



Unlocking the Power
of Health Information

HEALTH LEVEL SEVEN

HL7 Electronic Ballot Charts

Appendix to the HL7 Co-Chair Handbook Version 1

HL7 Project Services Work Group
in consultation with HL7 Technical Publications Management

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Note to the reader: The Project Life Cycle is maintained by the Project Services Work Group (PSWG) of the Technical and Support Services Steering Division of the Technical Steering Committee (TSC).

HL7 ELECTRONIC BALLOT CHARTS

To access chart links, open <http://www.hl7.org>

The following Ballot Charts were developed as a supplement to the HL7 Co-Chair Handbook to provide a quick reference to information related to each level of HL7 electronic balloting.

- › Review Ballot – Comment Only
- › Review Ballot – Informative Document
- › Review Ballot – Draft Standard for Trial Use (DSTU)
- › Normative Ballot

The first requirement for HL7 balloting is to develop a Project Scope Statement ([PSS](#)). The content of the Scope Statement may contain more than one ballot work item with the possibility that each work item may be balloted during different ballot cycles. Once the Scope Statement has been reviewed and approved by its sponsoring work group, it must be forwarded to the HL7 Project Management Office ([PMO](#)).

The HL7 PMO will register the project in the Project Insight system and the system will automatically assign a project number. Following project set-up, the HL7 PMO will contact the HL7 Steering Division to distribute the Project Scope Statement to other steering divisions and affiliate co-chairs for review and comment prior to sending it to the Technical Steering Committee (TSC) for approval. Teleconferences will be scheduled with sponsors and Work Group co-chairs to discuss questions and comments related to the Project Scope Statement.

Following each HL7 Work Group conference, a new ballot cycle is initiated. The HL7 Publishing staff will e-mail Work Group co-chairs a link to the Ballot Countdown Schedule ([BCS](#)) and Notification of Intent to Ballot (NIB) form. The BCS contains detailed requirements and important deadlines for projects to be balloted within the next cycle.

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REVIEW BALLOT – “COMMENT ONLY”		<i>Link</i>
Intent	<p>To gather input from members outside of the Work Group on viability & clarity of proposed content or requirements documents.</p> <p><i>Seeking:</i> Constructive comments for improving the content or clarity of the ballot materials.</p> <p>Refer to Governance & Operations Manual (GOM), section 13.03.</p>	GOM
Can Be Used For	New standards or revisions to existing standards not yet ready for publication.	-
Levels of Project Approval	<ul style="list-style-type: none"> › Sponsoring Work Group › Steering Division › Technical Steering Committee (TSC) 	-
Ballot Milestones	<p>1) Notification of Intent to Ballot. At the start of a ballot cycle, Work Group co-chairs will be alerted via e-mail to complete the “Notification of Intent to Ballot” online. The link provided to the right will take you to the blank form at the beginning of a ballot cycle and to an index of completed forms once the ballot cycle is in progress.</p>	NIB
	<p>2) “Comment Only” Ballot Package:</p> <ul style="list-style-type: none"> - Refer to V.2 Style Guide or V.3 Publishing Facilitator’s Guide for formatting. For other ballot types, contact the appropriate Work Group for formatting guidelines. - Ballot content: <ul style="list-style-type: none"> › Ballot type; classification; title; release id; HL7 version #. › Ballot description and goals. › Timeline for next steps. › Other work groups or industry organizations involved. › Additional content to consider, if applicable <ul style="list-style-type: none"> ~ Attribute level definitions or models ~ Business use cases ~ Supporting illustrations or examples - For V.2 and V.3 ballots, attendance is recommended at weekly Publishing teleconferences. Conference call center. 	SG V.2 PFG V.3
	<p>3) Work group co-chairs should forward ballot submission to ballotsubmissions@hl7.org within timeframe outlined in Publishing Countdown Schedule.</p>	-
Ballot Results	<ul style="list-style-type: none"> - Initial ballot results available via Ballot Desktop. - Review final ballot results during Work Group conference session. - Document Work Group responses to ballot comments. - When Work Group Co-Chairs have determined that a “Comment Only” ballot has passed, they will outline the requirements for the next level of balloting. - For more detailed information, refer to GOM section 13.03. 	GOM

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REVIEW BALLOT – “INFORMATIVE DOCUMENT”		<i>Link</i>
Intent	<p>To explain or support the structure of an HL7 Protocol Specification or provide detailed information regarding the interpretation or implementation of an HL7 Protocol Specification. The document may be declared “realm specific”.</p> <p><i>Seeking:</i> Review and validation of content not yet intended or not yet appropriate for a normative ballot.</p> <p>Refer to Governance & Operations Manual (GOM), section 13.01.</p>	<u>GOM</u>
Can Be Used For	<p>Outlining information on a new standard not yet ready for publication. Supplemental information on a V.2; V.3; Implementation Guides; CCOW; Arden Syntax; CDA; and EHR.</p>	-
Levels of Project Approval	<ul style="list-style-type: none"> › Sponsoring Work Group › Steering Division › Technical Steering Committee (TSC) 	-
Ballot Milestones	<p>1) Notification of Intent to Ballot. At the start of a ballot cycle, Work Group co-chairs will be alerted via e-mail to complete the “Notification of Intent to Ballot” online. The link provided to the right will take you to the blank form at the beginning of a ballot cycle and to an index of completed forms once the ballot cycle is in progress.</p>	<u>NIB</u>
	<p>2) “Informative Document” Ballot Package:</p> <ul style="list-style-type: none"> - Refer to V.2 Style Guide or V.3 Publishing Facilitator’s Guide for formatting. For other ballot types, contact the appropriate Work Group for formatting guidelines. - Ballot content: <ul style="list-style-type: none"> › Ballot type; classification; title; release id; HL7 version #. › Ballot description and goals. › Timeline for next steps. › Other work groups or industry organizations involved. › Additional content to consider, if applicable <ul style="list-style-type: none"> ~ Attribute level definitions or models ~ Business use cases ~ Supporting illustrations or examples - For V.2 and V.3 ballots, attendance is recommended at weekly Publishing teleconferences. <u>Conference call center.</u> 	<u>SG V.2</u> <u>PFG V.3</u>
	<p>3) Work group co-chairs should forward ballot submission to <u>ballotsubmissions@hl7.org</u> within timeframe outlined in Publishing Countdown Schedule.</p>	-
Ballot Results	<ul style="list-style-type: none"> - Initial ballot results available via Ballot Desktop. - Review final ballot results during Work Group conference session. - Document Work Group responses to ballot comments. - With TSC approval, may be registered with ANSI as a technical report. - When Work Group Co-Chairs have determined that an “Informative” ballot has passed, a completed “Template to Request Publication of an HL7 Informative Document” must be sent to the Steering Division and TSC (<u>TRPID</u>) - For more detailed information, refer to GOM section 13.01. 	<u>GOM</u>

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REVIEW BALLOT – “DRAFT STANDARD FOR TRIAL USE (DSTU)”		<i>Link</i>
Intent	<p>A DSTU shall be used to provide the basis for proof of concept pilot projects usually through the release of the draft standard for a trial period of 12-24 mos. A DSTU may also be declared “realm specific”.</p> <p><i>Seeking:</i> Objective assessment of viability of implementation of proposed standard.</p> <p>Refer to Governance & Operations Manual (GOM), section 13.02.</p>	GOM
Can Be Used For	New standards or revisions to existing standards. V.2; V.3; Implementation Guides; CCOW; Arden Syntax; CDA; and EHR.	-
Levels of Project Approval	<ul style="list-style-type: none"> › Sponsoring Work Group › Steering Division › Technical Steering Committee (TSC) 	-
Ballot Milestones	<p>1) Notification of Intent to Ballot. At the start of a ballot cycle, Work Group co-chairs will be alerted via e-mail to complete the “Notification of Intent to Ballot” online. The link provided to the right will take you to the blank form at the beginning of a ballot cycle and to an index of completed forms once the ballot cycle is in progress.</p>	NIB
	<p>2) “DSTU” Ballot Package:</p> <ul style="list-style-type: none"> - Refer to V.2 Style Guide or V.3 Publishing Facilitator’s Guide for formatting. For other ballot types, contact the appropriate Work Group for formatting guidelines. - Ballot content: <ul style="list-style-type: none"> › Ballot type; classification; title; release id; HL7 version #. › Ballot pilot description, goals, timeline. › Other work groups or industry organizations involved. › Additional content to consider, if applicable <ul style="list-style-type: none"> ~ Attribute level definitions or models ~ Business use cases ~ Supporting illustrations or examples - For V.2 and V.3 ballots, attendance is recommended at weekly Publishing teleconferences. Conference call center. 	SG V.2 PFG V.3
	<p>3) Work group co-chairs should forward ballot submission to ballotsubmissions@hl7.org within timeframe outlined in Publishing Countdown Schedule.</p>	-
Ballot Results	<ul style="list-style-type: none"> - Initial ballot results available via Ballot Desktop. - Review final ballot results during Work Group conference session. - Document Work Group responses to ballot comments. - When Work Group Co-Chairs have determined that the “DSTU” ballot has passed, a completed “Template to Request Publication of an HL Document as a DSTU” must be sent to the Steering Division and TSC (TRPDSTU). - For more detailed information, refer to GOM section 13.02. 	GOM

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“NORMATIVE” BALLOT		<i>Link</i>
Intent	<p>A Normative ballot is intended to process and validate those Protocol Specifications intended for ANSI submission. Usually preceded by a DSTU review ballot, unless regulatory or government mandated. Must adhere to ANSI due process requirements.</p> <p><i>Seeking:</i> Approval as an American National Standard (ANS).</p> <p>Refer to Governance & Operations Manual (GOM), section 14.</p>	<u>GOM</u>
Can Be Used For	First publication of a Normative Standard or revisions to an existing Normative Standard.	-
Levels of Project Approval	<ul style="list-style-type: none"> › Sponsoring Work Group › Steering Division › Technical Steering Committee (TSC) 	-
Ballot Milestones	<p>1) Notification of Intent to Ballot. At the start of a ballot cycle, Work Group co-chairs will be alerted via e-mail to complete the “Notification of Intent to Ballot” online. The link provided to the right will take you to the blank form at the beginning of a ballot cycle and to an index of completed forms once the ballot cycle is in progress.</p>	<u>NIB</u>
	<p>2) “Normative” Ballot Package:</p> <ul style="list-style-type: none"> - Refer to V.2 Style Guide or V.3 Publishing Facilitator’s Guide for formatting. For other ballot types, contact the appropriate Work Group for formatting guidelines. - Ballot content: <ul style="list-style-type: none"> › Ballot type; classification; title; release id; HL7 version #. › Ballot description and goals. › Timeline for next steps. › Other work groups or industry organizations involved. › Attribute level definitions or models › Business use cases › Supporting illustrations or examples - For V.2 and V.3 ballots, attendance is recommended at weekly Publishing teleconferences. <u>Conference call center.</u> 	<u>SG V.2</u> <u>PFG V.3</u>
	<p>3) Work group co-chairs should forward ballot submission to <u>ballotsubmissions@hl7.org</u> within timeframe outlined in Publishing Countdown Schedule.</p>	-
Ballot Results	<ul style="list-style-type: none"> - Initial ballot results available via Ballot Desktop. - Review final ballot results during Work Group conference session. - Must document and reconcile ALL negative and substantive ballot comments. - When Work Group Co-Chairs have determined that a “Normative” ballot has passed, contact Karen Van Hentenryck to begin the ANSI accreditation process. <u>karenvan@hl7.org</u>. - For more detailed information, refer to GOM section 14. 	<u>GOM</u>