Carequality Query Workgroup Charter

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1   PURPOSE

The purpose of the Query Workgroup is to develop a use case and implementation guide that outlines business, technical, testing and policy requirements to enable simple query of information between and among networks. Under the advice and guidance of the Steering Committee, and with input from the Advisory Council, the Workgroup will come to agreement regarding how to bridge query-based exchange based upon differing technology platforms and architectures. The Query Workgroup must focus on the broad needs for industry and remain grounded in existing capabilities implemented in production.

2   SCOPE OF WORK / DELIVERABLES

The Query Workgroup should focus on:

- Simple query of health information;
- Record locator facilitated query of health information;
- The ability for networks with different architectures to bridge and support query-based exchange.

The Workgroup must leverage existing capabilities deployed in production in the US, while taking into account the Trust Framework as a guide. In addition, the Workgroup shall determine how best to facilitate exchange between differing technology platforms and architectures, as well as differing transport protocols (e.g. SOAP, Restful, etc.) and data types (e.g. document-based exchange, message-based exchange, API-based, etc.) To guide its work, it is expected that the Workgroup will consider lessons learned from other use case development efforts and actively seek input from subject matter experts, when appropriate.

A query use case includes a set of functions and related requirements and is intended to establish how different architectural approaches can be bridged to enable seamless exchange. Since this work is intended to extend existing connectivity and interoperability, the Workgroup shall leverage existing standards and implementation specifications.   In the event additional specifications are needed to bridge between different architectural approaches, the Workgroup, in consultation with the Steering Committee and Advisory Council shall coordinate with related standards development organizations (SDOs) and other initiatives (e.g. ONC Standards and Interoperability Framework, EHR-HIE Interoperability Work Group, etc.). The objective is to work with SDOs and existing initiatives as much as possible to avoid redundant work.

The Query Workgroup is expected to focus on a two-phased approach:

- **Phase 1**
  Develop two query requirements for the following:
  1. Enabling the exchange of health information between and among networks for simple query
  2. Record locator service facilitated query between and among networks

  It is recommended that the Workgroup focus on developing the simple requirements case prior to the record locator service facilitated query use case.

  This phase should also include pilot demonstrations to prove that the use case and implementation guide are implementable. It is expected that the pilot demonstrations would be followed with pilot implementations as the final use case and implementation guide are deployed.

- **Phase 2:**
  The second phase will focus on developing a set of requirements as a supplement to the Query Use Case and Implementation Guide that specifies how to bridge query-based exchange between networks that utilize different architectural approaches ("Query Bridge Architecture").

  This phase should also include pilot demonstrations to prove that the use case and implementation guide are implementable. It is expected that the pilot demonstrations would be followed with pilot implementations as the final use case and implementation guide are deployed.

The deliverables should:
- Be simple and straightforward.
- Document a core set of business requirements that reflect the needs of clinician end users.
- Enable query-based exchange based upon current architectural approaches, standards and implementation specifications.
- Accommodate different architectural approaches.

- Leverage existing capabilities to the greatest extent possible (e.g., existing testing programs and specifications).
- Remain consistent with the universal set of policies established in the Trust Framework.
- Define a set of use case specific policies using the Trust Framework as a guide.
- Include an executive summary that is written in plain language so that the work is understandable to the public.

3 DELIVERABLES & TIME FRAME

- Co-chair provided periodic presentations, as deemed appropriate or requested, to the Steering Committee and Advisory Council to describe status of Workgroup efforts and capture lessons learned and key findings.
- Steering Committee approved Query Requirements document that defines the business requirements, technical functionality, testing approach and use case specific policies.
- Pilot demonstrations of use cases.

Timeframe for Completing Work

Activity	Targeted Completion Date
Phase 1: Develop Query Use Case & Implementation Guide	
Draft Query Use Case and Implementation Guide	Late November 2014
Advisory Council and Steering Committee review draft Query Use Case and Implementation Guide	December 2014
Finalize Draft Query Use Case and Implementation Guide	January 2015
Advisory Council reviews final draft	February 2015
Steering Committee approves final Query Use Case and Implementation Guide	March 2015
Pilot demonstrations	TBD
Phase 2: Bridge Query Architectures	
Propose detailed scope of work for phase 2 work to Steering Committee	Fall 2014
Draft Bridge Use Case for Different Query Architectures	Fall 2014

Advisory Council and Steering Committee review Bridge Deliverable	December 2014
Finalize Draft Bridge Deliverable	January 2015
Advisory Council reviews Final Draft Bridge Deliverable	February 2015
Steering Committee approves Final Bridge Deliverable	March 2015
Pilot demonstration	TBD

4 WORKGROUP COMPOSITION & RESPONSIBILITIES

4.1 Workgroup Composition

The Steering Committee shall determine the composition of the Workgroup to assure it has the expertise needed as well as balanced stakeholder interests. The Workgroup will be composed of Subject Matter Experts with strong expertise in query-based exchange, including the uses cases, technical, and testing requirements to support query-based exchange between networks. The recommended Workgroup size is 10 to 12 Representatives. At a minimum, the following stakeholder groups should be represented on the Workgroup:

- Healthcare provider organization
- Vendors
- Networks
- Federal representative

In addition to the representatives noted above, representatives from the Commonwell Health Alliance, eHealth Exchange, and EHR- HIE Interoperability Work Group (IWG) shall be invited to participate in the Workgroup in a non-voting capacity. A simple majority is required for quorum in order for the Work Group to take action.

Workgroup Co-Chairs have the discretion to engage other stakeholders and subject matter experts as the co-chairs deem necessary.

4.2 Workgroup Leadership

The Steering Committee will appoint 1-2 individuals to serve as co-chairs for the Query Workgroup. Workgroup co-chairs should be Carequality members and have the requisite subject matter expertise, leadership and facilitation skills to assure the work is conducted in an effective, open and fair manner. The co-chairs should represent different stakeholder interests, if possible.

The co-chairs may determine the subgroups and deliverables, as necessary, to develop the business, technical and policy requirements.

4.3 Co-Chair Responsibilities

- Leading and facilitating workgroup efforts, including the development and maintenance of workgroup deliverables and subgroups, as necessary, to draft deliverables.
- Developing a work plan to meet the timeframes for the deliverables in the workgroup charter.
- Facilitating workgroup meetings in a manner that assures that all workgroup members, voting and non-voting, are actively contributing to the workgroup's efforts.
- Enabling balanced opportunities for all workgroup members to contribute to the discussions and minimizing a few individuals from dominating the discussion.
- Conducting the work in a manner that is efficient, in accordance with the work plan.
- Reviewing and vetting draft and proposed final deliverables prior to presenting them for input from the Advisory Council and for Steering Committee approval.

Workgroup co-chairs may also:

- Request approval from the Steering Committee to change the workgroup representation to assure there are balanced perspectives and, as necessary, to maximize Workgroup effectiveness.
- Form subgroups to focus on specific aspects of its work.
- Invite other subject matter experts to participate in the workgroup efforts.

4.4 Workgroup Responsibilities

In its role as a workgroup for Carequality, the Query Workgroup members will fulfill the following responsibilities:

- Maintain personal involvement in Workgroup meetings and related activities.
  Respect any confidential discussions held in the Workgroup.
- Represent the necessary expertise to contribute to the development of the Workgroup's deliverables and enlist feedback from the constituents represented.