



National Birth Defects Prevention Network  
Surveillance Research Prevention

**Guidelines and Standards Committee Charter**

- **Mission:**  
To develop and promote the use of standards and guidelines for birth defects surveillance data programs in the United States and increase the quality, consistency and reliability of birth defects surveillance data.
  
- **Responsibilities:**
  - Develop and disseminate NBDPN's birth defects surveillance data standards and guidelines.
  - Provide training on the NBDPN's data standards and guidelines.
  - Collaborate with external partners to revise standards/guidelines, create new standards/guidelines and evaluate resources for electronic birth defect reporting.
  - Monitor standards/guidelines for birth defects surveillance disseminated by others (e.g., World Health Organization).
  
- **Deliverables:**
  - Birth Defects Surveillance Data Guidelines and Standards Manual
  - Data Quality Tool
  - Data Utility Measure Tool
  - Training webinars for abstractors
  
- **Organization:**
  - Review of Charter:
    - This Charter shall be reviewed and assessed by Guidelines and Standards Committee at least annually and any proposed changes shall be submitted to the Board of Directors for approval.
  
  - Workplan:
    - The committee shall develop an annual workplan for the committee and submit to the Operations Committee Chair (Board Vice-Chair) by the 15<sup>th</sup> of first month of the organization's fiscal year.
    - Workplans will be reviewed and approved by the Operations Committee.
  
  - Membership/Structure/Quorum:
    - Committee chair(s) shall be appointed by the Board of Directors and will serve on the Operations Committee.
    - Committee members should have a general knowledge of or interest in definitions and trends in birth defects prevention and birth defects surveillance methods.
    - Committee workgroups may be organized by or assigned based on the annual workplan.

- Meetings:
  - The committee shall convene on a bimonthly (every other month) basis. A quorum of any meeting shall consist of at least 5 members. Meetings will be conducted online and recorded as needed.
  
- Agenda, Minutes, Reports
  - The committee chair shall be responsible for:
    - Establishing the agendas for meetings.
    - An agenda, together with relevant materials, shall be sent to committee members at least 3 days in advance of the meeting.
  - Minutes for all meetings shall be drafted by the designee, reviewed by the committee chair and co-chair (if applicable) and approved by committee members at the following meeting.
  - Agendas and meeting minutes shall be uploaded to the NBDPN Box online site and available for review by the Operations Committee and the Board of Directors.



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**Surveillance Guidelines and Standards Committee (SGSC)**  
**Workplan, FY 2022**

<b>Chair/Co-Chair:</b>	Nina Forestieri/ Amanda St. Louis
<b>Workgroups/Lead(s):</b>	
Abstractor Technical Tools	Jodi Snow/Cathy Higgins
Standards Development & Evaluation	Stephanie Robinson/Suzann Beauregard
EHR / HL7 Standards	Laura Pabst
Guidelines Manual (reactivating)	TBD
<b>Key Members:</b>	

<b>Deliverable</b>	<b>Workgroup</b>	<b>Schedule</b>	<b>Interim Deadline</b>	<b>Launch Date</b>	<b>FY2022 Workplan</b>
D1) Updates to NBDPN Surveillance Data Standards and Guidelines and publish updated manual.	TBD	Biennially (Odd years) – or as needed	2023	December 2023	<ul style="list-style-type: none"> <li>• Build workgroup 6/2022</li> <li>• Review current Guidelines chapters with workgroup (6/2022-TBD)</li> </ul>
D2) Updated Data Quality (DQ) Assessment Tool	Standards Development & Evaluation	As needed	March 2022	March 2023	<ul style="list-style-type: none"> <li>• Distribute current DQ tool to programs, collect responses, and generate summary reports (3/2022)</li> <li>• Revise and distribute data quality indicators (3/2023)</li> </ul>
D3) Data Utility (DU) Measure Tool	Standards Development & Evaluation	As needed	March 2022	December 2022	<ul style="list-style-type: none"> <li>• Revise piloted DU Measures tool (3/2022)</li> <li>• Distribute finalized DU Measures tool by 12/2022</li> </ul>
D4) Abstractor Training Webinars	Abstractor Technical Tools	Biennially (odd years)	March 2022	December 2022	<ul style="list-style-type: none"> <li>• Pre/post abstraction training webinar (Completed by 3/2022)</li> <li>• Congenital Heart Defects training webinar (Completed by 12/2022)</li> </ul>

					<ul style="list-style-type: none"> <li>• Include closed captioning options for webinars</li> </ul>
D5) Abstractor Birth Defect Guides	Abstractor Technical Tools	As needed		December 2022	<ul style="list-style-type: none"> <li>• Complete 2-4 abstractor birth defect guides (12/2022)</li> </ul>
D6) Review ICD Coding Changes	None	Yearly	November 2022	December 2022	<ul style="list-style-type: none"> <li>• Review CMS website for ICD-10-CM updates (November 2022)</li> <li>• Prepare document with changes/revisions (e.g., Q21.1) and share with NBDPN (December 2022)</li> </ul>
<b>Concepts/Future Goals</b>					
C1) Collaborate to build a plan (proof of concept) for online access to Surveillance Guidelines and Standards. May/may not include data analytic tools and training videos.	SGSC	Begin in 2023			<ul style="list-style-type: none"> <li>• TBD</li> </ul>