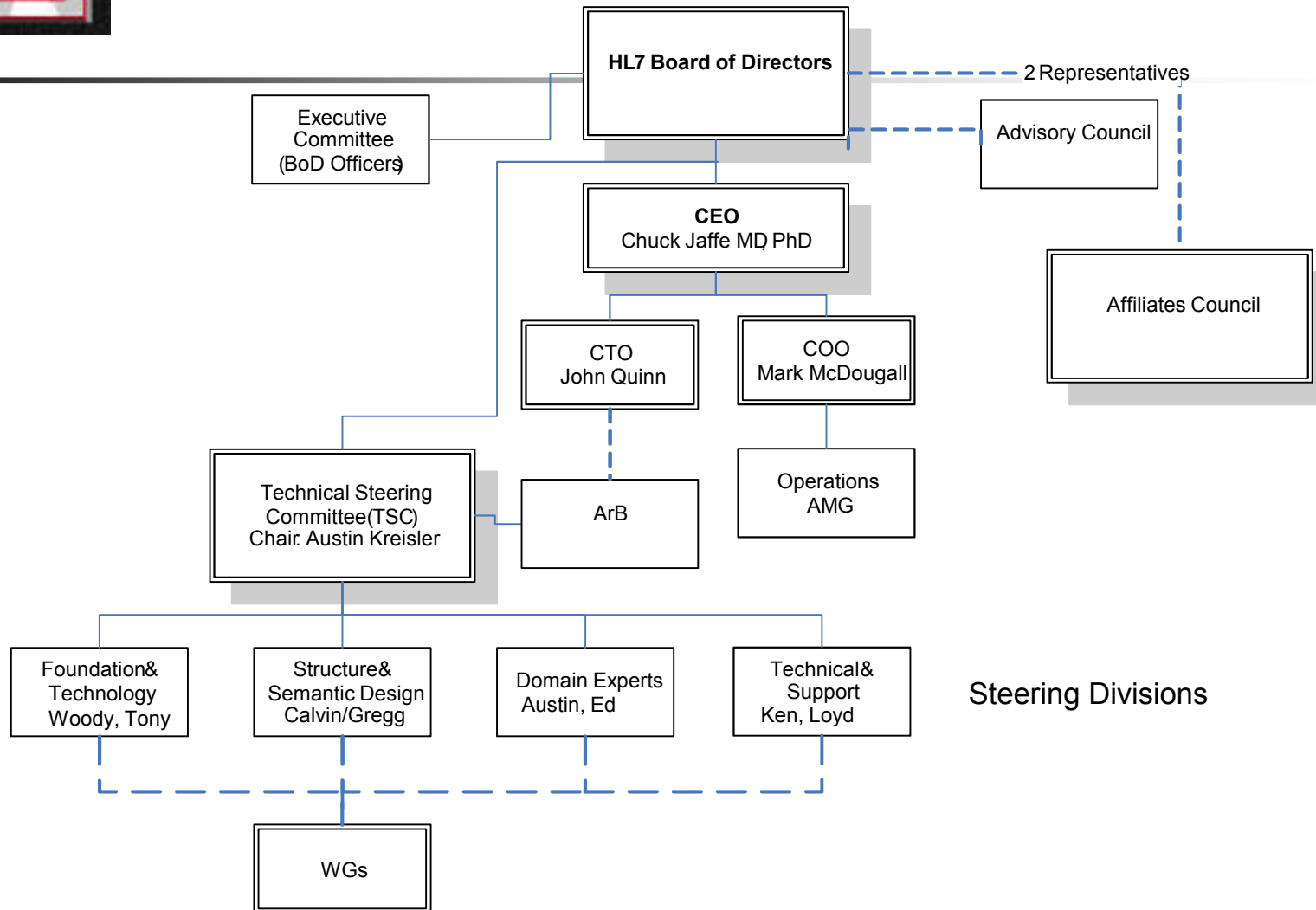
HL7 Workgroup Meeting
January 13, 2011
Karen Van Hentenryck



***Congratulations
on your election!***



Organization—In Process





HL7 Work Groups

HL7 Work Groups:

- International Council
- Anatomic Pathology
- Architecture Review Board
- Arden Syntax
- Attachments
- Child Health
- Clinical Context Object Workgroup (CCOW)
- Clinical Decision Support
- Clinical Genomics
- Clinical Interoperability Council
- Clinical Statement
- Community Based Collaborative Care
- Domain Experts Steering Division
- Education
- Electronic Health Record
- Electronic Services
- Emergency Care
- Financial Management

- Foundation & Technology Steering Division
- Generation of Anesthesia Standards
- Governance and Operations
- Government Projects
- Health Care Devices
- Imaging Integration
- Implementable Technology Specifications
- Implementation / Conformance
- Infrastructure and Messaging
- International Mentoring
- Marketing
- Modeling and Methodology
- Orders and Observations
- Organizational Review
- Outreach Committee for Clinical Research
- Patient Administration
- Patient Care
- Patient Safety
- Pharmacy

- Process Improvement Committee
- Project Services
- Public Health and Emergency Response
- Publishing
- Regulated Clinical Research Information Management (RCRIM)
- RIMBAA
- Security
- Services Oriented Architecture
- Structure and Semantic Design Steering Division
- Structured Documents
- Technical and Support Services Steering Division
- Technical Steering Committee
- Templates
- Terminology Project
- Tooling
- Vocabulary



New TSC Structure

- **Technical Steering Committee -**
 - **10 elected voting representatives, 3 appointed voting members**
 - **TSC-elected Chair (Austin Kreisler)**
 - **CTO (John Quinn)**
 - **ARB Chair (Charlie Mead)**
 - **2 Affiliates representatives (Jay Zimmerman and current open position)**
 - **Foundation & Technologies Steering Division (Woody Beeler & Tony Julian)**
 - 9 existing work groups
 - 2 Elected SD Co-Chairs plus Co-Chairs of work groups in SD
 - **Structure & Semantic Design Steering Division (Calvin Beebe & Gregg Seppala)**
 - 10 existing work groups
 - 2 Elected SD Co-Chairs plus Co-Chairs of work groups in SD
 - **Domain Experts Steering Division (Ed Tripp & Austin Kreisler)**
 - 16 work groups
 - 2 Elected SD Co-Chairs plus Co-Chairs of work groups in SD
 - **Technical & Support Services Steering Division (Ken McCaslin & Patrick Loyd)**
 - 6 TSC-appointed work groups
 - 2 Elected SD Co-Chairs plus Co-Chairs of work groups in SD



New TSC – Mission

HL7 Technical Steering Committee

Mission

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

Work Products and Contributions to HL7 Processes

- **The HL7 Technical Steering Committee (TSC) is responsible for overseeing the execution of standards development within HL7 by assuring that the efforts of the Working Group (WG) are effectively focused on accomplishing the product and services strategy set forth by the Board.**
- **The Technical Steering Committee provides a coherent architecture and development process and establishes or reviews the Technical Architecture, the development methodologies, and the work processes to be used by the WG in developing HL7 consensus-based standards specifications.**
- **The Technical Steering Committee also oversees the technical operations of the Working Group and assures that the Working Group works smoothly together and covers the work scope in a consistent matter.**
- **The Technical Steering Committee serves as the primary communication vehicle for the technical operations of HL7 and serves as the technical authority of HL7, communicating status and guidelines regarding standards and operations.**



Steering Divisions

- **Foundation & Technologies –**
provides fundamental tools and building blocks
 - **Implementation / Conformance**
 - **Implementable Technology Specifications (ITS)**
 - **Infrastructure & Messaging**
 - **Modeling & Methodology**
 - **RIMBAA (RIM Based Applications Architecture)**
 - **Security**
 - **Service Oriented Architecture (SOA)**
 - **Templates**
 - **Vocabulary**



Steering Divisions (con't)

- **Structure & Semantic Design Steering Division**
focuses on creation of basic patterns and common messages that could exist on their own, but are mostly used by others
 - **Arden Syntax**
 - **Clinical Context Object Workgroup (CCOW)**
 - **Clinical Decision Support**
 - **Clinical Genomics**
 - **Clinical Statement**
 - **Electronic Health Record (EHR)**
 - **Financial Management**
 - **Orders & Observations**
 - **Patient Administration**
 - **Structured Documents**



Steering Divisions (con't)

- **Domain Experts Steering Division**

focuses on creation of messages, services, documents using many of the common structures in place

- **Anatomic Pathology**
- **Anesthesiology**
- **Attachments**
- **Clinical Interoperability Council**
- **Community Based Collaborative Care**
- **Emergency Care**
- **Government Projects**
- **Health Care Devices**
- **Imaging Integration**
- **Patient Care**
- **Patient Safety**
- **Pediatrics Data Standards**
- **Public Health Emergency Response (PHER)**
- **Pharmacy**
- **Regulated Clinical Research Information Management (RCRIM)**



Steering Divisions (con't)

- **Technical & Support Services Steering Division**

The primary feature of these work groups is to support to the Technical Steering Committee and the work groups.

- **Education**
- **Electronic Services**
- **International Mentoring**
- **Process Improvement Committee (PIC)**
- **Project Services**
- **Publishing**
- **Tooling**

Note: TSC, Projects Services & Publishing are work groups that are of higher interest to work group chairs.



Why we're here

- **Introduce the Co-Chair handbook**
- **Make sense of the handouts from the TSC**
- **Share tips on managing your work group**
- **Provide framework for common mode of operation among all work groups**
- **Answer any burning questions**



Co-Chair Mission

- **Meet deliverable dates**
 - **Publication schedules**
 - **Ballots & reconciliations**
 - **Minutes & other administivia**
- **Manage the group process**
 - **Enable others to produce**
 - **Organize the group and the work to get the work done**



2011 Publishing Schedule



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 managing the Administrative items facilitates work group work**
 - **Announce meetings, post minutes, etc. according to you work group's decision making practices**
- **Clear division and understanding of responsibility is key**
 - **Between co-chairs**
 - **In the work group**
- **Use the template in the Co-Chair handbook as a guide to divide responsibilities between co-chairs**



Co-Chair Responsibilities, Cont.

- **Involving and developing work group members grows new leaders**
- **Watch the co-chairs list serve for important announcements**
 - **You will be automatically subscribed**



Balloting Responsibilities

- **Ensure ANSI compliance**
- **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**



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 work group's action**
 - **Can use the web ballot workspace to track progress notify all balloters (and HQ) simultaneously of the outcome**
 - **Review HL7 HQ documentation (from TSC)...which will eventually be added to the Co-Chair handbook.**



Ballot Desktop – Tally Tab

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

Health Level Seven, Inc. - Microsoft Internet Explorer

Address: http://www.hl7.org/ctl.cfm?action=ballots.tally&ballot_cycle_id=503&ballot_voter_id=507

What's New | Ballots | Events | Help

HL7 Home Page | Member Logout | Contact Us
Welcome **Freida**

Home | Vote | Tally

Tally Home | Return to Ballot Desktop

Choose a Ballot Cycle

Click the time period below to review a ballot cycle tally.

The Cycles are ordered descending so the topmost cycle is the most current.

- May 2005 Ballot Cycle
- January 2005 Ballot Cycle
- August 2004 Ballot Cycle

Balloting Assistants

Review Assistant
This is a spreadsheet that you can use to help assign review tasks among your company or community for a given ballot cycle.

[Reviewers Worksheet for May 2005 \(.xls - 30.5 kb\)](#)

Ballot Comment Amalgamation Macro Spreadsheet
To assist Committee Co-chairs in summarizing ballot comments, an amalgamation utility with macros to combine all submitted comment spreadsheets is provided for ballot reconciliation. The zip file below contains a spreadsheet and instructions for performing this task.

[Ballot Amalgamation Macro Worksheet \(.zip - 40.3 kb\)](#)

Balloting Tally

January 2005 Ballot Cycle
2005JAN , Dec 13, 2004 - Jan 15, 2005

Announcement Documents: [First Announcement of Available Ballot Pools \(.doc - 56.5 kb\)](#) [Announcement of Additional Ballot Pool Availability \(.doc - 127.5 kb\)](#) [Additional Announcement of Available Ballot Pools \(.doc - 44.5 kb\)](#) [January 2005 Ballot Cycle Opening Announcement \(.doc - 128.5 kb\)](#) [Announcement of Additional January 2005 Ballot Cycle Pools Opening \(.doc - 90.5 kb\)](#)

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

R. Pkg. Name	Lvl.	Aff.	Neg.	Abst.	NV	TotP.	Q.	A.
Arden Syntax for Medical Logic Systems, Version 2.5	M1	12	1	17	2	32	93.75%	12
Clinical Document Architecture, Release 2	M1	54	0	15	3	72	95.83%	49
GELLO: A Common Expression Language	M1	27	1	7	3	38	92.11%	26
HL7 Template Architecture	C2	21	9	7	3	40	92.50%	20
HL7 Version 3 Standard: Accounting and Billing, Release 1	M1	38	0	5	5	48	89.58%	35
HL7 Version 3 Standard: Care Provision, Release 1	C2	9	44	6	3	62	95.16%	36
HL7 Version 3 Standard: Claims and Reimbursement, Release 3	M1	42	4	0	3	49	93.88%	42
HL7 Version 3 Standard: Clinical-Genomics, Release 1	D1	20	13	10	4	47	91.49%	27
HL7 Version 3 Standard: Common Message Element Types, Release 2	M2	27	3	7	3	40	92.50%	27
HL7 Version 3 Standard: Common Message Element Types, Release 3	C1	26	7	5	4	42	90.48%	22
HL7 Version 3 Standard: Drug Stability Reporting, Release 1	C3	12	0	20	5	37	86.49%	8
HL7 Version 3 Standard: Implantable Device Cardiac - Follow-up Device Summary, Release 1	C1	17	1	15	4	37	89.19%	12
HL7 Version 3 Standard: Individual Case Safety Report, Release 1	M3	55	0	6	19	80	76.25%	50
HL7 Version 3 Standard: Laboratory, Release 1	O1	15	2	26	9	52	82.69%	0
HL7 Version 3 Standard: Master File/Registry Infrastructure, Release 1	C1	42	0	1	4	47	91.49%	28
HL7 Version 3 Standard: Medication, Release 1	D1	27	6	14	4	51	92.16%	22
HL7 Version 3 Standard: Patient Administration, Release 2	O2	32	8	15	7	62	88.71%	0
HL7 Version 3 Standard: Pharmacy, Release 1	D3	22	9	14	4	49	91.84%	21

Tally Legend

- Lvl. = Ballot Level
- Aff. = Affirmative Votes
- Neg. = Negative Votes
- Abst. = Abstaining
- NV = No vote Returned
- TotP. = Total Participants
- Q. = Quorum
- A. = Affirmatives Required for Approval

Quorum and Approval values in this color mean that required values have been achieved.

Calculating Quorum

- Committee Ballots (includes DSTUs and Updates): 60% Quorum, 2/3rd Approval
- Membership Ballots: 60% Quorum, 90% Approval
- Informative Ballots: No Quorum requirements, 2/3rd Approval

Quorum is achieved by total affirmatives, negatives and abstains.

Approval is achieved by total affirmatives and negatives.



Ballot Desktop

- **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.**



Notification and Withdrawal

Health Level Seven, Inc. - Microsoft Internet Explorer

Address: http://www.hl7.org/ctf.cfm?action=ballots.tallydetail&ballot_id=828&ballot_cycle_id=503&ballot_voter_id=507

Package for this Document Pool

Remember, these functions are intended for keeping multiple people informed at the ballot document level. If you want to interact in much the same way (requesting withdrawal for example) with a single user in this ballot document pool, click on the participant listed here for other options.

Participation Summary Download

To export the participant details, use the link below to create a "comma separated values" file.

Export this Ballot Participation Summary Information

Instructions on using the Exported data

While you can follow the available instructions to manually format the exported Ballot Participation Summary Information, we also provide the following file which is a spreadsheet that contains a macro to assist with that formatting. Instructions on its proper use are contained within the file.

Participant Summary Transform Macro (xls , 40.5 kb)

Announcement Documents: [First Announcement of Available Ballot Pools \(doc , 56.5 kb \)](#) [Announcement of Additional Ballot Pool Availability \(doc , 127.5 kb \)](#) [Additional Announcement of Available Ballot Pools \(doc , 44.5 kb \)](#) [January 2005 Ballot Cycle Opening Announcement \(doc , 128.5 kb \)](#) [Announcement of Additional January 2005 Ballot Cycle Pools Opening \(doc , 90.5 kb \)](#)

Ballot Content: [Ballot Document \(zip , 1.68 MB \)](#)

	Aff.	Neg.	Abst.	NV
Affiliate	0	1	5	1
Consultant	3	3	0	1
General Int.	0	1	0	0
Payor	0	0	0	0
Pharmaceutical	0	0	0	0
Provider	6	4	2	0
Vendor	12	0	0	1
Totals	21	9	7	3
% of Votes	52.50%	22.50%	17.50%	7.50%
Quorum				92.50%
Approval				20

Participants

Please note that any Entries for HL7 Headquarters Staff are not included in the final tally. Click the participants name to read details about the vote and comments. If a file upload is available with the vote, use the hyperlink "Yes" to download the file.

Name	Firm	Type	Vote	Cmnt?	Upld?	# of Evnts	Entry Date
Ackley, Keith	U.S. Department of Veterans Affairs	Provider	Negative	Yes	No		Jan 14, 2005
Alschuler, Liora	alschuler.spinosa	Consultant	Negative	Yes	No		Jan 14, 2005
Beebe, Calvin	Mayo Clinic/Foundation	Provider	Withdraw	Yes	No		Mar 01, 2005
Bhatt, Chirag	FEI	Consultant	No Return	No	No		Dec 14, 2004
Birckel, Laurent	Uni-Medecine	Vendor	Removed	Yes	No		Nov 22, 2004
Carpenter MD, Paul	Mayo Clinic/Foundation	Provider	Affirmative	No	No		Jan 13, 2005
Churin, John	Oracle Corporation - Healthcare	Vendor	Affirmative	Yes	Yes		Jan 15, 2005
Curry, Jane	Health Information Strategies Inc.	Consultant	Negative	Yes	No		Jan 15, 2005
Dobson, Danna	HL7 Canada Voter #3	Affiliate	Abstain	No	No		Jan 14, 2005
Dolin MD, Robert	Kaiser Permanente	Provider	Abstain	No	No		Jan 15, 2005
Elkin, Peter	Mayo Clinic/Foundation	Provider	Affirmative	No	No		Jan 15, 2005
Estrada, Joe	Kaiser Permanente	Provider	Abstain	No	No		Jan 14, 2005
Fischetti RN MS, Linda	U.S. Department of Veterans Affairs	Provider	Negative	Yes	No		Jan 14, 2005
Gilbert, Pete	Health Level Seven, Inc.	HL7 Staff	No Return	No	No		Jan 13, 2005
Gillis, Grant	HL7 Canada	Affiliate	Abstain	No	No		Jan 14, 2005
Grassie, Alexis	HL7 Canada Voter #2	Affiliate	Abstain	No	No		Jan 13, 2005
Greene, Matthew	U.S. Department of Veterans Affairs	Provider	Withdraw	Yes	No		Mar 25, 2005
Hall, Freida	U.S. Department of Veterans Affairs	Consultant	Negative	No	Yes		Jan 14, 2005



Decision Making Practices (DMP)

- **Why DMPs?**
 - **Consistency across work groups**
 - **Framework for managing sticky situations**
 - **Work groups differ in degree of formality required**
 - **Consensus approach promotes adherence**
 - **Creates a level playing field for everyone, including newcomers**



Decision Making Practices

- **Document your practices**
 - **Central website (send to HL7 HQ)**
 - **Otherwise the default is the generic DMP**
- **DMP deals with:**
 - **Work group meetings, venues of notification, recap out of cycle decisions, quorum, proxy, use of Robert's Rules**



Co-Chair Utilities

- **From the Home Web Page**
 - **Participate**
 - **Workgroups**
 - **Technical Steering Committee**
 - **Utilities**
- **Or**

<http://www.hl7.org/Special/committees/tsc/tsc.cfm>



Co-Chair Utilities

Health Level 7 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address http://www.hl7.org/

Home

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Events	Membership	Committees	Jobs

Welcome Freida! [Special Interest Groups](#) | [Technical Committees](#) | [List Servers](#)

Technical Committees

- Technical Steering Committee
- Architectural Review Board
- CCOW
- Clinical Decision Support
- Control/Query
- Education
- Electronic Health Record
- Electronic Services
- Financial Management
- Implementation
- International Affiliates
- Marketing
- Medical Record Information Management
- Modeling and Methodology
- Orders/Observations
- Organization Review Committee
- Outreach Committee for Clinical Research
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- Security
- Structured Documents
- Tooling Committee
- Vocabulary

This page is reserved for members of the HL7 Technical Steering Committee. You may use this page to upload and download documents and notify the other committee members of your postings. Documents posted here are not indexed and are not available to the general membership. If you have any questions or problems using this page, please contact the [webmaster](#).

Special Committee Documents and Links

Special Co-Chair Instructional Document

Special documentation designed to cover all the rights and responsibilities of committee co-chairs.

[Download it here.](#)

Ballot Request for Information Document

When announced, Headquarters requires specific information in preparation for a ballot cycle well in advanced of the actually cycle start. The zipped document below provides a form to submit that information. There are two versions available in the zip file, one for filing in via Microsoft Word and the other is a faxable PDF version.

[Download the Request for Information Form here.](#)

Ballot Comment Amalgamation Macro Spreadsheet

To assist Committee Co-chairs in summarizing ballot comments, an amalgamation utility with macros to combine all submitted comment spreadsheets is provided for ballot reconciliation. The zip file below contains a spreadsheet and instructions for performing this task.

- [Ballot Cycle Amalgamation Macro Spreadsheet](#)

Robert's Rules

- For a brief overview of these rules, please go to [Robert's Rules](#) web site.
- For the complete, 1915 edition of Robert's Rules, please go to [on-line Robert's Rules](#) web site.
- For a summary of Robert's Rules that apply to Committee Co-Chairs, a brief document has been prepared outlining key points which you can [download here](#).

Public File Maintenance Utilities

Use this utility to upload and maintain files that are viewable by HL7 members or the general public. For TSC only documents, see below.

- [Upload and catalog documents](#)
Uploads your documents and presentations and adds them to the Library catalog system.
- [Upload TC and SIG Meeting Minutes](#)
Upload committee minutes and post them into the minutes directory for each committee
- Click [here](#) to download zip file containing a Word Document Template and an example Minutes document, all with the appropriate styles defined for producing meeting minutes documentation.
- Click [here](#) to download a zip file containing a Word Document Template for tracking Working Group meeting Attendance.
- [Catalog Maintenance](#)
Edit document information in the Library catalog



The Co-Chair Utility page

- **Use to:**
 - **Upload minutes, documents, and ballot requests**
 - **Download Ballot spreadsheet amalgamation macro, Roberts Rules, Co-Chair Handbook**
 - **Download templates (ballot requests, project scope statements, attendance, minutes)**



Room Balancing

- **Current Procedure**

- **The Guidelines and Information form for scheduling work group meetings will be handed out during the Monday TSC Meeting and at the Wednesday morning General Session.**
- **One work group co-chair must go on-line to the designated URL provided on the form no later than one week after the conclusion of the Working Group Meeting to complete the form and schedule meeting room space for the next WGM.**



Room Balancing - Hosting

■ **Current Procedure**

- **Meeting Prep Form**
- **If you are NOT the host, please do not list the meeting on your form.**
- **The HOST must ensure that they have a meeting room at the time they wish to schedule a joint meeting.**
- **All joint meetings must be confirmed with all work groups prior to the HOST work group notifying HQ. The HOST will indicate on the Meeting Prep Form what other work group(s) they will meet jointly with.**



Room Balancing - Priority

- **Priority for room assignment:**
 - **1st – Work Groups**
 - **2nd – Board-Appointed Committees**
 - **3rd – HL7 Special Projects Groups**
 - **4th – Ancillary Groups**



TSC 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 allow the TSC Meeting to appear for you to register.**
- **You must register for the dinner meeting on the HL7 Registration Form to ensure a space and a dinner.**



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.**



***How can we help you do
your job?***