



# 2018-2019 CHIA Committee Deliverables

# 2018-19 Committee Deliverables

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# 2018-19 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.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- 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 the CHIA Student Leadership Academy to be held at the CHIA Convention annually.
- Evaluate feasibility of a West Coast educational collaborative for consideration in 2019 and prepare a recommendation to the CHIA Board of Directors by January 1, 2019
- Encourage 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 Research Awards, Scholarship, and AHIMA Certification Exam Reimbursement programs to CHIA student members.
- Staff booth at the 2019 CHIA Convention in San Diego for dissemination of information regarding California Health Information Educational programs.
- Prepare and deliver content for a Convention Track Session for educators and/or students. Topics may include HIIM curriculum omdles, entry level competencies, professional practice experiences, etc. *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.* adhering to CHIA presentation guidelines.
- Support program course alignment with CAHIIM initiatives.
- Provide articles for the July/August issue of the CHIA Journal educating members on HIT/HIA program updates in California. Provide articles to CHIA no later than May 1<sup>st</sup>.
- 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.
- Promote 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).

## **2018-19 Committee Deliverables**

- 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.

# 2018-19 Committee Deliverables



## Awards and Scholarship Committee

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**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.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- 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 HIIM 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.

# 2018-19 Committee Deliverables



## Candidates Committee

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**Purpose:** To solicit and/or recommend candidates for nomination for AHIMA elected positions, AHIMA Triumph Awards, CHIA Recognition Awards; and to coordinate the completion of the respective nominations.

### 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.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- 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.

# 2018-19 Committee Deliverables



## Coding and Data Quality Committee

**Purpose:** Disseminate current coding, clinical documentation and improvement, auditing, 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, auditing, 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.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- 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
  - Regulatory changes that have an impact on reimbursement across the continuum of care
- Publish vetted coding, CDI and auditing 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.
- Quarterly review CHIA Website CDQ Resource page for member relevance and make recommendations to CHIA office

### Ongoing Charges

- Review coding, clinical documentation and auditing 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.

## 2018-19 Committee Deliverables

- Serve and become identified as a reliable resource for authoritative and vetted coding, CDI and auditing 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.
- 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.



# 2018-19 Committee Deliverables



## Consumer Engagement Task Force

**Purpose:** Develop CHIA's Consumer Engagement program

### Member Composition/Terms, Roles and Responsibilities:

- The Task Force is composed of a chair and a co-chair, at least one representative from each LCA (preferred, but not required), a representative from the community, and 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.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- 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:

- A recommended "core curriculum" for topics that consumers need to know about health information resources. Example of items: access to medical records, POLST, Advance Directive, authorizations, personal health records, etc.
- A list of health information topics and guidelines that are specific to California requirements related to consumer engagement. Example of items: End of Life Option Act (POLST), authorizations, etc.
- Identify a list of resources related to consumer engagement that will assist in the development of a consumer health care focused resource page on the CHIA website.
- Materials to assist HIM professionals in educating consumers about management of their health information to manage health for best outcomes. For example, PowerPoint slide presentation, brochures, pamphlet, etc.
- Review of CHIA's desired accomplishments provide additional recommendations to the CHIA Board.

### Desired Accomplishments:

- (9.A) Publish new or existing articles on data quality, data analytics, patient centered care privacy and security or related topic in a major health care publication
- (9.B) Develop a "core curriculum" for educating the public about health information, what they need to know
- (9.C) Develop a health information tool kit
- (9.D) Provide training to HIM professionals (webinars, in-person training) on educating the public about Personal Health Records (PHRs), patient portals, patient rights under HIPAA, etc.

## 2018-19 Committee Deliverables

- (9.E) Develop California specific consumer health information
- (9.F) Introduce/Publicize CHIA as a resource on HIM topics to one or more media sources
- (9.G) Incorporate health information resources for the public on the CHIA website
- (10.A) Identify key HIM roles in developing and carrying out consumer engagement strategies in health care organizations
- (10.B) Developed and/or identified educational materials, forums and events that provide an opportunity to advance the role of health information in promoting wellness and community health initiatives.
- (10.C) Hosted or co-hosted one event showcasing the role of personal health information management in promoting wellness and community health

# 2018-19 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.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- 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.
- Recommend charges for the Committee in the following year related to the continuum of care areas to be addressed.

# 2018-19 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.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- 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 but not limited to CHIA's Strategic Initiatives: Information Governance, Health Informatics, Technology related topics, Soft Skills (Leadership Development), Health Information Exchange, Patient Identity Management, Population Health, Telehealth, Consumer Engagement and other current topics in health care and Health Information
- Provide a Vendor Theater track (with focus on innovation).
- 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.

# 2018-19 Committee Deliverables



## Editorial Advisory Board

**Purpose:** Serve as the advisory and peer-review body responsible for 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.
- Provide information viewed to be of importance to CHIA membership and the HIM profession to be communicated via the CHIA Bulletin.
- 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 broadly applicable informational resources advocating the general theme, "better health information, better health".
- Provide a broad range of HIM articles addressing traditional and non-traditional health care 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.

## 2018-19 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."

# 2018-19 Committee Deliverables



## Exhibitor Advisory Committee

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**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.

# 2018-19 Committee Deliverables



## Information Governance Committee

**Purpose:** Provide CHIA members education, training and resources on Information Governance and Health Informatics. Advocate for the adoption of Information Governance principles and practices in health care.

### 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.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- 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:

- Offer introductory Information Governance training programs to CHA utilizing the AHIMA IG Toolkit.
- Complete IG webinar series this year (2018), Offer AHIMA's updated IG series in 2019.
- Identify or develop California specific IG and Health Informatics resources to incorporate into CHIA website in collaboration with CHIA Executive Office In collaboration with the Professional Education Committee, identify speakers and program ideas on IG and Health Informatics topics such as: data analytics, data integrity, EHR governance, patient matching, HIEs, telemedicine, privacy, cybersecurity, etc.
- In collaboration with the EAB identify authors and submit articles on Information Governance and Health Informatics topics for publication in the *CHIA Journal*
- Encourage member involvement in Health Information Exchange (HIE) initiatives.
- Raise awareness regarding the integrity of electronic health records content and its implications for healthcare quality and safety.
- 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.
- Conduct ongoing environmental scanning of Information Governance and Health Informatics issues.
- Identify opportunities and resources to advocate for the adoption of Information Governance in healthcare.



# 2018-19 Committee Deliverables



## Legislation and Advocacy Committee (2017-2018)

**Purpose:** Monitor proposed legislation and regulations with potential impacts on 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 1<sup>st</sup> 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.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- 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 proposed legislation and regulations to be followed by the Legislation Committee.
- Recommend to the CHIA Board of Directors legislation to watch, support, support with amendments or oppose.
- Propose advocacy strategies and 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.
- Inform CHIA members about proposed and approved legislation and regulations that substantively impact health information management and/or the HIM profession including changes that impact coding in all settings of care
- 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 including but not limited to: 1) California Health and Human Services Agency 2) California Hospital Association, 3) California Medical Association and 4) California Office of Health Information and Integrity.

\*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
- Center for Medicare and Medicaid Services (CMS)

# 2018-19 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 then (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 the 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 10<sup>th</sup>.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- 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.
- Develop criteria for those circumstances where a slate ballot is appropriate.

# 2018-19 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.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- 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, professional practice symposium 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, Creation of an HIM Compliance Program, 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 2018-19 may include:
  - The management of EMRs -User Group Concept-(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)

## 2018-19 Committee Deliverables

- 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 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.
- Investigate option for PodCast with Social Media Task Force

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

# 2018-19 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.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- 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.
- Staff a booth/table, during CHIA's exhibit hours, at the 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.