

### Administrative Steering Division - 2019Jan Interim

Work Group	T3 Sep Jan	T2 May- Sep	T1 Jan- May	WG Admin				Online Presence			Conference Calls/Steering Division Participation				WG Rep at SD WGM	WGM	WGM Co-Chair Tasks			Credit given if at least 2 out of 3 tasks completed		
				Active Pjcts?	M&C < 2yrs old	Project Health	SWOT < 3yrs old	Ballot 2019Jan +2 prev	(Any) Minutes posted since last WGM	List serv activity since last WGM	Confluence Space Set Up?	Harmoni- zation Part'pn	WG CC sched Sep- Jan	2018 YTD SD evote Part'p'n	SD Participa- tion	SD Election	2018	2018	WGM Agenda		WGM Minutes	WGM Room Request
				2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018		2018	
Attachments	1	1	0	x	2016	x	2016	Custom: X Paradigm Storyboard,	Yes	x	x	x	x	100%		x	x	x	x	x	x	x
Electronic Health Record	2	1	0	x	2016	x	2016	FHIR, Vital Records 2018May: 2.9 Messaging	Yes	x	x	x	x	33%		x	x	TBD	x	x	x	x
Financial Management	0	0	0	x	2017	x	2016	FHIR, ClinGen IG	Yes	x	x	x	x	100%	x	x	x	x	x	x	x	x
Imaging Integration	1	1	0	x	2018	x	2018	FHIR, Validated HC	Yes	x	x	x	x	100%	x	x	x	x	x	x	x	x
Orders & Observations	0	0	0	x	2016	x	2017		Yes	x	x	x	x	100%	x	x	x	x	x	x	x	x
Patient Administration	0	0	0	x	2018	x	2018		Yes	x	x	x	x	100%	x	x	x	x	x	x	x	x

**Health Key - Missing activities:**  
 0-3: Green light  
 4-7: Yellow light  
 8+ : Red light

WG Admin
Online Presence
Calls/ Meetings/ Elections

- Active projects** if no projects (less than 1) not counting 3 yr plan or On Hold
- M&C <2yrs old?** Mission and Charter more than two years since last review date
- DMP <3 yrs** WG has not updated or reviewed/confirmed DMP in last three years
- Project Health** Project Health of "Red" from the PBS Metrics
- SWOT** WG SWOT more than three years since last review date
- Co-Chair Post-** No longer measured
- Ballot Presence** Work Group did not sponsor or co-sponsor a ballot last three cycles (not for "Healthiest")
- Minutes posted** Minutes of/since last WGM posted on the web site or wiki (Automatic "red")
- Last list serv** No activity has occurred on the list serv since the last WGM
- Harmonization** WG not participated nor sent notice of review to Harmonization list (can represent >1 WG)
- WG CC** Work Group held no conference calls (or OOC meetings, or e-Votes)
- SD CC** Work Group had < 50% representation at SD calls or e-votes since last WGM
- TSC/SD Elect'n** Work Group did not cast a vote for their Steering Division co-chair in annual election
- WG Rep at SD** WG not represented at the Face to Face WGM
- WGM scheduled** Work Group scheduled no meetings in person at the WGM