SDWG - Form Definition and Questionnaire Response Subgroup Meeting

**Logistics:**

 *Date / Time:* May 14, 2013, 3:00pm to 4:00pm EDT

 *Location:* Telco

 *Facilitator:* Martin Rosner

Note taker: Martin Rosner

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Meeting information

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Topic: Questionnaire and Response HL7 IG Drafting

Date: Every Tue., from Tue, January 28, 2013 to no end date

Time: 3:00 pm, Eastern Standard Time (New York, GMT-05:00)

Meeting Number: 499 376 271

Meeting Password: (This meeting does not require a password.)

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To start or join the online meeting

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Go to <https://continuaalliance.webex.com/continuaalliance/j.php?ED=18250233&UID=492541537&RT=MiMxMQ%3D%3D>

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Audio conference information

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To receive a call back, provide your phone number when you join the meeting, or call the number below and enter the access code.

Call-in toll number (US/Canada): 1-650-479-3208

Global call-in numbers: <https://continuaalliance.webex.com/continuaalliance/globalcallin.php?serviceType=MC&ED=18250233&tollFree=0>

Access code:499 376 271

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**Attendees:**

|  |  |  |
| --- | --- | --- |
| Name | Affiliation | Present |
| Asim Muhammad | Philips | X |
| Brian Scheller | Healthwise |  |
| Chris Melo | Philips Healthcare |  |
| Emma Jones | Allscripts |  |
| Jessi Formoe | Intuit Inc. |  |
| Jim Kretz | SAMSA |  |
| John Feikema | ONC |  |
| Lisa Brooks Taylor | AHIMA | X |
| Lisa Nelson | Life Over Time Solutions |  |
| Martin Rosner | Philips | X |
| Rick Geimer | Lantana |  |
| Stephen Chu | National E-Health Transition Authority |  |
| Vin Sekar | National E-Health Transition Authority |  |
| Vinayak Kulkarni | Siemens |  |
| Jodie Banks | RelayHealth | X |

**Agenda:**

1. Review ballot results and progress in Atlanta
2. Continue ballot reconciliation
3. Next steps and process review

**Minutes Approval:**

Mar.26.2013 (available on [wiki](http://wiki.hl7.org/index.php?title=Form_Definition_and_Questionnaire_Response_Documents)) - approved

**Action Items:**

* Lisa – check on LOINC code assignments – Done – follow-up expected from Jamalynne Deckard – asking for review of drafts and should be no problem to issue LOINC codes – we should capture the places in the spec where we need those.

**Review ballot results and progress in Atlanta**

**Voting Results**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name**  | **Ballot Level and Iteration**  | **Affirmative Votes**  | **Negative Votes**  | **Abstains**  | **No Vote Returned**  | **Total Pool Size**  | **Quorum**  | **Affirmatives Needed**  |
| HL7 Implementation Guide for CDA® Release 2: Questionnaire Response Document, Release 1  | D1  | 29  | 11  | 92  | 28  | 160  | 82.50%  | 24  |
| HL7 Implementation Guide for CDA® Release 2: Structured Form Definition Document, Release 1  | D1  | 28  | 7  | 92  | 28  | 155  | 81.94%  | 21  |

**Comments Summary**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name**  | **Neg-Mj**  | **Neg-Mi**  | **A-T**  | **A-S**  | **A-Q**  | **A-C**  | **<blank>**  | **Total**  | **In person resolution requested by**  |
| HL7 Implementation Guide for CDA® Release 2: Questionnaire Response Document, Release 1  | 12  | 17  | 22  | 29  | 10  | 5  | 0  | 95  | Gaye Dolin (rick.gaimer@lantana.com), Lisa Nelson, Benjamin Flessner  |
| HL7 Implementation Guide for CDA® Release 2: Structured Form Definition Document, Release 1  | 8  | 10  | 8  | 17  | 7  | 18  | 4  | 72  | Lisa Nelson, Benjamin Flessner  |

**Continue ballot reconciliation**

Asim reviews few comments from Lisa, VK, and Scott.



Next step with the above comments is to verify draft dispositions with commenters and prepare a block vote for the SDWG call.

**Next steps and process review**

Disposition steps include:

1. Discussion of comments within the subcommittee or with individual commenters
2. Preparing the block or individual votes based on the discussion in (1)
3. Submit the block or individual votes to SDWG ahead of the SDWG call
4. Schedule agenda time in SDWG call to review and vote on blocks and discuss individual comments

Implementation phase includes:

1. Assigning person responsible for implementation
2. Assigning person(s) responsible for reviewing the implementation vis-à-vis the disposition
3. Implementing and reviewing
4. Submission for publication

**AOB**

**Next Regular Call**

* May 21 or on an ad hoc basis based on availability of individual commenters.