April Update for Co-Chairs
What we might have talked about in San Antonio

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30 April 2020
Webinar Topics

- TSC Report
- CTO Update
- UTG Update
- Proposal/PSS Workflow Update
- Q&A
- Next Webinar
Accelerator task force updates

Joint work group conference calls

Work group quorum issues

Agile Standards Task Force Update
TSC Accelerator Task Force Updates

- TSC Accelerator Task Force focused on helping Accelerators and work groups operate better together
  - Working with the Education Advisory council to develop education materials targeted at Accelerators
  - Driving updates to the Accelerator Confluence site
    - That site has some very useful information for everyone (including co-chairs). Wayne will provide more on that.
  - Gather lessons learned and best practices from early Accelerators and disseminating that to new Accelerators
TSC Accelerator Task Force Updates

- Introducing a Confluence tool to enable Accelerators to document their Program Plan on a yearly basis
  - This will enable work groups to better plan for standards work being proposed by Accelerators
  - Work groups should also look at using the same tool to plan their own work.

- Investigating Accelerator Health metrics similar to work group health metrics to encourage Accelerator adoption of best practices.
Virtual Joint Work Group Meetings

- When necessary, work groups are encouraged to schedule joint virtual meetings to replace the Joint sessions at the WGM.
- A calendar has be set up in Confluence to register these meetings: https://confluence.hl7.org/display/WGB/Work+Group+Call+Schedule+-+May+2020
- You are not limited to the week of May 18th.
- Please do schedule the meetings normally using the Conference call center, and announcing them to the appropriate listservers.
Work Group Quorum Issues

- Due to COVID-19 many HL7 Members are:
  - Extremely busy with their day-job
  - Some have been furloughed
  - Isolated, quarantined or worse

- Participating in HL7 virtual meetings and conference calls may be curtailed or impossible in these circumstances

- If your work group is having problems with participation and quorum please let your Steering Division and TSC Leadership know

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Strategies for Handling Quorum Issues

- If your work group can’t make quorum due to inability of co-chairs to participate
  - Consider appointing Interim Co-chair(s)
  - The TSC can appoint interim co-chairs for your work group if you are unable to do so

- If you can’t muster enough members to meet quorum requirements then look at revising your Decision Making Practices quorum rules
  - The default DMP requires a co-chair + 2
Agile Standards Task Force Update

- On the last Co-chair Webinar, I announced we would be asking work groups to review the “Current State” of active and stable standards.
- Then COVID-19 happened.
- The TSC has decided to delay asking work groups to begin this task.
- On the next Co-chair webinar (May 18th), I’ll be providing some training on how to apply the appropriate status to a standard (active, stable, retired).
CTO Update: Tooling, Simplification, Essentialism

- Tooling
- Zoom
- Accelerator Page
- Covid-19 Response
- Importing spreadsheets into JIRA
- Easier access to essential information:
  - Co-Chair handbook
  - Guidelines and checklists
2020 Tooling Priorities

- Transition all GForge Trackers and STU Feedback to JIRA by September WGM
- Pilot and rollout JIRA balloting
- Introduce new PSS workflow; more online forms
- UTG Rollout
- Moving critical info to Confluence (and archiving old stuff)
- Improved, sustainable Web IG Publishing
- Begin replacement of ballot-related and Go-Members Association Mgmt system.
Zoom and HL7

HL7/Zoom FAQs
Created by Dave Hamill, last modified on Apr 21, 2020

- 1. Where do I go to find Zoom support?
- 2. Does Zoom provide reports on participants that attended the call?
- 3. Does our Work Group have to move to Zoom?
- 4. Will every Work Group have its own Zoom license?
- 5. How do I know if my Work Group is a candidate to receive its own Zoom license?
- 6. How does the move to Zoom impact the HL7 Conference Calling Calendar (HL7.org > Events > Conference Calls)?
- 7. Will Work Groups use Zoom for both audio and video/screen-sharing?
- 8. Can my Work Group have multiple accounts (we have many sub-project calls) or accommodate more than one Work Group's meetings and sub-meetings simultaneously?
- 9. How good is Security?
- 10. Is HL7 aware of the numerous articles being published concerning Zoom's Privacy and Security?
- 11. Are there features that we should consider for meetings that need higher security?
- 12. What guidance has been provided on defending against hijacking and zoom-bombing?
- 13. Can we request an account that accommodates 100+ participants, if needed?
- 14. Can multiple people log into an account simultaneously to start the Zoom call/meeting?
- 15. What is the difference between an Personal Meeting (aka “Instant” Meeting) and a Scheduled Meeting?
- 16. My organization only allows Zoom to be used via a browser, what can I do?
- 17. Can I join multiple Zoom meetings simultaneously?

Where do I go to find Zoom support?

Visit support.zoom.us to find popular topics about Zoom features, training, and support, including great training videos.

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Welcome to the Accelerator Home Page

This is the place to find information about HL7, HL7 processes and other information that is relevant to your work as an Accelerator.

HL7 Organization

The following links provide information about the organizational structure of HL7 and its policies and procedures.

- Technical Steering Committee (TSC)
- TSC Structure
- Steering Divisions
  - Administrative Steering Division
  - Clinical Steering Division
  - Infrastructure Steering Division
  - Organizational Support Steering Division
- US Realm Steering Committee
- Work Groups
- Management Groups
- Old FHIR Accelerator Home

HL7 Processes

The following links provide information on the standards process within HL7 including process flows and checklists for developing, balloting and publishing FHIR Implementation Guides.

- HL7 Calendars
- Understanding the Standards Process
- FHIR Implementation Guide Process Flow
- How to Create a PSS from Template
- Ballot Timeline
- Webinar - FHIR Implementation - Navigating HL7
- HL7 Community Chat

Accelerators

The following links provide more information specific to FHIR Accelerators:

- HL7® FHIR® Accelerator Program and List of Accelerators
- Accelerator Project Start Checklist
- FHIR Accelerator Tracking Page
- External Terminologies
Proposed Program Plans for Accelerators

HL7 FHIR IG Timeline

- Submit Project Proposal
- Submit PSS
- WGM
- Ballot Open for Voting
- WGM
- Ballot Reconciliation
- TSC approves PSS
- FHIR IG Proposal Due
- WG Approves IG
- Initial Content Deadline
- Final Content Deadline
- Substantively Complete Deadline
- QA Review Opens
- Submit Readiness Checklist

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- Ballot Open
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Logica has released the first iteration of a COVID-19 FHIR Implementation Guide 0.2.0.

Lisa R. Nelson posted on Apr 05, 2020

The implementation guides provides FHIR profiles for COVID-19 related data and is available for reference AT NO COST.

In the message I received announcing the availability of this work Logica states, “Our goal is to provide immediate help in the current crisis, not in 6 months from now, so we are publishing artifacts as soon as possible, recognizing they will not be perfect or comprehensive, but useful. With feedback from early reviews and implementations we will iteratively publish corrections and additional content, as fast as we can.”
**HL7 Community COVID-19 Projects**

**Situational Awareness for Novel Epidemic Response**

**ClinicArrivals Documentation**

This program is written to fit into an existing GP clinic workflow to help a GP manage their workflow during the COVID-19 crisis.

There are 2 main purposes of the application:
- Keep Patients out of the waiting room where they are an infection risk to each other
- Support the care of teleconsultation for patients who are an infection risk

The application uses SMS messages (due to their wide ubiquity) for patient communication, and OpenVidu for the video consultations.

**COVID-19 Prom**

(0.0.1 C1 build)

**Logica Implementation Guide: COVID-19**

(0.4.0 CI build)
Importing Spreadsheets into JIRA

Importing ballot results from spreadsheets

The new Jira tooling does support importing ballot results from spreadsheets. In the near term, this is limited to HL7 participants with 'Manager' access - generally co-chairs or facilitators responsible for conducting the ballot. The intention is for balloters to eventually be able to import content from spreadsheets themselves (and to be responsible for ensuring the spreadsheet imports cleanly).

Before imports are possible, the ballot coordinator (someone with administrator privileges) must create the relevant ballot definitions for all closed ballots. This involves the following steps:

1. Create a CSV that looks like this either by exporting information from the ballot desktop database or creating it manually.
2. In Jira, use System, External System Import and select the spreadsheet file. Choose "Use an existing configuration file" and use the file maintained here.
3. Click 'next' three times and complete the import
4. Go to each of the imported projects and
   a. click on the Product Family to bring up a window that allows setting the appropriate Specification and, if necessary, Related Artifacts and/or Related Pages.
   b. Open the ballot
   c. Close the ballot

To import a spreadsheet, first go to the HL7 Balloter dashboard. If you are a manager it should display a control that looks like this:

Submit a ballot spreadsheet for loading

Allows loading of ballot results into Jira.

Note: The spreadsheet information must be completely correct or it will be rejected.

Select a Ballot Submission XLS file:  [Choose File]  No file chosen

Ignore warnings?

Import ballot comments
Other Updates

- Chat.hl7.org now replaced by chat.fhir.org
- BoD discussions relevant to Work Groups
  - Expanding Support for Implementers, simplification, agility
  - Considering implications of pandemic on future WGMs and processes
- Upcoming meetings: Next Co-Chair webinar May 18 – 4pm EDT

May 13-15, 2020

June 16-18, 2020
**Project: Unified Terminology Governance (UTG)**

**Date:** 4/30/20  
**Key Points (“Highlights – Top 3 Things”)**

- **Owner:**  
  Ted Klein (Technical Lead)  
  Jessica Bota (Project Manager)

- **Release 1 of UTG content planned for tomorrow, May 1**  
- **Pilot testing scheduled for early May**  
- **Rollout to HL7 membership on track for no later than June**

**Risks/Concerns**  
**Resource Impacts**  
**Milestones (+/- 30-day window)**

- Potential for new bugs  
- Server behavior and redirections for release  
- Several resources have been impacted by the high pressure efforts surrounding Covid 19 work  
- Publishing Release 1 of UTG content (this week!)  
- Created Jira Workflow for reporting content issues (DONE!)

**Deliverables Completed**  
**Deliverables In Process/Planned**

- Content testing  
- Major cleanup of external URLs per HTA decisions  
- Jira Workflow for reporting content issues  
- Created *Education and Rollout Plan*  
- Release 1 of UTG content (including resource history tracking) – May 1  
- Major progress made on iteratively resolving build/content errors  
- Full documentation in preparation for Pilot – next week  
- Hold Pilot in place of Harmonization – Week of May 11  
- Membership education for largescale rollout – Week of May 18  
- Decision from TSC and EC for rollout – Week of May 25

**Project Next Steps** — see [UTG Project Tasks](#) for itemized list of all remaining tasks organized by milestone

- Finalization of voting weights and requirements from SGB/TSC  
- Complete Documentation needed for Pilot  
- Complete Educational Materials (webinars/slide decks)  
- Complete Documentation needed for membership rollout  
- Fix handful of open tooling issues  
- Hold training for Pilot Participants  
- Hold the UTG Pilot  
- GO LIVE decision (TSC and EC)

**Scope Added**  
**Scope Removed**

- Resource history tracking  
- Changed design for external canonical URLs (HTA)  
- FHIR Value Sets added to UTG content  
- FHIR Value Sets removed from UTG content
New process being introduced to:
- Provide early insight into potential projects
- Prevent "shopping" around of projects
- Seek sponsor and other interested parties
- Identify overlapping projects in other Work Groups or outside of HL7
- Identify projects that are outside of the mission of HL7 at an early stage

End stage of project proposal is either acceptance of proposal and creation of a PSS or rejection

The new Jira Project Proposal Process is available for immediate use
Project Proposals “should” be created prior to the creation of a Project Scope Statement
- For all projects for specifications or artifacts that have never been previously published
- Using JIRA
  https://confluence.hl7.org/display/TPTF/Project+Proposals+Home
- The “should” above will be come a “SHALL” in the future.

How to Documentation and short videos have been created to help proponents and reviewers
Project Proposal Review

- Notification of new Proposals will be sent to all Work Group Co-Chairs and to TSC members when created

- Review period will be open for 2 weeks
  - May be left open for longer if no feedback is received
  - Review comments are added to JIRA

- Proposals may be escalated to the TSC if necessary
  - If multiple Work Groups wish to sponsor
  - If the project is out of scope for the mission of HL7
  - If review comments can not be reconciled by the project proponent
For more information

- Create a project proposal
  - [https://confluence.hl7.org/display/TPTF/Project+Proposals+Home](https://confluence.hl7.org/display/TPTF/Project+Proposals+Home)

- How to Create and Review a Project Proposal
  - [https://confluence.hl7.org/display/HL7/How+to+Create+and+Review+a+Project+Proposal](https://confluence.hl7.org/display/HL7/How+to+Create+and+Review+a+Project+Proposal)

- Videos
  - [How to Create Project Proposals](https://confluence.hl7.org/display/HL7/How+to+Create+and+Review+a+Project+Proposal)
  - [How to Edit Project Proposals](https://confluence.hl7.org/display/HL7/How+to+Create+and+Review+a+Project+Proposal)
  - [How to Comment on Project Proposals](https://confluence.hl7.org/display/HL7/How+to+Create+and+Review+a+Project+Proposal)
Creation of Project Proposal

- Project Proposals “should” be created prior to the creation of a Project Scope Statement
  - For all projects for specifications or artifacts that have never been previously published
  - Using JIRA
    https://confluence.hl7.org/display/TPTF/Project+Proposals+Home
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- How to Documentation and short videos have been created to help proponents and reviewers
Preview of Topics for May 18th Co-Chair Webinar

- Work Group Health
- New and exciting stuff from the TSC
- Expiring Standards updates
- Co-chair Training
- CTO Tooling Update
- FHIR, UTG, HTA Updates
- A virtual happy hour with BYO dinner and drink
Next Co-Chair Webinar:
May 18, 2020 – 4pm EDT

Austin Kreisler
Wayne Kubick