Overview: External Code List Policies

DISCLAIMER

- This presentation is for informational purposes only

- The content is point-in-time information, subject to revision

ECO INFORMATION/TRAINING SERIES

- ECOP01 Overview - ECO Subcommittee

- ECOP02 ECO Stakeholders & Constituents

- ECOP03 Overview – ECL Policies

- *ECOP04 Overview - ECO Code Maintenance Groups

- *ECOP05 CMG Stakeholders & Constituents

- ECOP06 Transitioning to an ECO CMG

- ECOP07 Submitting an ECL Maintenance Request

- *ECOP08 Proposing a new External Code List

* Indicates the Presentation will be available soon

OUTLINE

- Terms, Definitions, & Acronyms

- Background

- Introduction

- ECL Policies

- Code list
  - A set of codes and associated messages that enables efficient, effective, and consistent communication between trading partners

TERMS AND DEFINITIONS

- External Code Lists
  - Established and maintained by various organizations
  - In X12, maintained by the Registered Standards Committee (RSC)
  - Outside of X12, maintained by many disparate organizations
    Examples of maintainers include the United States Postal Service and Regenstrief Institute

TERMS AND DEFINITIONS

- Internal Code Lists

  - Established and maintained within the X12 EDI Standard

  - Maintained by the Accredited Standards Committee (ASC)

- Maintenance
  - Updates to X12 work products, including additions, revisions, and deletions
  - Maintenance covers new development and revisions to existing work products

ACRONYMS

- CMG – Code Maintenance Group

- ECL – External Code List

- ECO – External Code List Oversight Subcommittee

- RSC – Registered Standards Committee

BACKGROUND

- The External Code List Oversight (ECO) Subcommittee operates under X12's Registered Standards Committee (RSC) and is responsible for overseeing maintenance of X12's external code lists (ECL)

X12 ORGANIZATIONAL STRUCTURE
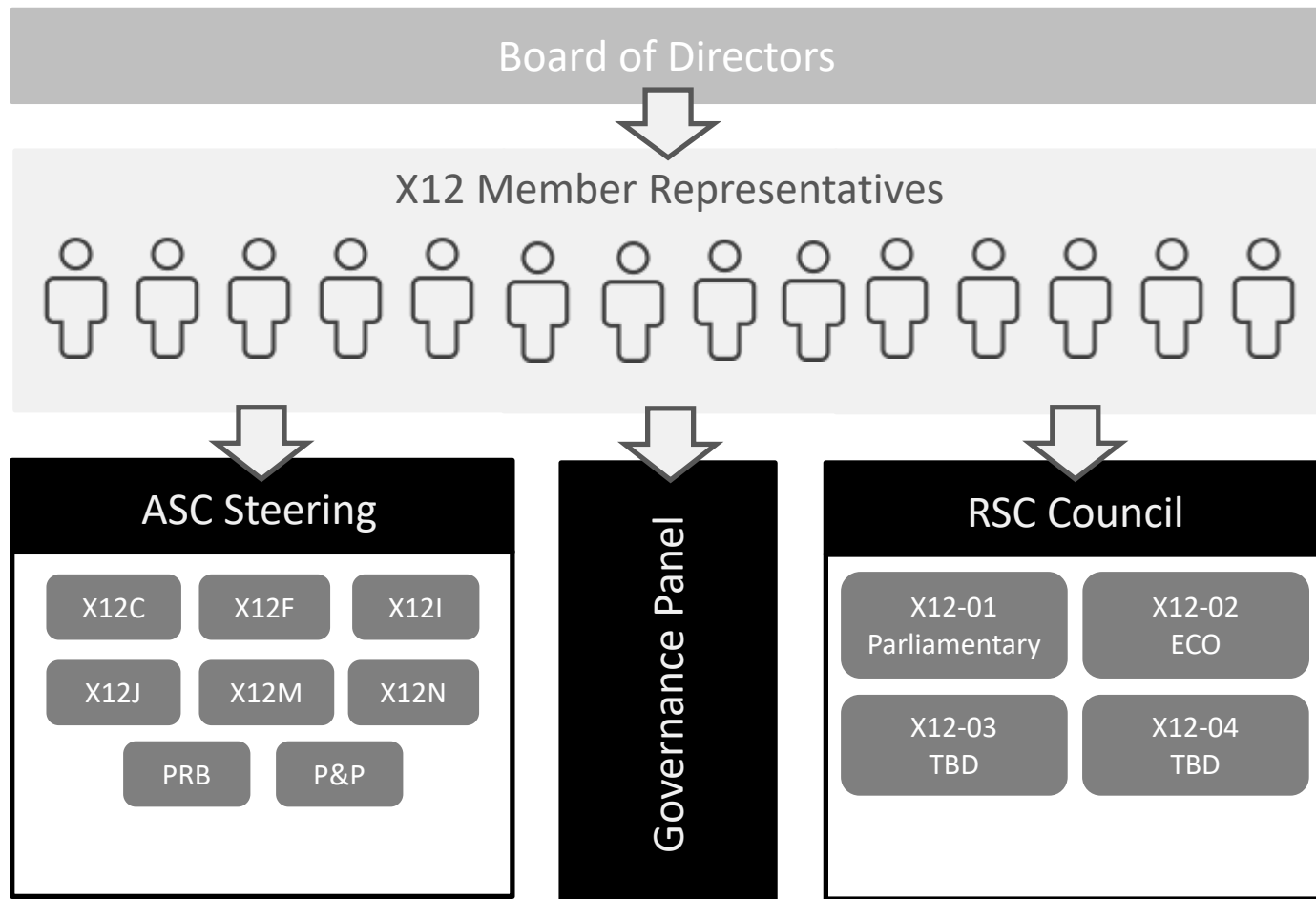
BACKGROUND

- Related Policies and Procedures

  - *CAP12 External Code Lists* details the corporate policies related to the ECO

  - *RSC101 RSC Operating Manual* details specific structure and operating policies of the RSC

  - *RSC131 ECO Constitution* details specific policies of the ECO

INTRODUCTION

- X12 maintains two types of code lists

  - Internal code lists

  - External code lists

- This presentation describes the policies related specifically to each external code list (ECL) in Section 7 of *CAP12 External Code Lists*

INTRODUCTION

- Some reasons X12 establishes external code lists instead of utilizing internal code lists
  - The list needs to be revised more than three time per year
  - Trading partners need to use the current codes instead of the codes that were available when the EDI Standard was published
  - The list needs to be maintained by a specific set of voters instead of the full X12 membership

- X12 intends to use consistency to simplify external code list use for trading partners and other implementers, to facilitate an easy to understand code list library, to increase maintenance efficiency, and to reduce the cost of maintaining the external code lists

- To that end, the same policies shall apply to all X12 external code lists

ECL POLICY

External code lists are:

- Identified with a unique numeric identifier, a short descriptive name, and a detailed explanation of intended use

- Copyrighted works that reside in X12 repositories

- Maintained, accessed, published & distributed using consistent policies and procedures

ECL FIELDS

External code lists have consistent fields, including field names, usages, constraints, and descriptions. The fields are:

Code		Activation Date
Description		Deactivation Date
Extended Description		Last Maintenance Date
Technical Note		Last Maintenance Type

- Code
  - Represents the value transmitted between trading partners to convey a specific message
  - Always required
  - Once published, never revised
  - Assigned sequentially by staff based on approval date
    - Not assigned based on an implied or explicit intelligence methodology

- Description

  - A brief stand-alone statement of the meaning the code is intended to convey to the receiver

  - Always required

  - Each code has one description that applies to every use

  - Once published, never substantially changed

    - Non-substantive wording changes may be approved over time

  - Approved by the CMG

- Extended Description
  - A more detailed clarification, not intended to stand-alone, that supplements the description
  - Optional
    - At the discretion of the CMG when the ECL is created, an ECL is defined as utilizing or not utilizing extended descriptions
    - If an ECL does utilize them, individual codes on the ECL may or may not be assigned an extended description
  - Applies to all uses of the code

- Extended Description, continued
  - Once published, never substantially changed
    - Non-substantive wording changes may be approved over time
  - Approved by the CMG

- Technical Note
  - A special use instruction, clarification, or limitation that is not part of the description or extended description
  - Optional – an individual code may or may not have a technical note
  - Applies to all uses of the code
  - Approved by the CMG

ECL FIELDS

- Activation Date
  - The date trading partners must support the code
  - Trading partners may agree to support the code after the publication date and in advance of the activation date
  - Always required
  - Each code shall have one activation date
  - An activation date is never modified
  - Set by the CMG

- Deactivation Date
  - If a code has been deactivated, this is the date trading partners must stop using the code
  - Required if a code has been deactivated
  - Each deactivated code shall have one deactivation date
  - A deactivation date is never modified
  - Set by the CMG

ECL FIELDS

- Last Maintenance Date
  - If the description, extended description, or technical note has been revised, this is the publication date of the <u>last</u> revision
  - Required if revisions have been applied to the code's attributes
  - One date only, this is not intended as an audit trail of revision dates
  - Inserted by the publisher

- Last Maintenance Type
  - If the description, extended description, or technical note has been revised, this describes the revision type of the <u>last</u> revision
  - Required if revisions have been applied to the code's attributes
  - One instance, this is not intended as an audit trail of revisions
  - Inserted by the ECL publisher

- For consistency, ECLs shall adhere to the following presentation/style rules

  - A description is defined as brief therefore it should not include more than one sentence

  - If a description includes period, it must be a well-formed sentence

  - Descriptions that are not well-formed sentences begin with a capital letter and do not terminate with a period

- Presentation/style rules, continued
  - An extended description consists of one or more well-formed sentences
  - Except as noted, X12's customary capitalization, grammar, and spelling rules apply
  - Data element names are not capitalized
  - Nouns, other than proper nouns, roles or other types of descriptions are not capitalized
  - Otherwise, grammatical best-practices shall apply

MAINTENANCE REQUESTS

- Requests for maintenance to any ECL:

  - Requests are accepted from any party

  - Requests must be submitted via the online form

  - Requests are presented to the CMG via an iMeet workspace

  - The CMG's written collaboration and final determination for each request is recorded in the same iMeet workspace

*See the presentation *ECOP07 Submitting an ECL Maintenance Request* for more information

STAFF RESPONSIBILITIES

- Staff is responsible for these functions and tasks:
  - Initial vetting of maintenance requests for accuracy and completeness
  - Assigning maintenance requests to the right CMG
  - Maintaining one or more external code list repositories, which are the official source for the ECL
  - Monitoring adherence to organizational policies and procedures and escalating issues or concerns as necessary

STAFF RESPONSIBILITIES

- Staff is responsible for these functions and tasks:
  - Ensuring integrity of codes and descriptions
  - Timely publication of external code lists
  - Ensuring policies and procedures conform to established organizational style and formatting
  - Maintaining the official source for each policy and procedure
  - Posting policies and procedures online

DUE PROCESS COMPLAINTS

- Any complaint related to external code list maintenance will be handled by the Board Chair until an RSC Chair is elected

- To submit a complaint or grievance

  - Email the details of the complaint to executivedirector@x12.org

  - The Executive Director will gather facts and present the information to the Board Chair for resolution.

THANK YOU

- **If you have feedback or questions regarding the information presented, post them at** www.x12.org/forms/feedback

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