Jira Balloting
Navigating the process

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Who am I?

• Name: Lloyd McKenzie
• Company: Gevity
• Background:
  – One of FHIR’s 3 initial editors
  – Co-chair FHIR Management Group and FHIR-Infrastructure
  – HL7 Fellow
  – Principle developer of HL7’s Jira feedback & balloting solution
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This presentation

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Objectives

• Understand what is changing with Jira balloting
  – And what’s not
• Be able to submit specification feedback
• Be able to vote and manage votes using Jira

• Questions at any time!
Outline

• Background
• Jira Basics
• Balloting structures
• Balloting process
• Voting
• Advanced balloting
BACKGROUND
Why change?

- Feedback exists in multiple locations - No overall view
- No easy way to comment on existing feedback
- No easy way to monitor/track feedback items
- No way for management groups to monitor progress
- ‘Authoritative’ source hard to manage
- Can’t filter to see feedback by artifact/section/etc.
- Poor ‘quality’ of data in spreadsheets
- Easy to ‘lose’ feedback once reconciliation done
Evolution of the feedback process

• FHIR gForge feedback
• FHIR Jira feedback
• Jira feedback for all (+V2, CDA, OTHER)
• Jira for ballot submission
• Retire ballot desktop (future)
Support

• U.S. ONC provided funding for:
  – initial migration from gForge to Jira
  – The forthcoming rollout of Jira balloting for FHIR and other product families

  – Thank You!
What is Jira

• Issue management tool made by Atlassian
  – Same company who makes Confluence
• HL7 has a free license because we’re a non-profit
• Tool allows lots of customization & automation
Jira and HL7

• HL7 is migrating all ‘tracking’ activities from gForge to Jira
  – Some simple tooling feedback will remain in Git
• Jira is used for PSSs, Terminology and other feedback mechanisms
• [http://jira.hl7.org](http://jira.hl7.org)
Accounts

• Read-only access is anonymous users
• HL7 Jira account required to
  – Create issues
  – Comment on issues
  – Manage issues
• HL7 Jira accounts are free
• HL7 Jira accounts are not the same as your HL7 account
  – But are the same as your Confluence account
Projects

• Group issues related to a particular topic
• There are 6 related to balloting:
  – BALDEF – defines ballots
  – BALLOT – submissions & votes
  – FHIR, CDA, V2, OTHER – capture comments
• Others
  – NEWID, PSS, UP, etc.
Issues

• Records created within a project
• Have an ‘id’ that starts with the project key
  – E.g. FHIR-12345, BALLOT-7890
• Have a ‘summary’
• Have a status
• Can be linked
• Can be commented on (sometimes)
Challenges of vital signs like blood pressure need to be addressed comprehensively

**Details**
- **Type:** Change Request
- **Status:** WAITING FOR INPUT (View Workflow)
- **Resolution:** Unresolved
- **Specification:** US Vital Signs with Qualifying Extensions (FHIR)
- **Raised in Version:**

**People**
- **Assignee:** Keith Salzman
- **Reporter:** Keith Salzman
- **Watchers:**
  - 3 Start watching this issue
Jira ballot organization

HL7 Ballots
- Ballot Definition

HL7 Ballot Submissions
- Ballot Submission
  - sub-task-of
- Ballot Vote

Specification Feedback
- Change Proposal
- Technical Correction
- Question
- Comment

Votes on
Vote Same as
Votes On
Ballot Definition

- One per ballot
- Summarizes ballot results

E.g. 2021-Jan US-Core STU 2 ballot
Ballot Submission

• One per user per ballot
• Reflects overall vote

E.g. Rob McClure’s overall vote on 2021 Jan US-Core
Change Proposal

- Most common
- Any ‘substantive’ change
- Only comment that can be voted ‘negative’
- Same as NEG, A-C or A-S

E.g. “Change wording from X to Y”
Technical Correction

- Spelling, grammar, formatting
- Can’t vote negative
- Same as A-T

E.g. fix typo, changing "addition" to "additional"
Question

• Not seeking change, just an answer
• Consider Zulip instead
• Can’t vote negative
• Same as A-Q

E.g.
“is the HRex Coverage Profile still necessary”
Comment

- No response needed
- Consider Zulip instead
- Can’t vote negative
- Same as A-A

E.g. “Great "Figure 3" diagram!”
Ballot Vote

- Ties feedback submission
- Assigns a ‘weight’ of ‘Affirmative’ or ‘Negative’ to the comment
- Ballot Votes influence the overall Submission vote
- Can be multiple votes on one feedback item

Links to 1 ballot submission, 1 feedback item
BALLOTING PROCESS
Process Overview

• Register
• Submit feedback
• Vote
• Withdraw negatives
Registering to vote

• Register on ballot desktop (like always)
  – Typically need to be a member or pay a fee

• Must register in the registration window
  – Starts 30 days before planned ballot opening
  – Closes right before ballot opens

• When registration closes, a *Ballot Submission* instance will be created in Jira for each registered user and linked to the *Ballot Definition*
Submit feedback

• 4 Feedback projects
  – FHIR, CDA, V2, Other

• Must choose proper project for spec giving feedback on

• Feedback can be submitted by anyone at any time
  – Don’t need to wait for the ballot to open
  – But best to wait until the ballot release is posted
  – You can vote on feedback submitted by others
  – You can submit feedback without voting
Specification Feedback

Created by Lloyd McKenzie, last modified by Melva Peters on Nov 05, 2020

- Submitting new feedback
  - Before submitting
  - Submission process
- Participating in the feedback process
  - Feedback Issue state machine
  - Additional elements
  - Understanding management actions
  - Interacting with issues
- Searching and monitoring issues
  - Pre-defined searches
  - Defining/constraining your own search
  - Favorite searches and other searches
  - Bulk changes
Why vote?

• HL7 considers **all** feedback received. However:
  – Ballot feedback governs whether specifications are published
  – Ballot feedback must be resolved prior to publication
  – Ballot feedback is typically prioritized
Voting

• Can only vote if
  – User is registered for the ballot
  – Ballot is open (status & dates)
  – Issue isn’t ‘resolved’
  – Issue is tied to the spec associated with the issue
  – Issue is tied to one of the artifacts/pages covered by the ballot

• Can only vote ‘negative’ on ‘change requests’
  – Technical Corrections, Questions, Comments must be ‘Affirmative’
Vote Neg.

Issue Links

is voted on by

BALLOT-15634 Negative - Lloyd P. McKenzie : 2020-Sep-FHIR IG ...

You are asserting that you do not believe the specification should proceed to publication until this issue is

Un-Vote

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Negative - Lloyd P. McKenzie: 2020-Sep-FHIR IG VITALSIGNS R STU

Details
Type: Ballot Vote
Status: BALLOTED (View Workflow)
Resolution: Unresolved

Vote - Item:
Negative

Issue Links
votes on
FHIR-183 Test issue

People
 Reporter:
Lloyd P. McKenzie

Watchers:
1 Start watching this issue

Dates
Created:
17 minutes ago
Updated:
17 minutes ago

Activity
All Comments History Activity Transitions

There are no comments yet on this issue.

Armative - Lloyd P. McKenzie: 2020-Sep-FHIR IG VITALSIGNS R STU

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Vote - Ballot: Negative
Organization: Personal
Organization Category: Vendor
External Id (Ballot Submission): 135190

**Issue Links**

**votes on**


**Sub-Tasks**

1. [ Negative - Lloyd P. McKenzie : 2020-Sep-FHIR IG VITALSIGNS R STU ]

2. [ Affirmative - Lloyd P. McKenzie : 2020-Sep-FHIR IG VITALSIGNS R STU ]
HL7 Balloting Dashboard

Instructions
This Dashboard is for those who participate in HL7 ballots. It provides an overview of active and recently active ballots as well as comments the balloter has voted on. For further guidance on HL7 ballot processes and specifically on using Jira for balloting:

- About this Dashboard
- Balloting process overview
- Balloting using Jira
- HL7 Ballot Desktop instructions and link

For affiliates & organizational members:
- Coordinating ballot submissions

Filter Results: My Current Ballots

<table>
<thead>
<tr>
<th>Specification</th>
<th>Summary</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negative - Lloyd P. McKenzie (The MITRE Corporation)</td>
<td>2021-Jan-FHIR IG SANER R1 STU</td>
<td>IN PROGRESS</td>
</tr>
<tr>
<td>Affirmative - Lloyd P. McKenzie (The MITRE Corporation)</td>
<td>2021-Jan-FHIR IG PAC FUNCSTATUS R1 STU</td>
<td>IN PROGRESS</td>
</tr>
<tr>
<td>No Vote - Lloyd P. McKenzie (The MITRE Corporation): 2021-Jan FHIR IG PAC COGSTATUS R1 STU</td>
<td></td>
<td>IN PROGRESS</td>
</tr>
<tr>
<td>No Vote - Lloyd P. McKenzie (Personal) : 2020-Sep-FHIR IG VITALSIGNS R STU</td>
<td></td>
<td>IN PROGRESS</td>
</tr>
</tbody>
</table>

Filter Results: My Past Ballots

<table>
<thead>
<tr>
<th>Specification</th>
<th>Summary</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affirmative - Lloyd P. McKenzie (Personal) : 2020-Sep-FHIR IG SMARTWEBMSG R1 STU</td>
<td></td>
<td>BALLOTED</td>
</tr>
</tbody>
</table>

Filter Results: Voted issues - unresolved

<table>
<thead>
<tr>
<th>T Specification</th>
<th>Summary</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>US PACIO Functional Status (FHIR)</td>
<td>Test comment</td>
<td>SUBMITTED</td>
</tr>
</tbody>
</table>

1–1 of 1

Filter Results: Voted issues - retractable

<table>
<thead>
<tr>
<th>T Specification</th>
<th>Summary</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>US PACIO Functional Status (FHIR)</td>
<td>Test comment</td>
<td>SUBMITTED</td>
</tr>
</tbody>
</table>

1–1 of 1

Filter Results: Voted issues - resolved

No matching issues found.

Filter Results: Voted issues - ready for withdrawal

No matching issues found.

Filter Results: Voted issues - historical

No matching issues found.

https://jira.hl7.org/secure/Dashboard.jspa?selectPageId=11000
If you don’t have comments

Ballot Submissions / BALLOT-15162

No Vote - Lloyd P. McKenzie (Personal) : 2020-Sep-FHIR IG VITALSIGNS R STU

Watch issue Affirmative Abstain Link Vote

Details
Type: Ballot Submission
Status: IN PROGRESS (View Workflow)
Resolution: Unresolved

Balloting Process
The overall ballot submission vote is determined either by explicitly abstaining or voting affirmative, by linking your vote to another voter within the same organization or by voting affirmative or negative on one or more specification comments that fall within the scope of this ballot.

A more complete explanation of the balloting process can be found on HL7’s Confluence site.

Vote - Ballot: No Vote
Organization: Personal
Organization Category: Vendor
External Id (Ballot Submission): 135190
Other considerations

• Multiple people can vote on the same feedback issue
  – Votes could differ – some affirmative, some negative

• A work group might resolve an issue before the ballot closes

• Don’t forget to vote after raising a new issue
  – Creating the issue doesn’t associate a vote with it
MANAGING VOTES
After a ballot closes

- Voting will no longer be possible
- Un-voting will no longer be possible
- Linking and un-linking is no longer possible
  - And all links propagate
- Changing an overall vote will no longer be possible
  - Retraction and Withdrawal become possible
- Retract = Treat an item as if it wasn’t voted on
  - Only possible if no resolution exists
- Withdraw = Change negative vote item to an affirmative
  - Only possible if a resolution exists
Withdraw/Retract

• Can be done on the *feedback issue* or on the *ballot vote*.
• Will only see the option that is ‘available’ based on whether the issue has been resolved or not.
• **NOTE:**
  – If multiple people have voted on an issue, each must withdraw/retract independently
  • Even if the vote was ‘same as’
Withdraw all

- This can be done at the ballot submission level
- Withdraws all ‘eligible’ ballot votes
  - If some items don’t have a resolution, can’t withdraw those
- Retractions must be done vote by vote
Locking a ballot

• At some point, a ballot’s reconciliation is final
  – Ballot Definition and all submissions change to ‘Closed’ (Locked)
  – At that point, no further retractions/withdrawals are possible
  – The ballot’s pass/fail status becomes final
ADVANCED BALLOTING
Bulk voting

• Like any other Jira transition, you can vote on multiple issues at once
  – Use Jira’s ‘search’ capability to find the issues you want to vote on
  – Click on the ‘Tools’ menu (top right) and say ‘all issues’
  – Select the issues you want to vote on
  – Choose ‘transition’
  – Pick the ‘vote’ transition you want (Affirmative or Negative)
Vote “Same as”

- Organizational/Affiliate voters only

Additional guidance on vote linking can be found on the HL7’s confluence page dealing with Coordinating Ballot Submissions

Vote Same As* Affirmative - Lloyd McKenzie (The MITRE Corporation) : 2021-Jan-FHIR IG SANER R1 STU

Indicates another ballot submission that the voter wishes to vote the same as

Watch issue  Affirmative  Abstain  Link Vote

Link Vote  Cancel
Vote “Same as”

- Voters must be registered for the ballot on behalf of the same organization
- Vote being linked to must have a vote other than ‘No vote’
- If the voter who has established a linkage votes on any item, their linkage goes away
- All voters are responsible for their own retractions/withdrawals
Spreadsheet voting

• If you really want to vote with spreadsheets, you can

• Caveats
  – Balloter is responsible for loading the spreadsheet, not HL7 volunteers
  – Cleaning spreadsheets is time-consuming
  – Submitters AND on-behalf-of must have Jira accounts
  – If you are unable to import before the ballot close deadline
    • Comments won’t count in the ballot
    • Comments will need to be entered manually
Spreadsheet voting – process

• Download the spreadsheet from the ballot desktop
  – It’s new

• Fill it out
  – Encourage your voters to fill it out ‘properly’

• Consolidate spreadsheets if necessary
  – There’s a new macro

• Use the ‘Load Ballot Comments’ option on the Ballot Dashboard

• Read the emailed updated spreadsheet and fix any errors

• Rinse, repeat
Spreadsheet voting – screen

**Import ballot comments from a spreadsheet**

**WARNING:**
Balloters are strongly encouraged to submit feedback directly using Jira and NOT to use spreadsheets. Jira enforces a wide set of rules that ensure ballot feedback is complete and appropriately categorized. Spreadsheets provide none of this guidance during data entry - however the spreadsheet import process enforces the same set of rules. The result is that 'cleaning' a ballot spreadsheet to be sufficiently complete and valid for import can be arduous and time-consuming. HL7 will not provide ballot timeline extensions for balloters who are unable to successfully import their comments using this mechanism prior to ballot close - whether due to issues with the spreadsheet content or technical problems with the import mechanism. I.e. the spreadsheet import mechanism is 'use at your own risk'.

Guidance on using spreadsheets to import ballot content can be found [here].

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

☐ Ignore warnings?

[Import ballot comments]
When all else fails

- **HL7 Tools and Processes**
  - gForge Process for Importing Ballot Spreadsheets
  - Specification Feedback
    - Managing Specification Feedback
  - Administering Specification Feedback Projects
    - FHIR Specification Feedback
    - Changes from gForge
    - Specification Feedback Dashboard
  - Zoom
  - **HL7 Balloting**
    - Importing ballot results from spreadsheets
    - **Jira Ballot Process**
      - Coordinating Ballot Submissions
      - HL7 Ballot Desktop
      - How to Guide for Balloting using Jira

or

http://chat.fhir.org
(Jira/Confluence stream)
Timeframe for roll-out

- R4B is first ballot (May early cycle)
- If all goes well…
  - Additional trial ballots in May regular cycle
  - Additional product families?
  - All ballots Sept cycle?
Questions / Discussion

- lmckenzie@gevityinc.com

- Or, better yet, chat.fhir.org on the [Jira/Confluence](https://chat.fhir.org) stream