

## AHIMA Standards Team Project Proposal 2015

**Project Title:** HIT Standards for Information Governance  
**Project Timeline:** January – December 2015  
**Project Leads:** Diana Warner, Anna Orlova

### PROJECT OVERVIEW

This project supports the Mega Issue on health information management (HIM) Practice Standards approved by the AHIMA Board of Directors in July 2013 to support the development of guidelines, operating rules and standards for healthcare documentation practices. Based on the outcomes of the AHIMA ongoing project on translating information governance (IG) principles<sup>1</sup> into HIM principles,<sup>2</sup> we will develop a framework and a roadmap for transitioning from HIM practice principles into the health information technology (HIT) interoperability standards<sup>3</sup> for healthcare information systems including the electronic health record (EHR) systems and other HIT products aimed to support HIM practices.

### PROJECT GOAL

To establish AHIMA leadership in HIT standardization efforts, the goal of this project is to inform the development of national and international HIT interoperability standards for HIM practices by creating (1) AHIMA IG-HIM-HIT standards framework and (2) the roadmap for the development of these standards.

This project is consistent with the directives from the AHIMA Board of Directors to:

- Establish principles for HIM with supporting guidelines and/or operating rules
- Formalize guidelines and ultimately establish standards for healthcare documentation practices in the digital age
- Leverage and expand existing ANSI-designated Secretariat position in International Organization for Standardization (ISO)/Technical Committee (TC) 215 for Health Informatics and ISO/TC 215 United States (US) Technical Advisory Group (TAG) to develop HIT standards and
- Use evidence-based research to develop guidelines/operating rules and standards for HIM practices

### NEED, PROJECT OBJECTIVES AND ACTIVITIES

Most HIT today does not adequately support HIM practices. There is little alignment between HIM practice (business) standards and IT standards developed for the HIT products.

To enable the development of the HIT interoperability - standards for IG/HIM practices we propose to develop:

1. AHIMA IG-HIM-HIT standards framework as a model for the alignment of the IG, HIM and HIT interoperability standards, i.e., AHIMA IG-HIM-Use Case-HIT Standards Matrix (Model)
2. Roadmap for the development of HIT standards to support IG and HIM practices and
3. White Paper to the Integrated Healthcare Enterprise (IHE) to guide the development of HIT interoperability standards for HIM practices.

This project will be conducted under the following **objectives**:

1. Establish AHIMA leadership in HIT standardization
2. Participate in HIT standardization activities
3. Develop communication and outreach strategy on HIT interoperability - standards to support IG/HIM practices

Figure 1 provides high level overview of the project activities.

<sup>1</sup> Cohasset Associates | AHIMA 2014 Information Governance in Healthcare: Benchmarking White Paper

<sup>2</sup> AHIMA Information Governance Principles for Healthcare (IGPHC)<sup>TM</sup> – as of July 2014

<sup>3</sup> Interoperability standards are referred to a group (a bundle) of HIT standards assembled in an interoperability specification document (integration profile) that specify the use of these standards to support a specific or a number of specific HIM Use Case (s), i.e., examples of HIM practice(s). Interoperability standards support semantic, technical and functional compatibility of information systems to allow for seamless data flows and data sharing according to the information governance principles.

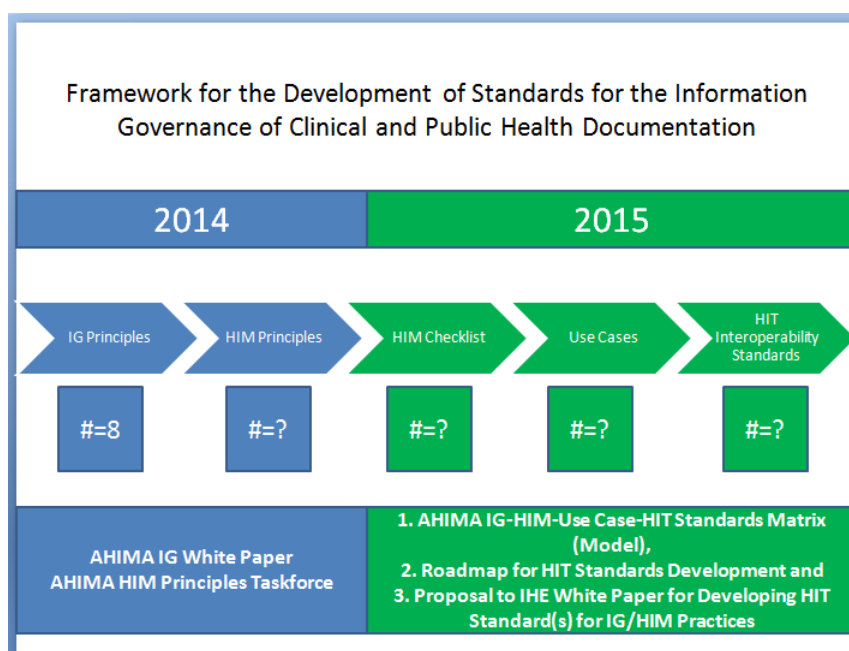


Figure 1. Information Governance Project Activities and Deliverables by Year

In September 2014, we will develop a proposal to the IHE 2014-2015 development cycle for a White Paper on HIT standards for IG/HIM practices. In October-November 2014 we will present the proposal to the IHE Information Technology Infrastructure (ITI) Planning and Technical Committees. We anticipate publishing a White Paper in August 2015.

In 2015, specific **activities** and outcomes of this project will include:

- 1) Project Planning.  
*Outcome: Project Management Plan. Due: 01/31/2015*
- 2) Modeling across IG principles, HIM principles, HIM checklists, Use Cases for standards and HIT interoperability standards (Fig.1).  
*Outcome: AHIMA IG-HIM-Use Case-HIT Standard Matrix (Model). Due: 03/31/2015*
- 3) Assessment of AHIMA Body of Knowledge (BoK) for translation of IG principles and HIM principles into HIM practices checklist.  
*Outcome: (1) IG principles mapped to HIM practices, and (2) HIM Checklist. Due: 4/30/2015*
- 4) Gap analysis of HIT - standards and mapping - standards to HIM Checklist requirements.  
*Outcome: Map of HIT standards to the HIM Checklist with identified gaps. Due: 06/30/2015*
- 5) Prioritization of identified gaps, creation of the list of use cases and the roadmap for the development of HIM interoperability standards for HIM practices/checklist.  
*Outcome: Roadmap for the development of HIT standards for IG/HIM practices. Due: 8/15/2015*
- 6) Develop an IHE White Paper on HIT interoperability standards for IG/HIM practices to guide the development of these standards.  
*Outcome: IHE White Paper on HIT interoperability standard(s) for IG/HIM practices. Due: 8/31/2015*
- 7) Develop communication and outreach strategy to promote AHIMA activities on standardization of IG/HIM practices. Due: Ongoing throughout the project.

Specific sub-activities will include:

1. Advocate for HIT interoperability standards for IG/HIM practices at national and international HIT standardization entities including ISO/TC 215 and ISO/TC 215 US TAG, Office of the National Coordinator (ONC) Standards and Interoperability (S&I) Framework, Health Level Seven (HL7) International and others. *Outcome: Meetings/calls attendance*
2. Develop an article in Journal of AHIMA. *Outcome: Article*
3. Develop press release(s) and brief(s) in the eAlert. *Outcome: Press release(s) and brief(s)*
4. Develop presentation at AHIMA Convention 2015. *Outcome: Presentation*
5. Develop a webinar. *Outcome: Webinar*
6. Develop the project materials for the IG and Standards Engage Community. *Outcome: Web resources*

Project Partners: The detailed description of the internal and external project team members by activity is provided in Table 1.

**Deliverables:** The following are the deliverables for this project:

1. AHIMA IG-HIM-HIT standards framework (AHIMA IG-HIM-Use Case-Standards Matrix (Model))
2. Roadmap for the development of HIT standards to support IG and HIM practices and
3. IHE White Paper to guide the development of HIT interoperability standards for HIM practices.
4. Materials for the communication and outreach on IG/HIM standards

#### PROJECT PARTNERS, MILESTONES AND TIMELINE

Table 1 below presents project activities, deliverables, timeline and the team to execute these activities.

**Table 1. Project Activities, Deliverables, Timeline and Project Team (Internal and External Members)**

Activities	Deliverables	Timeline	Lead/Team
<b>AHIMA Standards Team and AHIMA Staff</b>			
1) Project Planning	Project Management Plan	01/01-01/31	Anna Orlova Diana Warner Lisa Spellman Harry Rhodes Kim Osborne
2) Modeling across IG principles, HIM principles, HIM checklists, Use Cases for standards and HIT interoperability standards.	AHIMA IG-HIM-Use Case-HIT Standard Matrix (Model)	01/15-03/31	Anna Orlova Diana Warner Deb Green Harry Rhodes
3) Assessment of AHIMA Body of Knowledge (BoK) for translation of IG principles and HIM principles into HIM practices checklist	(1) IG principles mapped to HIM principles (2) HIM Checklist	02/01-04/30	Diana Warner Barb Glondys
4) Gap analysis of HIT standards and mapping standards to HIM Checklist requirements	Map of HIT standards to the HIM Checklist with identified gaps	05/01-06/30	Anna Orlova Diana Warner Harry Rhodes Lisa Spellman
5) Prioritization of identified gaps, creation of the list of use cases and the roadmap for the development of HIT interoperability standards for HIM practices (checklist)	Roadmap for the development of HIT standards for IG/HIM practices	07/01-08/15	Diana Warner Deb Green Barb Glondys Harry Rhodes Lisa Spellman
6) Develop IHE White Paper on HIT interoperability standards for IG/HIM practices to guide the development of these standards	IHE White Paper on HIT interoperability standard(s) for IG/HIM practices	01/15-08/31	Anna Orlova Diana Warner Harry Rhodes
7) Develop communication and outreach strategy to promote AHIMA activities on standardization of IG/HIM practices.		01/15-12/31	Diana Warner Anna Orlova Harry Rhodes Sheryl Reyes
1) Advocate for HIT interoperability standards for IG/HIM practices at national and international HIT standardization entities including ISO/TC215 and ISO/TC 215 US TAG, ONC S&I Framework, HL7 and others	1) Meetings/calls attendance		
2) Develop an article in Journal of AHIMA	2) Article		
3) Develop press release(s) and brief(s) in the eAlert	3) Press release(s) brief(s)		
4) Develop presentation at AHIMA Convention 2015	4) Presentation		
5) Develop a webinar	5) Webinar		
6) Develop the project materials for the IG and Standards Engage Community	6) Web resources		
<b>External Review - Advisory Committee</b>			

Activities 2-6: Monthly meetings to support activities 2-6	(1) Guidance on the project activities (2) Review of project deliverables	02/01-12/31	(1) Enterprise Information Management (EIM) Practice Council (2) HIM Advisory Panel (3) Other stakeholders to be determined (TBD)
<b>Consultant/Contractor</b>			
Activities 2, 4, 5, 7: Contribute to the development of the project deliverables	Project deliverables 2, 4, 5, 7		Kim Baldwin-Stried Reich (to be confirmed), Nikolay Lipskiy, CDC

**BUDGET**

Table 2 presents the budget categories, descriptions and amounts projected for this project plan.

Table 2. Budget Categories, Descriptions and Allocations

Budget Categories	Description	Amount (\$)
A. Personnel		
AHIMA Standards Team		
Anna Orlova	20% FTE	
Diana Warner	55%FTE	
Harry Rhodes	40% FTE	
Lisa Spellman	2.5% FTE	
Kim Osborne	5% FTE	
Sheryl Reyes	10% FTE	
Project Manager (TBD)	20% FTE	
<b>Sub-Total</b>	<b>152.5% FTE</b>	
AHIMA Experts		
Barbara Glondys	10%FTE	
Julie Dooling	10%FTE	
Deborah Green	15%FTE	
<b>Sub-Total</b>	<b>35% FTE</b>	
<b>Total</b>	<b>187.5%FTE</b>	
B. Consultants/Contractors	120 hours x \$150/Hour = \$18000	
<b>Total</b>		<b>\$18,000</b>
C. Travel	See Attachment 1	
<b>Total</b>		<b>\$78720</b>
D. Supplies		
Home Office Expenses	\$100 x 12mos x 1.525 = \$1830	
Supply Expenses	\$80 x 12mos x 1.525 = \$1464	
<b>Total</b>		<b>\$3294</b>
E. Equipment	2 Laptops x \$2000 = \$4000	
<b>Total</b>		<b>\$4000</b>
F. Professional Development		
Mtg Registration	HIMSS@ \$1000 x3 = \$3000 3 HL7 Mtgs @\$1050 x 3 = \$9000	
Sub-total	\$14300	
Dues	HL7 \$1750	
<b>Total</b>		<b>\$16050</b>

## Attachment 1: Proposed Travel

EVENT		MONTH	# DAYS / NIGHT	LOCAL / NON	INT / ADJ		AIR	LODGING	MEALS	GROUND	ADJ	TOTAL
IHE International	<b>Anna</b>	<b>FEB</b>	<b>5</b>	<b>NON</b>	<b>1000</b>		<b>500</b>	<b>1250</b>	<b>300</b>	<b>170</b>	<b>1000</b>	<b>3220</b>
IHE International	<b>Diana</b>	<b>FEB</b>	<b>5</b>	<b>NON</b>	<b>1000</b>		<b>500</b>	<b>1250</b>	<b>300</b>	<b>170</b>	<b>1000</b>	<b>3220</b>
IHE International	<b>Harry</b>	<b>FEB</b>	<b>5</b>	<b>NON</b>	<b>1000</b>		<b>500</b>	<b>1250</b>	<b>300</b>	<b>170</b>	<b>1000</b>	<b>3220</b>
IHE Chicago	<b>Anna</b>	<b>APRIL</b>	<b>5</b>	<b>NON</b>	<b>0</b>		<b>500</b>	<b>1250</b>	<b>300</b>	<b>170</b>	<b>0</b>	<b>2220</b>
IHE Chicago	<b>Diana</b>	<b>APRIL</b>	<b>5</b>	<b>NON</b>	<b>0</b>		<b>500</b>	<b>1250</b>	<b>300</b>	<b>170</b>	<b>0</b>	<b>2220</b>
IHE Chicago	<b>Harry</b>	<b>APRIL</b>	<b>5</b>	<b>Local</b>	<b>0</b>		<b>500</b>	<b>1250</b>	<b>300</b>	<b>50</b>	<b>0</b>	<b>2100</b>
IHE Chicago	<b>Anna</b>	<b>JULY</b>	<b>5</b>	<b>NON</b>	<b>0</b>		<b>500</b>	<b>1250</b>	<b>300</b>	<b>170</b>	<b>0</b>	<b>2220</b>
IHE Chicago	<b>Diana</b>	<b>JULY</b>	<b>5</b>	<b>NON</b>	<b>0</b>		<b>500</b>	<b>1250</b>	<b>300</b>	<b>170</b>	<b>0</b>	<b>2220</b>
IHE Chicago	<b>Harry</b>	<b>JULY</b>	<b>5</b>	<b>Local</b>	<b>0</b>		<b>500</b>	<b>1250</b>	<b>300</b>	<b>50</b>	<b>0</b>	<b>2100</b>
IHE Chicago	<b>Anna</b>	<b>OCT</b>	<b>5</b>	<b>NON</b>	<b>0</b>		<b>500</b>	<b>1250</b>	<b>300</b>	<b>170</b>	<b>0</b>	<b>2220</b>
IHE Chicago	<b>Diana</b>	<b>OCT</b>	<b>5</b>	<b>NON</b>	<b>0</b>		<b>500</b>	<b>1250</b>	<b>300</b>	<b>170</b>	<b>0</b>	<b>2220</b>
IHE Chicago	<b>Harry</b>	<b>OCT</b>	<b>5</b>	<b>Local</b>	<b>0</b>		<b>500</b>	<b>1250</b>	<b>300</b>	<b>50</b>	<b>0</b>	<b>2100</b>
HL7	Diana	JAN	5	Non	300		500	1250	300	170	300	2520
HL7 International	Diana	MAY	5	Non	1000		500	1250	300	170	1000	3220
HL7	Diana	SEPT	5	Non	300		500	1250	300	170	300	2520
HL7	Harry	JAN	5	Non	300		500	1250	300	170	300	2520
HL7 International	Harry	MAY	5	Non	1000		500	1250	300	170	1000	3220
HL7	Harry	SEPT	5	Non	300		500	1250	300	170	300	2520
HL7	Anna	JAN	5	Non	300		500	1250	300	170	300	2520
HL7 International	Anna	MAY	5	Non	1000		500	1250	300	170	1000	3220
HL7	Anna	SEPT	5	Non	300		500	1250	300	170	300	2520

HIMSS	Diana	MAR	5	Non	300		500	1250	300	170	300	<b>2520</b>
HIMSS	Anna	MAR	5	Non	300		500	1250	300	170	300	<b>2520</b>
HIMSS	Harry	MAR	5	Non	300		500	1250	300	170	300	<b>2520</b>
General MTGS-1	<b>Anna</b>	JAN	3	Non	300		500	750	180	170	300	<b>1900</b>
General MTGS-2	<b>Anna</b>	JULY	3	Non	300		500	750	180	170	300	<b>1900</b>
General MTGS-3	<b>Anna</b>	DEC	3	Non	300		500	750	180	170	300	<b>1900</b>
General MTGS-1	<b>Diana</b>	JAN	3	Non	300		500	750	180	170	300	<b>1900</b>
General MTGS-2	<b>Diana</b>	JULY	3	Non	300		500	750	180	170	300	<b>1900</b>
General MTGS-3	<b>Diana</b>	DEC	3	Non	300		500	750	180	170	300	<b>1900</b>
General MTGS-1	<b>Harry</b>	JAN	3	Non	300		500	750	180	170	300	<b>1900</b>
General MTGS-2	<b>Harry</b>	JULY	3	Non	300		500	750	180	170	300	<b>1900</b>
General MTGS-3	<b>Harry</b>	DEC	3	Non	300		500	750	180	170	300	<b>1900</b>
							<b>16500</b>	<b>36750</b>	<b>8820</b>	<b>5250</b>	<b>11400</b>	<b>\$ 78,720</b>