

# Standards & Interoperability Steering Committee Charter

APPROVED BY SISC: FEBRUARY 11<sup>TH</sup>, 2015

# CHARTER

## INTRODUCTION:

The ability of one health information system to share information with and use information from another health information system to support interoperability<sup>1</sup> is important to improving the health of individuals and of the population. Immunization Information Systems (IIS) have a long history of communicating with other information systems. The demand and need for increasing this communication is a national priority. AIRA has played a key role in supporting efforts to promote this agenda by participating in standards development efforts, monitoring changes in technology and standards, advocating for the positions of the IIS community and by supporting each other in standards and interoperability adoption. AIRA recognizes the importance of this effort and has determined that a standing work group is necessary to accomplish our goals.

## PURPOSE:

The purpose of the Committee is to:

- Provide technical support and guidance to interoperability efforts of AIRA members and the IIS community.
- Provide technical support and provide guidance to the AIRA board, Executive Director and AIRA staff as they prepare to represent the IIS community in the wider health information community regarding interoperability issues.
- Act as a liaison between national organizations involved with interoperability, such as ONC, HL7 and others.
- Partner with CMS, ONC, NIST and others to identify federal Meaningful Use requirements that will provide opportunities to leverage IIS in support of interoperability and Meaningful Use.
- Be a technical authority and develop technical resources for AIRA members and the IIS community.

## RESPONSIBILITIES:

The responsibilities of the Standards & Interoperability Steering Committee are to:

- Provide a forum for AIRA members regarding interoperability, provide comments on proposed Meaningful Use rules, and participate in workgroups in support of interoperability efforts
- Review messaging, data definition, transport layer, security, best practices and other interoperability needs from AIRA members, stakeholders and external groups by
  - Assessing importance to AIRA members
  - Identifying when a special workgroup needs to be tasked with addressing the issue
- Be a forum for supporting messaging needs of AIRA members and the IIS community
- Represent AIRA in Standards Development and implementation efforts and determine AIRA position on HL7 ballot items of interest

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<sup>1</sup> Per the Health Information and Management Systems Society (HIMSS), interoperability is defined as the extent to which systems and devices can exchange data, and interpret that shared data.

<http://www.himss.org/library/interoperability-standards/what-is-interoperability>

- Partner with CDC to update and maintain the HL7 Implementation Guide for Immunization Messaging
- Support vocabulary standardization efforts
- Support identification of functional requirements as they relate to messaging
- Bring to the AIRA members issues related to interoperability from national organizations and represent the IIS community in national workgroups

### **MEMBERSHIP:**

The membership of the Committee is voluntary. Membership will be reviewed annually by the AIRA Board of Directors. Members should be prepared to attend all meetings in order to benefit the group as much as possible.

The Committee will be composed of:

- At least one voting member of the AIRA Board
- At least one AIRA staff member
- At least one staff person from the CDC's NCIRD IIS Branch
- Volunteers from state IIS programs, state immunization programs, IIS vendors/implementers and engaged partners such as Electronic Health Record System developers
- Two co-chairs that will coordinate and plan the meetings and work closely with the AIRA Executive Committee. See the "Oversight" section for specific provisions.

Members will serve indefinitely and volunteer members may remove themselves from the Committee at any time. The AIRA President and Executive Director reserve the right to remove individuals if they feel it is in the best interest of the workgroup.

### **OVERSIGHT:**

This Committee operates under the provisions of the AIRA Bylaws for "Other (non-standing) Committees":

#### ***Article VII, Section II. Other Committees:***

*The Executive Committee, with the approval of the Board of Directors, shall establish other committees, workgroups, and task forces as appropriate to carry out the mission and goals of the Association and as defined in the operational and strategic plan. Each committee shall have a Board member representative. Committee recommendations that are material to the Association shall be presented to the Board of Directors for approval. For each committee or task force to be established, the Executive Committee shall submit a written description of the committee or task force to the Board for approval including its charge, scope of responsibilities, number of members, and expected duration of operation. Chairs of these committees shall be appointed by the President.*

### **METHOD OF BUSINESS:**

The Committee will meet monthly, with additional meetings held as work load or needs require.

Any Committee member or AIRA Member may request an issue be placed on the agenda, although the co-chairs will be responsible for determining that the request is within the scope of duties that have been assigned. The co-chairs will meet prior to each monthly meeting to discuss topics for the upcoming Committee meeting and establish the agenda.

The activities from the cooperative agreement will be identified, with a work plan in place for each year. The work plan will be reviewed and updated by the committee members as appropriate to ensure committee activities stay in line with AIRA cooperative agreement and the committee's scope of duties.

The Committee works closely with the AIRA President and the Executive Committee. The AIRA Executive Director and staff will provide administrative assistance and a meeting scribe. Meeting minutes will be reviewed by the co-chairs and distributed to the Committee. Minutes may be posted on the AIRA website and shared with the AIRA Board.

When an issue is identified which needs specialized knowledge and focused efforts, a task group will be identified, along with a chair or project lead assigned by the AIRA President. A scope statement will outline the mission, tasks and deadlines for accomplishing the task. When the task is completed, the group will disband. Task groups will operate under the oversight of the Standards & Interoperability Steering Committee to assure coordination of all efforts between the task force, the committee, and the AIRA Board of Directors.

### **DECISION MAKING:**

Decisions will be made on clearly stated motions presented by a member. Every effort to attain consensus among Committee members will be made when decisions are needed. However, if the Committee cannot reach consensus on an item, then a simple majority vote can be held to resolve the issue.

### **AMENDMENTS OF CHARTER:**

Amendments to this charter are made by a majority affirmative vote of Committee Members and approval by the AIRA Executive Committee and AIRA Board of Directors.