



2017-2018 CHIA Committee Deliverables

2017-18 Committee Deliverables

Table of Contents

| | |
|---|----|
| <u>Academics Committee</u> | 2 |
| <u>Awards and Scholarship Committee</u> | 4 |
| <u>Candidates Committee</u> | 5 |
| <u>Coding and Data Quality Committee</u> | 6 |
| <u>Continuum of Care Committee</u> | 8 |
| <u>Convention Committee</u> | 9 |
| <u>Editorial Advisory Board</u> | 10 |
| <u>Exhibitor Advisory Committee</u> | 12 |
| <u>Information Governance Committee</u> | 13 |
| <u>Legislation and Advocacy Committee</u> | 14 |
| <u>Nominating Committee</u> | 15 |
| <u>Professional Education Committee</u> | 16 |
| <u>Social Media Committee</u> | 17 |

2017-18 Committee Deliverables



Academics Committee

Purpose: To establish and maintain communication between CHIA and existing and potential Health Information Administration (HIA) and Health Information Technology (HIT) programs in California.

Member Composition/Terms, Roles and Responsibilities:

- The committee composition will include the program director (or designee) from each accredited HIA and HIT school in California and/or any program director (or designee) from a California program in AHIMA candidacy status, and any CHIA member who is a faculty member of an accredited HIM program (multiple faculty members from one school is permitted), an individual from an HIM Department who serves as an HIM industry representative (preferably someone who has been a PPE representative/site supervisor), and a member of the CHIA Board of Directors.
- The Chair is responsible for create the agendas, meeting minutes, and assure deliverables are accomplished.
- The committee meets monthly via web conference, or as needed.
- The CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

Deliverables:

- Develop the program for a CHIA Student Leadership Academy to be held at the CHIA Convention annually.
- In conjunction with the CHIA Board, evaluate the feasibility of establishing a Student Leadership Council.
- Evaluate feasibility of a West Coast educational collaborative for consideration in 2018 and prepare a recommendation to the CHIA Board of Directors by January 1, 2018.
- Develop communication and confirm Board members to visit/speak at California's academic sites.
- Sponsor one Student Night for students throughout the State of California (NCHIA).
- Increase student membership and involvement by encouraging students to join CHIA. Work with CHIA office staff to provide input into single page flyer to offer academic institutions. Brainstorm other ideas for encouraging students to join CHIA.
- Promote CHIA Scholarship and Exam Reimbursement programs to CHIA student members.
- Staff booth at the 2018 CHIA Convention in San Diego for dissemination of information regarding California Health Information Educational programs.
- Prepare and deliver content for a Convention Track Session adhering to CHIA presentation guidelines.
- Support CAHIM program course alignment initiative.

Ongoing Charges:

- Working with the CHIA Editorial Advisory Board, provide articles for the July/August CHIA Journal to educate members on HIT/HIA programs in California. Provide articles to CHIA no later than May 1st.
- Facilitate publication of one or more articles on data quality, data analytics, patient centered care, privacy and security, or related topic in a major California-based healthcare publication.
- Encourage HIM practitioner involvement in HIM education (e.g. clinical site supervision, curricula review/development, program evaluation) through direct contact, CHIA Journal articles and recognition of site supervisors at the CHIA Convention. Plan activities at the CHIA Convention to foster Health Information Educational programs (HIA/HIT).
 - Organize a resource area (e.g. booth in the exhibit hall) staffed by HIA/HIT programs to disseminate information about Health Information Management educational programs and encourage participation of HIM practitioners.

2017-18 Committee Deliverables

- As appropriate, recommend a CHIA Convention educational track session for educators and/or students. Topics may include HIM curriculum models, entry level competencies, professional practice experience and Essentials. *This program should be planned by Academics Committee and submitted to the Convention Committee for consideration in time for the Convention Committee's October meeting.*
- Assist CHIA Journal Editor in obtaining materials for CHIA Journal issue dedicated to education by contacting HIA/HIT Program Directors to submit articles, names of clinical site coordinators, names of educational instructors, and names of Advisory Committee members. This information will be printed in the July/August issue, so must be submitted to the CHIA Journal Editor no later than May 1st. Review the CHIA HIM career marketing flyer annually and update as appropriate.
- Annually review the goals and tactics in the CHIA Strategic Plan and submit suggested revisions to the CHIA Board of Directors prior to the March Board of Directors meeting.
- Share educational materials and media as desired on .
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.

2017-18 Committee Deliverables



Awards and Scholarship Committee

Purpose: To honor and recognize the excellence, dedication and service of those professionals or groups whose steadfast efforts have enriched the HIM profession by selecting and acknowledging these individuals or groups for these awards. Maintain award categories that are meaningful and fitting for the profession, the industry and the membership.

Member Composition/Terms, Roles and Responsibilities:

- The committee shall be composed of the chair plus four members, one of which is a member of the CHIA Board of Directors.
- The committee shall meet twice via web conference.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

Deliverables:

- Select exceptional individuals to receive CHIA recognition awards by objectively reviewing all nominations and supporting documentation.
- Select exceptional students to receive CHIA scholarships by objectively reviewing all scholarship submissions.
- Select the recipient of the CHIA HIM Program Grant by objectively reviewing all applications.
- Draft citations honoring all recipients for presentation at the CHIA Awards Ceremony and publication in the CHIA Journal.
- Review and make recommendations to CHIA Recognition awards categories when needed.

2017-18 Committee Deliverables



Candidates Committee

Purpose: Maximize membership engagement through participation in and marketing of the Engage Communities. Increase networking, knowledge exchange, and develop Engage Community facilitator leadership. Recommend policy and procedure development, and oversee software improvements.

Member Composition/Terms, Roles and Responsibilities:

- The Committee is composed of a chair and at least three additional members a member of the CHIA Board of Directors who is the CHIA Board Liaison.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- The committee meets via web conference as often as needed to complete committee deliverables.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

Deliverables:

- Recommend and coordinate submission of all documentation of at least one candidate for each one of the CHIA Recognition Awards considering the respective eligibility criteria for each award.
- Recommend a CHIA member for an AHIMA Triumph Award and AHIMA elected office.
- Recommend and implement strategies to increase the number of nominations from the previous year.
- In conjunction with the CHIA Board, develop a volunteer recruitment program.

2017-18 Committee Deliverables



Coding and Data Quality Committee

Purpose: Disseminate current coding and reimbursement information to CHIA membership and other health care practitioners and to take an active role in all matters related to classification, severity, adjustment, collection and use of health care data.

Member Composition/Terms, Roles and Responsibilities:

- The Committee is composed of a chair and a co-chair (coding roundtable coordinator) and at least one designated resource member, and at least five members. The designated resource member shall be a representative from OSHPD, chosen by OSHPD. The remaining appointed members shall be data quality, clinical documentation improvement, and reimbursement specialists. There will be at least one member appointed from each CLA and one of a member of the CHIA Board of Directors who serves as the Board Liaison.
- The President-elect, in conference with the chair/co-chair, may designate support resources who are specialized coding representatives, i.e., chemical dependency or rehabilitation, individuals with business office and/or admitting department background, according to the needs identified by the Committee.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- The committee meets monthly via web conference.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

Deliverables:

- Publish articles for the CHIA Journal and CHIA Website providing members with important changes, updates, and information on the topics including:
 - Coding guidelines, coding accuracy and clinical coding issues in all health care settings
 - Health care measurement and reimbursement
 - Data quality
 - State/national data sets, including proposals for additions and modifications
- Publish vetted coding tips in the CHIA Journal and CHIA website providing members with relevant coding gips.
- Evaluate the development of a vetted coding tip publication (hardcopy? electronic?) to be sold by CHIA.
- Recommend coding/data quality and speakers for CHIA educational programs collaborating with the Professional Education and Convention Committees.
- Prepare content and presenters for a topic for the coding roundtable track at the CHIA Convention.
- Annually review CHIA Website CDQ Resource page for member relevance and make recommendations to CHIA office

Ongoing Charges

- Review coding questions submitted by members and, where appropriate, provide informed references in CHIA publications and organized Coding Roundtable settings.
- Develop networking/affiliations with allied health data organizations, for example, submit articles for publication in an affiliated organization's publication; and/or present an education session or represent CHIA at other organizations' conferences/meetings.
- Serve and become identified as a reliable resource for authoritative and vetted coding tips.
- Monitor progress and provide guidance, information and feedback to external organizations, committees, councils, etc., involved in the classification, collection and use of health care data
- Serve as a liaison to CLA coding roundtable activities.

2017-18 Committee Deliverables

- Promote AHIMA and Coding Community initiatives identified from the Coding Roundtable Coordinator (CDQ chair designated as AHIMA Liaison).
- Collaborate with Legislation and Advocacy Committee and CHIA Board regarding any proposed or potential new legislation serving as the CHIA body recommending any “official positions” with regard to proposed legislation for developing position statements and/or testimony.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.

2017-18 Committee Deliverables



Continuum of Care Committee

Purpose: Provides the CHIA membership with resources and educational opportunities specifically for the continuum of care settings – post acute care, which includes an array of healthcare settings including; Long Term Care Hospitals, Skilled Nursing Facilities, Rehab Services and Therapy, Home Care, Hospice, and Extended Healthcare.

Member Composition/Terms, Roles and Responsibilities:

- The committee is composed of a chair and at least two members, and a member of the CHIA Board of Directors who serves as the Board Liaison.
- For continuity, one member will be asked to remain on the committee for two years.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- The committee meets via web conference as often as needed to complete committee deliverables.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

Deliverables:

- Research and recommend methods to enhance the recognition of the HIM professional at the post-acute level of care which may include:
 - How to market the post-acute care setting to potential HIM professionals and to employers; and
 - How to market HIM skills to the post-acute care setting. This charge would apply to not only skilled nursing units but also to other non-acute care settings such as hospice, home health, IRF, LTACH, etc.
- Compile a California centric reference resources for HIM practitioners in non-acute care settings (relevant CA codes, regulations, websites, articles, publications, etc.)
- Provide at least one article to be printed in the CHIA Journal, specifically addressing the post-acute care or long term care settings, or non-traditional health care roles
- Plan or make recommendations for program topics and speaker(s) on a post-acute care program at the Collaborate with Seminars, Webinars, and CDQ Committees by providing information regarding potential educational topics addressing one or more traditional and non-traditional settings and roles.
- Develop recommendations for post-acute care/long term care education, marketing and other resources.
 - CHIA Convention.

Ongoing Charges:

- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- Recommend charges for the Committee in the following year related to the continuum of care areas to be addressed.

[Return to top](#)

2017-18 Committee Deliverables



Convention Committee

Purpose: Plan and develop all education programs and selected social events for the annual CHIA Convention & Exhibit while remaining within the confines of the CHIA budget. Select topics and speakers to develop an all-inclusive educational program that includes important national trends and reflects the interests of all HIM professionals across the healthcare continuum working in both traditional and non-traditional roles. Recommend policy and procedure changes for future CHIA conventions.

Member Composition/Terms, Roles and Responsibilities:

- The Committee is composed of 1 chair (current or former member of the convention committee) and at least six members, and a member of the CHIA Board of Directors who serves as the Board Liaison.
- Geographic distribution of members may be influenced by a convention location.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- The committee meets yearly in a face-to-face meeting. The first meeting is a teleconference scheduled at least six weeks before the face-to-face meeting where the procurement of speaker applications is discussed. There will be additional meetings via conference call to accomplish the business of the committee.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison to support committee efforts, presentation applications, and presenter follow-up coordination and correspondence.

Deliverables:

- Develop the plan for the State Convention, including educational sessions, and social activities. Utilize the AHIMA core content areas as reference to ensure all areas are included.
- Include topics related to CHIA's Strategic Initiatives: Information Governance, Informatics, Technology related topics, Soft Skills (Leadership Development), Health Information Exchange, Patient Identity Management, and other current topics in HIM
- Consider/Discuss the possibility of a Vendor Theater track (discussed at last year's Exhibitor Advisory Committee)
- Host or co-host one event showcasing the role of personal health information management in promoting wellness and community health.
- Finalize the convention program by December 31 for submission to the CHIA BOD, including two back-up speakers.
- Develop convention theme ideas for next year's convention by December 31 for submission to the CHIA BOD.
- Invite program and speaker suggestions from CHIA Committees.
- Assign two committee members to serve as the Credentials staff at the House of Delegates.
- Write articles promoting the Convention for the CHIA Journal adhering to policy guidelines and journal deadlines.
- Serve as educational program presiders.

2017-18 Committee Deliverables



Editorial Advisory Board

Purpose: Serve as an advisory and peer-review body concerned with the content of the *CHIA Journal*, inform CHIA membership of activities of the Association and educate its readers in matters pertaining to health information administration and technology.

Member Composition/Terms, Roles and Responsibilities:

- The Committee is composed of a chair and at least four members, and a member of the CHIA Board of Directors who serves as the Board Liaison.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- The committee meets via web conference as often as needed to complete committee charges.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

Deliverables:

- Publish and promote broadly applicable informational resources advocating the general theme, "better health information, better health".
- Provide a broad range of HIM educational topics addressing at least one or more traditional and non-traditional healthcare settings and roles.
- Collaborate with other CHIA committees (i.e., Convention Committee, Professional Education Committee) to identify forums and events that provide an opportunity to advance the role of health information management in promoting wellness and community health.
- Coordinate at least one article a year that increases awareness about electronic health record (EHR) integrity and the associated implications for health care quality and safety
- Coordinate the following columns:
 - "Corporate Corner" to be written by CHIA Corporate partners in conjunction with CHIA staff
 - "Spotlight on Volunteers," and designate potential authors for the articles. These articles should focus on a CHIA Volunteer, a CHIA Volunteer Committee, or another volunteer topic.
 - "Spotlight on Members" articles focusing on professionals working in non-traditional or traditional roles and how their training/credentials benefited their job.
- Promote two or more authoritative CHIA legal columns on HIM topics.
- Identify and submit at least two CHIA published content each year on data quality, data analytics, patient centered care, privacy and security, that could be submitted for publication in a major health care publication.

Ongoing Charges:

- Peer Review feature articles submitted for publication for clarity and accuracy and recommend "for" or "against" publication in terms of the timeliness and appropriateness of the topic relative to the CHIA mission and membership.
- Coordinate timely manuscript review and submission of articles meeting CHIA Journal publication date deadlines.
- Plan articles for the bi-monthly (six issues) November/December through September/October editions of the *CHIA Journal*.
- Develop focused/themed issues and a matrix of articles for the publication year which includes targeted publication deadlines; July/August issue (Convention), May/June issue (Education), Coding and Data Quality Committee articles and other CHIA Committees submitting articles to the journal.

2017-18 Committee Deliverables

- Verify the accuracy of health information practice content as necessary, and conformance with CHIA Journal publication policies, i.e., use of product, manufacturers, or service name, necessary reprint permission obtained, etc.
- Serve as an advisory body on the content and identify timely topics to be addressed in the CHIA Journal.
- Contact and encourage members and non-members to submit articles on topics of timely interest for consideration for publication in CHIA Journal.
- Periodically review and update content of the CHIA Journal's webpage including the "Publication Guidelines."

2017-18 Committee Deliverables



Exhibitor Advisory Committee

Purpose: Foster relationships between CHIA staff and all exhibitors at the CHIA Convention & Exhibit, continue open communication on-site and throughout the year, act as representatives for all exhibitors with CHIA and set exhibit-related policies.

Member Composition/Terms, Roles and Responsibilities:

- The Committee is composed of 7 members, and a member of the CHIA Board of Directors who serves as the Board Liaison.
- A staff liaison provides staff support to the Committee.
- The Committee meets twice yearly by teleconference.
- CHIA staff develops the agendas and summaries to assure deliverables are being accomplished.

Deliverables:

- Review and set exhibit-related policies as necessary including fines for early tear down and other violations of exhibit rules and regulations.
- Give feedback as exhibitor representatives on exhibit hall activities and hours.
- Review 2016 exhibitor evaluations and provide feedback and counsel to CHIA staff on exhibit.
- Assist with development and implementation of new sponsorship ideas for 2017 convention.

2017-18 Committee Deliverables



Information Governance Committee

Purpose: Provide CHIA members with training, education and awareness regarding information governance and health informatics initiatives in healthcare. These include any process relating to “big data” in healthcare and may incorporate issues relating to compliance, data analytics, lifecycle practices, and privacy and security.

Member Composition/Terms, Roles and Responsibilities:

- The Committee is composed of a chair plus at least eight members, and a member of the CHIA Board of Directors who serves as the Board Liaison.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- The committee meets monthly via web conference.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

Deliverables:

- Utilizing AHIMA’s IG Toolkit, conduct CLA introductory training programs.
- Utilizing AHIMA’s IG Toolkit, conduct IG related seminar and webinars.
- Collaborate with CHIA Executive Office to enhance CHIA website incorporating California specific IG resources.
- Collaborating with Professional Education Committee, provide education speaker/topic ideas (e.g. on universal patient ID, Health Connect, Informatics and other IG initiatives), with case studies.
- Identify experts from other organizations to speak and write about IG and submit articles for publication in the *CHIA Journal*. These may include topics such as: data quality, data analytics, patient centered care, privacy and security.
- Lead and Support efforts to increase member participation in Health Information Exchange (HIE) initiatives by encouraging member involvement through articles, or educational programs.
- Increase awareness about electronic health record (EHR) integrity of content issues and its implications for healthcare quality and safety by providing topic ideas/speakers for Seminars and Webinars.
- Develop tools to assist CHIA members communicate to Executive Leadership the need for Information Governance. This may be in the form of an article, seminar, etc.
- Perform ongoing environmental scanning and monitoring of emerging issues in enterprise information management, and information governance.
- Advocate for the adoption of IG in healthcare by providing educational resources through articles, seminars, webinars, and programs at the CHIA Convention.

2017-18 Committee Deliverables



Legislation and Advocacy Committee (2017-2018)

Purpose: Monitor legislation that potentially impacts health information management and/or the HIM profession. Make recommendations to the CHIA Board of Directors to watch, support, support with amendment, or oppose proposed legislation and regulatory changes. Inform CHIA members about relevant legislative and regulatory actions and involve the members in advocating for or against proposals as appropriate. Advocate for health information

management issues identified by CHIA and/or the American Health Information Management Association as priorities.

Committee Composition, Term, Roles and Responsibilities:

- The Committee is composed of a chair or co-chair plus at least seven members appointed in even numbered years and one member of the CHIA Board of Directors who serves as the Board Liaison.
- The members of this committee serve a two-year term beginning January 1st in odd number years.
- The Committee meets monthly by webinar conference.
- The Chair is responsible creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- The Committee uses AHIMA's StateTrack application to identify and monitor relevant legislation.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison supporting the work of the committee.

Deliverables:

- Identify and prioritize legislation and regulations to be followed by the Legislation Committee.
- Formalize strategies and recommend to the CHIA Board of Directors legislation to watch, support, support with amendments or oppose.
- Draft position statements or testimony for review and approval by the CHIA Board of Directors in support of or in opposition to proposed legislative or regulatory proposals as deemed appropriate.
- Monitor the proposed revision of Title 22, Division 5, Chapter 1 and Title 9 of the California Administrative Code to identify changes that may impact CHIA or HIM professionals.
- Regularly inform CHIA members about proposed and approved legislation and regulations that substantively impact health information management and/or the HIM profession.
- Help identify and define CHIA's role relating to legislative and regulatory advocacy.
- Coordinate CHIA's state and national health information advocacy initiatives.
- Lead CHIA's advocacy efforts for legislation allowing research on a national patient safety identifier.
- Collaborate with external organizations* on issues of mutual interest.
- Recommend CHIA resources that can be made available to other organizations with shared interests.

*External organizations such as but not limited to:

- California Health and Human Services Agency
- California Hospital Association
- California Medical Association
- California Office of Health Information and Integrity

2017-18 Committee Deliverables

Nominating Committee



Purpose: To identify and present to Board a proposed leadership ballot for CHIA's Board of Directors. This is accomplished by reviewing, interviewing, and selecting qualified candidates. In odd numbered years, prepare and submit to the CHIA President, CHIA's nominee for the AHIMA Nominating Committee. Enhance CHIA's leadership development and member engagement initiatives by improving the process for identifying volunteers to fulfill leadership positions and fostering diversity and inclusion. Suggest improvements for the voter experience

and increasing voting rate.

Member Composition/Terms, Roles and Responsibilities:

- The Committee is composed of ten (10) members, and a member of the CHIA Board of Directors (President-Elect) who serves as the Board Liaison.
- The Chair shall be the immediate past President of CHIA. One committee member shall be elected/selected by each of the component local associations. Two members at large shall be appointed by the CHIA Board of Directors.
- The Chair is responsible for create the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- The first meeting shall be a conference call to occur in August at least 45 – 60 days prior to the Committee's face to face meeting. A second conference call prior to the face-to-face meeting may be required.
- The second meeting is a face to face meeting held no later than October 10th.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

Deliverables:

- Identify qualified CHIA members who are willing to serve as a CHIA officer or AHIMA delegate and select a final ballot of candidates that contains at least two candidates for each seat to be filled.
- Select reactor questions for each office on the ballot.
- Establish objective criteria for each position on the ballot to be utilized in evaluating candidates for ballot selection. Review and update criteria annually.
- In odd-numbered years, at least seven months in advance of the following even year's AHIMA Convention, the Nominating Committee shall prepare and submit to the President the name, including qualifications, of CHIA's nominee for the AHIMA Nominating Committee. The nomination shall be submitted to the CEO/Executive Director of the AHIMA as specified in the Bylaws of the AHIMA.

[Return to top](#)

2017-18 Committee Deliverables



Professional Education Committee

Purpose: Annually plan, develop, and coordinate CHIA-sponsored seminar and education programs.

Member Composition/Terms, Roles and Responsibilities:

- The Committee is composed of a chair and ten to twelve regular members, and a member of the CHIA Board of Directors who serves as the Board Liaison.
- The committee meets monthly by Web-conference.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- Committee members serve as onsite seminar coordinators and/or webinar hosts.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

Deliverables:

- Schedule and coordinate **seminars and webinars** through December of the following year and establish the CHIA educational program calendar (planning for 6 months in advance). This enables the incoming committee, that begins in July, to have adequate time to plan and market programs that are scheduled for the next six month period.
- Plan for at least six **seminars** on the following topics:
 - Release of Information (Two Seminars; Fall and Spring)
 - ICD-10/DRG Annual update (Fall)
 - Advanced ICD-10 Coding (CM/PCS/CDI – possible two-day seminar in one location only)
 - HIPAA and/or Compliance Topic (could be combined) that includes information regarding HIPAA Phase II Audits/OCR Readiness, Breaches, Security, Mitigation Strategies; Compliance strategies (OIG readiness), etc.
 - CPT Updates (November or December)
- Plan a minimum of eighteen revenue generating **webinars** plus Board offered free webinars.
- Topics selected should be late breaking and “hot” topics. Care should be taken to select topics that are not in conflict or unduly duplicative of topics and program dates that are coordinated by other CHIA educational program committees. Hot topics for 2016-17 may include:
 - The management of EMRs (the legal health record, organization and structure, interfaces, copy and paste, version control, correcting and amending, release of information, output formats, etc.)
 - “Soft skills” needed by HIM professionals to ensure involvement in crucial IT conversations, which includes content such as system builds, system enhancements, and system implementations.
 - “Soft skills” needed by HIM professionals to participate/lead/engage/guide EHR and related IT implementations (project management, drafting RFPs, conducting meetings, etc.)
 - Coordinate with the IG Committee and others to identify and sponsor webinars on Information Governance and health informatics (case studies, HIEs, universal patient ID’s)
 - Coordinate with the Continuum of Care Committee and others to identify and sponsor webinars on non-traditional health care settings (Skilled Nursing, Rehabilitation, group practices, etc.)
 - Schedule one or more webinars focused on issues relevant to student members (alternative careers, resumes, job hunting, interviewing, job opportunities)
 - Develop a training webinar for HIM professionals on educating the public about health information topics (PHRs, patient portals, record formats, online health information resources, HIPAA, privacy & security, patient rights, advance directives, power of attorney, POLST forms, etc.) (**Note:** It is

2017-18 Committee Deliverables

anticipated that this webinar would be organized and presented at some point after a “patient health information curriculum” is developed and approved by the CHIA Board.)

- Offer at least one free webinar with open invitation to all CHIA and AHIMA members only. The topic for free webinar to be determined for relevance to hot topics and value to members’ career goals.
- Responsible for program development, follow-up and completion may be delegated to Committee members, including contact with speakers, program outline and coordination of speaker’s completion of the CHIA Educational Presentations Information & Application Forms. Deadlines for completion shall provide for Committee approval no less than 90 days (3 months) prior to the anticipated date of each seminar and 60 days (2 months) prior to the anticipated date of each webinar. Confirmation may not be given to a speaker until the completed speaker proposal form has been received by CHIA and approved.
- **Seminars:** Members shall be responsible for attending the seminar, assisting with onsite coordination (registration) and presiding at the session. If an adequate number of Seminar Committee members are not available to attend the seminar and assist with coordinating activities, other volunteer onsite coordinators will be assigned by the Executive Office staff. A minimum of two onsite coordinators will be assigned to each seminar for attendees up to 100 in number. Three onsite coordinators are generally required if the registration is 100-150, and four are generally required if the attendance is 151-200. At least one of the onsite coordinators at each seminar site will have prior experience with onsite coordinating responsibilities.
- **Webinars:** Members shall be responsible for attending the webinar and introducing the speaker. One member will be assigned to each webinar.
- Assist the CHIA staff in marketing strategies for the CHIA educational programs.
- Assess the success of the program through the participant evaluations.
- Use CHIA social media sites to promote webinar programs and to retrospectively publish highlights of programs.
- Publish summaries of sessions after the fact and recognize organizers.

The Program committee should review the CHIA calendar and the established education calendars of the CLA’s (posted on each CLA web page) in order to avoid conflict with dates and topics

2017-18 Committee Deliverables



Social Media Task Force

Purpose: Coordination, communication and oversight of timely and pertinent information updates/announcements on CHIA designated social media sites.

Member Composition/Terms, Role, and Responsibilities

- The task force is composed of a chair and at least four members, and a member of the CHIA Board of Directors who serves as the Board Liaison.
- The task force meets monthly by web-conference or as needed to accomplish task force deliverables.
- The Chair is responsible for creating the agendas, preparing meeting minutes, and assuring that the deliverables are accomplished.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate task force efforts.

Deliverables:

- Prepare social media how-to guides (toolkit) for members on the use of Twitter, Linked-In, Facebook and YouTube
- Offer a complimentary webinar to introduce the how-to guides. (7B)
- Staff a booth/table, during CHIA's exhibit hours, at the June 2018 CHIA Convention offering assistance to members on how to use the convention app and social media.
- Develop one to five YouTube vignettes promoting the value of CHIA membership, education, etc.
- Organize one or more Social Media training seminar, webinar, or other educational session on using social media as a professional networking and advocacy tool.
- Work with the Academics Committee to create a YouTube Student Membership Recruitment video describing the value and benefits of being a student member of CHIA and "unveil" it at the 2018 CHIA Student Academy.
- Work with the Consumer Engagement Task Force to identify and create consumer engagement related social media content
- Assist the CHIA Executive Office staff by contributing content for social media posts.