SOLOR Working Meeting Minutes: 4/17/2017

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| **SOLOR Participant** | **Title** | **Affiliation** | **Attending** |
| Avaretta (Avey) Davis | Director of Clinical Transformation OCNIO | VA | x |
| Catherine Hoang | Program Manager, KBS Terminology team | VA |  |
| Christine Spisla | Senior Consultant | Deloitte |  |
| Deb Konicek | Specialist Leader | Deloitte |  |
| Holly Miller | Deputy Program Manager | VA | x |
| Galen Mulrooney | Standards architect | JP Systems | x |
| Jane Cook | Specialist Master | Deloitte |  |
| Janet Morris | Project Manager | VA | x |
| Jay Lyle | Terminologist | JP Systems |  |
| Joanne Rimac | VA | Informatics | x |
| John Kilbourne | Informaticist | VA | x |
| Keith E. Campbell | Medical Informaticist  Director of Informatics Arch | VA |  |
| Liz McCool | Terminologist | VA |  |
| Monique van Berkum | Physician Terminologist | VA | x |
| Richard Phillips | Project Manager | VA | x |
| Sarita Keni | Clinical Terminologist/Informaticist | VA |  |
| Stan Huff | CMIO | Intermountain | x |
| Susan Castillo |  | Informatics |  |
| Susan Matney | Medical Informaticist | Intermountain | x |
| Tim Williams | Senior Consultant | Deloitte |  |
| Tisha Scott | Project Manager | VA |  |

**Minutes**

1. Announcements/Updates
   1. Susan’s vacation
      1. Susan out April 22 – May 14th
      2. Keith out 4/24
      3. No meeting on April 24th
      4. Meet the other two weeks, Susan Castillo will host. (Susan M. send her key)
   2. Project Management
      1. Susan Janet, Richard, Saritha getting together with all leads
      2. Reviewed HSPC terminology modeling workstream goals
   3. VA content review received
      1. CIMI modeling group will review comments and edit the value sets
         1. Note what was removed and added
      2. Review/revise definitions
      3. Start writing definition heuristics
2. Keith review current state
   1. He has met with both terminology, modeling and CIMI groups. Identified to “forms”:
      1. Clinical input form (CIF) is a form of presentation consistent with clinicians’ sphere of understanding.
         1. CIMI modeling effort focusing
            1. Define the meaning of the “slot”
            2. Essential characteristic – explicit and unambiguous (URU)
            3. Context is defined
            4. Goal is ease of use
      2. Analysis normal form (ANF)
         1. SOLOR focusing on ANF
            1. Needs to correspond to a single representation in the CIMI model
      3. Discussion re the two “forms”
         * 1. May require mappings or relationships between CIF and ANF. (May live in an extension)
           2. Moving between the two “forms” may require some sort of a transform
           3. ANF is context free
           4. Goals for the two forms are different and provides separate sets of concerns
3. Identify an initial process (recap with Stan on the call)
   1. Initial Analysis
      1. Susan’s nursing group has outlined the analysis process (will walk through wen back)
   2. Accept the model, from the terminologist’s point of view, after iterative review. Iteration includes questions, discussion, and revision.
      1. Reach consensus on the meaning of the value
      2. Identify issues regarding the appropriateness of the value for the value set and seek clarification and guidance where necessary.
         1. Definition needs to be understood by both the clinicians and terminologists
      3. Create new concepts and relationships in a provisional extension as necessary to enable further evaluation, testing, and implementation feedback.
      4. Define a process for approving, revising, or removing content as part of publication of an approved extension.
   3. Work to implement the agreed upon model with concerns highlighted in a set of Jira issues attached to the work.
4. Enumerate guiding principles and heuristics and categorize