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:**
  o Develop and disseminate NBDPN’s birth defects surveillance data standards and guidelines.
  o Provide training on the NBDPN’s data standards and guidelines.
  o Collaborate with external partners to revise standards/guidelines, create new standards/guidelines and evaluate resources for electronic birth defect reporting.
  o Monitor standards/guidelines for birth defects surveillance disseminated by others (e.g., World Health Organization).

• **Deliverables:**
  o Birth Defects Surveillance Data Guidelines and Standards Manual
  o Data Quality Tool
  o Data Utility Measure Tool
  o Training webinars for abstractors

• **Organization:**
  o **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.
  o **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.
  o **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.
## 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: TBD (reactivating)

### Deliverable

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<tr>
<th>Deliverable</th>
<th>Workgroup</th>
<th>Schedule</th>
<th>Interim Deadline</th>
<th>Launch Date</th>
<th>FY2023 Workplan</th>
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| **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 | • 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 | | • 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 | • 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 | • 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 | • 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 |
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<tr>
<td>D6) Abstractor Birth Defect Guides</td>
<td>Abstractor Technical Tools</td>
<td>As needed</td>
<td>December 2022</td>
<td>December 2022</td>
<td>• Complete 2-4 abstractor birth defect guides (12/2023)</td>
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| D7) Review ICD Coding Changes | None | Yearly | November 2023 | October 2023 | • 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 | • Record 3+ organ system webinars  
• Save recorded webinars to NBDPN website |
| D9) Electronic Health Records | EHR / HL7 Standards | Ad hoc | November 2023 | January 2023 | • 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 | | TBD |