|  |  |
| --- | --- |
| **Participant** | **Attendance**  |
| Anita Walden – Mtg. Facilitator, Project Co-Facilitator & CIC Co-chair  | X |
| Karen Ritchey - Note taker  | X |
| Russ Leftwich, CIC Co-chair, Project Co-Facilitator | X |
| Susan Matney |  |
| Peter Goldschmidt | X |
| Ed Hammond, CIC Co-chair | X |
| Laura Heerman |  |
| Sarah Ryan |  |
| Tom Kuhn | X |
| Seth Blumenthal | X |
| Rachel Richesson |  |
| Frank Minyon |  |
| AbdulMalik Shakir | X |
| Maryam Garza |  |
| Elise Berliner | X |
| Jaspreet Birk  | X |
| Amy Nordo | X |
| Chrystal Price | X |
| John Roberts | X |
| John Loonsk |  |

X = in attendance

**Next Meeting Agenda**

* Finalize Questionnaire
* Discuss HL7 meeting held January 18.

**ACTION ITEMS**

* **Everyone** – Please review the Questionnaire posted adjacent to these Minutes and provide feedback to:

                          Jaspreet Birk   jaspreetkbirk@gmail.com and Anita Walden acwalden@uams.edu

* **Anita to** Post Questionnaire on the Wiki –*Karen Completed this item*
* **Anita** to Send White Paper to CTO Wayne Kubick -completed
* **Russ** (post mtg change) Explore changing January meeting time-completed

**Previous Weeks Action Items**

* **Anita** will follow up with HL7 to find out if a brief mention of the Registry Project can be placed in the January Newsletter with plans of an article for the May newsletter - Complete
* Finalize White Paper (**Seth** and **Rachel**)- in progress
* Get word out – Newsletters, etc. (**Seth**, **Amy**, **Chrystal** and **Anita**)- *Will wait until White Paper is final- Wait until white paper completed*

**Anita:**  HL7 newsletter

**Seth:**  PCPI announcements & health care constituencies

**Amy:**  Health care group, NEHQ newsletter, blogs

**Chrystal:**  Trauma groups, WHO

**Agenda**

**Attendance -** Karen

**Approval of Meeting Summary –** Anita

*Posted:*[http://wiki.hl7.org/index.php?title=Registry\_DAM](https://urldefense.proofpoint.com/v2/url?u=http-3A__wiki.hl7.org_index.php-3Ftitle-3DRegistry-5FDAM&d=CwQGaQ&c=27AKQ-AFTMvLXtgZ7shZqsfSXu-Fwzpqk4BoASshREk&r=a8qVgF5rsxfZqzAs9uqHuJPE-KTXTY9R2rB48aU5q6g&m=6_DvAmBuRm2sSkOw4hbplq3exfTC-Ne6C37Asw6W46U&s=REnq2SAUVX-GKgmAAjEIDRta4Hv1grKa47AV7zerhKM&e=)

**Review of Agenda –** Anita

**Hot Topics**-Group

**New Time for Conference Calls**

**White Paper Status –** Seth and Rachel

**Agenda for** (January 18th Q4)- Group –DATE CHANGE For SAN ANTONIO

*Proposed Topics for Agenda:*

o    Critique DAM – identify work to be done

o    Review Use Case/Storyboard Questionnaire

o    Still on right track?  Check to see if aligned - HSPC

o    CIC meeting planning for July – harmonization/modeling of data elements

**Storyboard Template Review –see attachment**

**Summary**

**Attendance – taken & noted above**

**Approval of Meeting Minutes (December 14, 2016) - Postponed**

Minutes from previous meeting to be finalized, approved then posted.

**Review of Agenda – Anita**

**Hot Topics – Group**

None noted.

**New Time for Conference Calls**

Doodle Poll results: New bi-monthly meeting time: Wed., 11 am (EST)

**White Paper Status – Seth and Rachel**

Rachel will finish final edited version by Monday.

 Anita provided WP to Wayne Kubick but hasn’t received comment. Will discuss next week.

**Agenda for** (January 18th Q4)- Group –DATE CHANGE For SAN ANTONIO

Q4 on Thurs. conflicts with CMSS. Q4 Wed. move confirmed, but room location unknown.

*Proposed Topics for Agenda, Review:*

o    Critique DAM – identify work to be done

o    Review Use Case/Storyboard Questionnaire

o    Still on right track?  Check to see if aligned - HSPC

o    CIC meeting planning for July – harmonization/modeling of data elements

 *Suggested Additions to Agenda*:

* Summary of ISO Work
* NQRN initiative (part of PCPI)

**Storyboard/Questionnaire Template**

 *See form on Wiki (Jaspreet has revised) – feedback still welcome.*

 Registry functionalities - consider adding to, or addressing in Questionnaire:

1. Query capabilities
2. Email
3. Alerts
4. Evaluations
5. Who owns the Registry
6. Scope: What is the patient population included in the Registry?
7. When was Registry established, or when it became operational
8. Specialty societies

Comments:

* Abdul Malik: Cover letter may be needed to address expansiveness.
* Who are primary stakeholders, who are involved and affected?
* Clinicians who are participating are the Users.
* Seth: Simple and short = better response rate.
* Russ: Every Registry needs descriptive comment – need to identify responders.
* Elise addresses format: Authorization, consent, re-word because not clear.

Data Sources appear in more than one place. Link data (where it’s coming from, source, owner of data). Example: Medical Records include Outpatient, doctors office, clinical lab, pharmacy or patient reported. How does it get there and how are they identifying patient data?

* Anita: Interview preferred – Template is just a guide, but reorganize and reword. Can add lines for text response, but interview can provide response to open ended questions.

Authorizations are confusing. Is authorization mandatory to participate? Variety include Government, Public Health, Quality Improvement, Quality Reporting and Research.

*Jaspreet revises form during meeting.*

 Final comments:

* Abdul Malik discusses Registry functionality: Define operating process, mandated or not, data sharing.
* Step skipped: Onboarding, or recruiting, Registry participants.
* Topic that hasn’t arisen: Relationship of registry, context… (John Roberts)
* Literature review: How much has already been done? Is this new and different than what’s been completed? More relative to White Paper.

**ACTION ITEMS**

* Finalize December 14, 2016 meeting minutes
* Advise Room location – HL7 mtg., San Antonio, Q4, Wed., 1/18.
* Add suggested items to HL7 Agenda
* Seth to review and provide feedback, which is still welcome
* Jaspreet incorporating suggestions into Storyboard questionnaire – revised by week’s end.

**Next Meeting Agenda**

* Finalize Questionnaire
* Discuss HL7 meeting held January 18.

**\*\*NEXT MEETING – NEW MEETING TIME. Regularly scheduled meeting Jan. 25 – now at 11 am (EST).**

Submitted by: Karen Ritchey