



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 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 15th 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 surveillance data 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.



National Birth Defects Prevention Network
Surveillance · Research · Prevention

Surveillance Guidelines and Standards Committee (SGSC)
Workplan, FY 2023

| | |
|---|--------------------------------------|
| Chair/Co-Chair: | Amanda St. Louis/ Jodi Snow |
| Workgroups/Lead(s): | |
| Abstractor Technical Tools | Jodi Snow/Heather Deckard |
| Standards Development & Evaluation | Stephanie Robinson/Suzann Beauregard |
| EHR / HL7 Standards | Laura Pabst |
| Surveillance Guidelines Manual (reactivating) | TBD |
| Key Members: | |

| Deliverable | Workgroup | Schedule | Interim Deadline | Launch Date | FY2023 Workplan |
|---|--------------------------------------|---------------------------------------|------------------|---------------|---|
| D1) Updates to NBDPN Surveillance Data Standards and Guidelines and publish updated manual. | Surveillance Guidelines Manual | Biennially (Odd years) – or as needed | 2023 | December 2023 | <ul style="list-style-type: none"> Disseminate Guidelines Revisions Workgroup (GRW) Survey (Feb 2023) Analyze results of GRW Survey and prioritize chapters to update (June 2023) NBDPN Listening Session/Town Hall to present survey findings (October 2023) Review and draft updates to 2+ Guidelines chapters (December 2023) Update 4+ chapters (2024) |
| D2) Updated Data Quality (DQ) Assessment Tool | Standards Development & Evaluation | Biennially (Odd years) or as needed | | March 2023 | <ul style="list-style-type: none"> Distribute DQ assessment tool results to programs Post summary results to NBDPN web site |
| D3) Updated DQ Indicators | Standards Development and Evaluation | As needed | December 2023 | January 2024 | <ul style="list-style-type: none"> Continue review and updates to DQ Indicators Complete Template Post to NBDPN web site Determine distribution, summary reporting, analysis |
| D4) NBDPN Crosswalk Tool | Standards Development and Evaluation | Biennially (odd years) or as needed | June 2023 | TBD | <ul style="list-style-type: none"> Complete review of NBDPN Crosswalk to replace Directory submitted with biennial data submissions Determine submission guidelines Determine data analysis and reporting for new Directory |

| | | | | | |
|---|----------------------------|------------------------|---------------|---------------|---|
| D5) Abstractor Training Webinars | Abstractor Technical Tools | Biennially (odd years) | March 2023 | December 2022 | <ul style="list-style-type: none"> • Pre/post abstraction training webinar, to be broken down and re-recorded (Completed by 12/2023) • Congenital Heart Defects training webinar (Completed by 12/2023) • Include closed captioning options for webinars |
| D6) Abstractor Birth Defect Guides | Abstractor Technical Tools | As needed | | December 2022 | <ul style="list-style-type: none"> • Complete 2-4 abstractor birth defect guides (12/2023) |
| D7) Review ICD Coding Changes | None | Yearly | November 2023 | October 2023 | <ul style="list-style-type: none"> • Review CMS website for ICD-10-CM updates (November 2023) • Prepare document with changes/revisions (e.g., Q21.1) and share with NBDPN (December 2023) |
| D8) Organ System Webinars | SGSC | Ad hoc | November 2023 | January 2023 | <ul style="list-style-type: none"> • Record 3+ organ system webinars • Save recorded webinars to NBDPN website |
| D9) Electronic Health Records | EHR / HL7 Standards | Ad hoc | | | <ul style="list-style-type: none"> • Share up to date information on data modernization |
| Concepts/Future Goals | | | | | |
| 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"> • TBD |