Meeting Name	Use Case Committee Meeting
Meeting Date and Time:	October 4-5, 2005
Location:	Rosemont, IL
Objectives:	Begin to develop the formal contract deliverables. Refine Use Case descriptions that were reviewed and approved by HITSP and document on template.

Attendee Name	Org.
See Appendix	

Agenda

1. *Project Status Overview*
2. *Presentation of Use Cases*
3. *Workgroup breakouts to refine Use Cases*
4. *Report from Workgroups*
5. *Wrap up and next steps*

Decisions

Day 1 Workgroup Activities and Goals

1- Review Scenario Names and Scope
2- Remove shared building blocks/chunks – (Identified as Integration Profiles)
3- Review the Overview for completeness
4- Begin looking at primary flows

Guidelines for Naming Scenarios

1. Start with a verb and use the active voice
2. A subject is expected and should be included in the name. The subject should be specific.
3. Apply the Pepsico Test
    - The scenario name should make sense to someone without health care knowledge
4. Scenario Names should be around 5-10 words long. They should not be too large.
5. One scenario is not necessarily equivalent to one UML Use Case

Day 2 Workgroup Activities and Goals

1- Verify and agree on Year 1 Scope
2- Work through the Scenario definition: Description, Actors, Pre-Conditions, Post- Conditions, List of Integration Profiles that will be used, the UML Storyboard model (which is basic – only showing actors relating to the use case), Define the steps of the flow, identify either the corresponding IP or the HealthCare Standard
3- Complete the details of all Year 1 scenarios in smaller groups
4- Review the Overview of the use case and make edits

Key Decisions:

1. Drafts to be delivered by the Use Case Leaders by close of business on Monday, October 10th to Julie and Joyce
2. Drafts circulated on Tuesday to Use Case Committee by Joyce
   a. Use Case Overviews will include a domain level use case model

Next Steps:

1. Level of data model and process flow diagrams that are needed will be decided soon. The management team will provide an update next week.
2. Maria Rudolph will review next iteration of Integration Profiles
3. Team Leaders will send newly identified integration profile names to Maria by close of business on Thursday, October 06, 2005
4. Maria Rudolph will refine Integration Profiles list with input from Committee.
5. Use Case Overviews will include Domain level story board model in overview section – Takes scenarios for a use case and puts them in one picture to show interactions. Good picture to add to end of Overview.
6. Suggestion to include Care Coordination and Chronic Disease management to begin this process.

Benefits – what went well for this meeting?

1. Diverse knowledge base of participants was very helpful
2. There has been a lot of good will in the room
3. Facilitation to consensus has worked well
4. Significant progress has been made on the deliverables
5. Having a wireless hub and connectivity in the room is great
6. The Structured approach was very helpful during working time
7. FOOD was great!
8. High Quality outcomes have been achieved

Concerns/issues – process and drafts –

1. Overview document for terms of process needed as an Appendix– recipient of Use Cases – Julie to do this.
2. Consistent terminology needed across groups for list of actors. – Common view of the actors. Sue Kerwin has begun a glossary of terms for Care Coordination.
3. Assigned person in each group from day one to make sure doing the same thing, path terminology. Clear expectations of deliverables.
4. How to get others up to speed who have not been here.
5. Break out rooms considered – Or- room set up arranged for better hearing, spacing for breakouts.
6. Concern – evaluation of feasibility for Year one. Impact of compounding the use cases a concern. Assumed number of Integration Profiles. Scope needs evaluation.
7. UML – style guide useful. Closer to standards available. Try to find what works for everyone.
8. How to make sure quality of products at level needed for national well being.
9. Infrastructure and tools can be overdone. Barrier to entry. Bringing new people on board in a focused manner and not create bureaucracy. Members to help with is. Need more clinicians that are currently involved.
10. How to get UC3 up to speed with the work and decisions that have been made over the past 2 days

Actions

AI ID	AI Description	Assigned To	Date Assigned	Due Date	Status
20050831-01	Develop a draft template for the use case documentation that will standardize and normalize presentation across all four use cases	J. Sensmeier C. Fantaskey	8/31/05	**9/10/05**	Done
20050831-02	Document the results of the meeting and distribute them, along with the materials presented	C. Fantaskey	8/31/05	9/10/05	Done
20050831-03	Participate in a teleconference with work group leaders to synch preliminary use cases	Project Team Ross Martin Alan Zuckerman Charles Parisot Lori Fourquet Lynne Gilbertson	8/31/05	**9/16/05**	Done
20050831-04	Email next iteration of draft use cases Joyce Sensmeier	Ross Martin Alan Zuckerman Charles Parisot Lori Fourquet Lynne Gilbertson	8/31/05	**9/19/05**	Done
20050831-05	Email next iteration of draft use cases to the full Use Case Committee by September 20th	J. Sensmeier	8/31/05	**9/20/05**	Done
20051005-06	Use Case Committee members will send new integration profiles to Maria by close of business on Thursday, October 06, 2005	M. Rudolph	10/05/05	10/06/05	Done
20051005-07	Maria Rudolph will refine Integration Profiles list with input from Committee.	M. Rudolph	10/05/05	**10/07/05**	NEW
20051005-08	Email next iteration of draft use cases to Joyce and Julie	Ross Martin Alan Zuckerman Charles Parisot Lori Fourquet Lynne Gilbertson	10/05/05	**10/10/05**	Done
20051005-09	Email next iteration of draft use cases to Use Case Committee with minutes of meeting	J. Sensmeier	10/05/05	**10/11/05**	Done

Next Planned Meeting of the Use Case Committee

T-con - Monday, October 17th, 2:00 Central/ 3:00 Eastern –To provide an opportunity for you to dialogue with our Project Team to clarify any questions or concerns you may have as we move forward.

Dial in:
1-877-352-0183
Passcode: 199280#
International #: 602-462-1021

October 4-5, 2005 – Attendees

Alix Goss - Washington Publishing Co.
Charles Parisot – GE Healthcare
Dan Russler, MD – McKesson
Didi Davis – Eclipsys
Don Bechtel – X12
Gary Dickenson – US Tag
Audrey Dickerson, RN – HIMSS
Glen Marshall – Siemens
Jack Harrington – Philips Medical
Jean Narcisi – AMA
Julie Evans – CDISC
Khiang Seow – Epic Systems
Lisa Miller, RN - Washington Publishing Co.
Lori Fourquet – eHealthsign
Lynne Gilbertson – Intl Substance
Margaret Weiker - NCPDP
Marjorie Rallins – AMA
Mary Kennedy – SNOMED
Richard Landen – Blue Cross/Blue Shield
Ross D. Martin, MD, MHA - Pfizer Global
Susan Kerwin, RN MBA – Project Manager
Theresa McCasky, RN, MBA – McKesson
Thom Kuhn – ACP
Valerie Sothers - MedBiquitous Consortium
Maria Rudolph – ACC
Chris Carr - RSNA

Project Team Attendees:
Julie Holtzople – Booz Allen Hamilton
Jack Corley - ATI Corporation
Carla Smith - HIMSS
Joyce Sensmeier, RN – HIMSS
LaVerne Palmer – HIMSS