eHealth Exchange

Testing Workgroup Charter

Version 7

Updated: 2015-09-24

Change Log

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| Date | Version # | Description | Editor |
| 2015-05-18 | 1 | Initial Draft | Didi Davis |
| 2015-05-25 | 2 | Updated with staff input | Didi Davis |
| 2015-06-08 | 3 | Updated with Participant and staff input  | Didi Davis |
| 2015-06-16 | 4 | Updated with CC Input  | Didi Davis |
| 2015-06-30 | 5 | Initial Draft Presented to Testing Workgroup | Didi Davis |
| 2015-07-21 | 6 | Final Draft Approved 7/21/2015  | Didi Davis |
| 2015-09-24 | 7 | Replaced all Healtheway references with Sequoia Project | Didi Davis |

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# Purpose

The purpose of the Testing Workgroup is to develop functional and conformance testing requirements for the testing and validation of Health IT Modules to the eHealth Exchange criteria. The Testing Workgroup will be responsible for the creation, review and approval of testing documentation, checklists and use cases. The workgroup will determine interoperability testing requirements to enable robust testing of information exchange among participants of the eHealth Exchange for Coordinating Committee approved use cases. Under the advice and guidance of the Coordinating Committee, and with approval from the Specification Factory and Policy and Technical Task Group, the Testing Workgroup will be responsible for testing requirements to ensure interoperable exchange among differing technology platforms and architectures. The Testing Workgroup shall focus on the broad needs for industry and remain grounded in existing capabilities implemented in production and where there are gaps or issues with information exchange.

# Scope Of Work

The Testing Workgroup will be tasked to:

1. Work on items as tasked by the eHealth Exchange Coordinating Committee Chair/Co-Chair and the Sequoia Project CEO. The Testing Workgroup is also expected to self-identify additional tasks, and to obtain approval and prioritization for such items by the Coordinating Committee Chair/Co-Chair.
2. Provide subject matter expertise, and to work with other subject matter experts, to support development and maintenance of the testing materials to support the eHealth Exchange.
3. Create or recommend adoption of the following artifacts:
	1. Test Procedures (at various levels of detail);
	2. Test Specifications;
	3. Tests Cases;
	4. Validation Scripts (actual creation, operation, and implementation of the tests may be included or excluded from the scope of the Testing Workgroup); and
	5. Test Data (sample patients and documents).
	6. Related documentation in order to test the various specifications and functional requirements
4. Coordinate pilots of new testing documentation and tooling.
5. Facilitate an open change management process that allows maintenance of the testing artifacts and expansion of the programs to meet industry needs.
6. Obtain cross-workgroup approval of all testing artifacts by the eHealth Exchange Specification Factory, and the Policy and Technical Task Group, prior to submission for approval to the Coordinating Committee.
7. Review and approve all eHealth Exchange Specification Factory artifacts.

In addition, the Testing Workgroup shall determine how best to facilitate testing of the eHealth 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 Testing Workgroup will consider lessons learned from other industry testing efforts to support use-case development efforts and actively seek input from subject matter experts, when appropriate. The objective is to work with and leverage other existing testing initiatives as much as possible to avoid redundant work.

# Deliverables

The deliverables should:

1. Work Group meeting materials facilitated through the open consensus process, such as meeting agenda, meeting notes with roll, outcomes, decisions, etc.
2. Include validation criterion – documentation of the validation criterion or criteria as published by the eHealth Exchange Implementation Specifications and other base underlying specifications.
3. Document an informative test description – to provide an informative description of how the test procedure is organized and conducted.
4. Leverage existing testing capabilities to the greatest extent possible (e.g., existing testing programs, tools and specifications).
5. Remain consistent with the change management process established in the [Data Use and Reciprocal Support Agreement (DURSA)](http://healthewayinc.org/ehealth-exchange/onboarding/dursa/) and corresponding operating policies and procedures.
6. Accommodate different architectural approaches.
7. Define a set of normative test procedures and data that describe and support the required vendor information and test procedures for verifying conformance to the validation criterion or criteria and standards. This could include the following:

### Derived Test Requirements that describes a specific portion of the validation criterion or criteria that will be address in a single Required Test Procedure.

1. Required Vendor Information that describes the information needed from the Vendor in order to perform the test procedure.
2. Required Test Procedures that describes the test activities to be performed by the Tester.
3. Test Data that provides the test data implementation guidance and links to the associated test data if applicable.
4. Validate Conformance Test Tools to provide a description and links to the associated conformance test tools to evaluate the conformance to the referenced standards.

# Timeframe

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| --- | --- |
| **Activity** | **Targeted Completion Date** |
| **Launch Phase: Testing Workgroup** |
| Presentation to Coordinating Committee | May 2015 |
| Launch Testing Workgroup | June 2015 |
| **Testing Workgroup Operations** |
| Weekly Meetings Begin | June 2015 |
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# Workgroup Composition & Responsibilities

## Workgroup Composition

There will be a public call for participation to serve on the Workgroup to assure it has the expertise needed as well as balanced stakeholder interests. The Workgroup will be open to all (eHealth Exchange Participants, Vendors, and the general public), and is expected to be composed of Subject Matter Experts with strong expertise in information exchange, including the uses cases, technical, and testing requirements to support the eHealth Exchange. At a minimum, the following stakeholder groups should be represented on the Workgroup:

* + - Healthcare provider organizations
		- Vendors
		- Networks
		- Federal representatives
		- Standards Development Organizations

Workgroup Co-Chairs have the discretion to engage other stakeholders and subject matter experts as the co-chairs deem necessary. One Co-Chair should be a vendor supporting an active eHealth Exchange Participant, and one Co-Chair should be an employee of, or a contractor for, an active eHealth Exchange Participant.

## Workgroup Leadership

The Sequoia Project Testing Program Director will serve as staffing support to assist in facilitating the Testing Workgroup. The Coordinating Committee will appoint one (1) individual to serve as initial Vendor Co-Chair and one (1) individual to server as the initial Participant Co-Chair for the Testing Workgroup for a six (6) month and one (1) year term respectively. After the initial terms expire, the Testing Workgroup will elect the Co-Chairs. One Testing Workgroup position will be reserved for the eHealth Exchange testing partner, as a non-voting member. Workgroup Co-Chairs should 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 may establish any necessary Testing Workgroup sub groups, to develop specific artifacts. Such a sub group will present its work to the full Testing Workgroup for consideration as normal business and balloting as deemed necessary by the Workgroup Chair and Co-Chairs.

Co-chair duties include:

* + - Leading and facilitating workgroup efforts, including the development and maintenance of workgroup deliverables and subgroups, as necessary, to draft deliverables.
		- 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.
		- Following the cross-workgroup approval processes, as listed elsewhere in this document (in the Scope section).
		- Workgroup co-chairs may also invite other subject matter experts to participate in the workgroup efforts.

## Workgroup Responsibilities

In its role as a Testing Workgroup for the eHealth Exchange, the 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 deliverables and enlist feedback from the constituents represented.

# Voting Procedures

The Testing Work Group will maintain a Roster of all members. Voting Privileges are based on the Roster Role and attendance of the Member Organization for each committee.

Briefly:

* When joining the Testing Workgroup, eHealth Exchange Member Organizations are granted Voting Privileges at the start of their second consecutive meeting.
* If no representatives of an eHealth Exchange Member are present for three consecutive meetings, their privileges are suspended and they no longer count toward quorum.
* eHealth Exchange Members voting privileges are re-instated upon attending their second consecutive meeting.
* An email ballot counts as a meeting.

The Testing Work Group will follow a balloting process and will attempt to reach unanimity or consensus when possible. The Testing Workgroup staff and Co-Chairs shall facilitate the balloting process, including maintaining the official Workgroup roster, overseeing the balloting process, sending official Workgroup ballot-related communications to the Workgroup members, recording votes and tallying votes. The Workgroup will, at least one week in advance of the meeting, indicate that a given meeting is decisional, and will take tentative action based on those in attendance at decisional meetings. Such a tentative actions will be succeeded by a written e-mail ballot communication to the current list of Testing Workgroup members to provide the full Workgroup an opportunity to object within 15 days (abstentions will not be considered objections). If more than 1/3 of the Testing Work Group members eligible to vote object, then the ballot will have failed to pass, otherwise it will have passed ballot.