

## Report to the Board of Directors for the January 14, 2011 Meeting

Goal	Task	Responsible Parties	Measures/Targets	Progress To Date (List bullet points as applicable)
<b>1. Build alliances with various offices/ stakeholders</b>	Establish alliances with HANYS, MSSNY, HIMSS, NY BC/BS	Board of Directors Local Presidents	# of alliances made	<p>D'Errico: Tracy and Renato attending EHR Summit 9/21/10 – set up booth</p> <p>Fabrizio: Scheduled to speak at Binghamton University on Defensive Documentation on 2/15/11</p> <p>LIHIMA: November - a Physician Practice Managers Meeting with topics to include; the HIM profession, IDC-10 migration and HIPAA/Hitech.</p> <p>LIHIMA: December - a general education meeting with the President of the Nassau Suffolk Hospital Association as the speaker</p> <p>HIMANYC has established a relationship with ARMA. We made a presentation at one of their meetings. We will invite them to HIMANYC meetings</p> <p>HIMAWNY: HEALTHeLINK – WNY HIE. <a href="http://wnyhealthelink.com/">http://wnyhealthelink.com/</a></p> <p>Miller: Have been in contact with an individual from the Western NY RHIO and will use her to make contacts with the other RHIOs across the state. Miller: currently a student member of HIMSS and will work to make a connection for NYHIMA.</p> <p>Miller: Have connected an individual from MSSNY involving any E-HIM material which may be useful for NYHIMA.</p> <p>The DPRB met in October 10, 2010 and will meet again in January 26, 2011. As a Board, we continue to carry out our duties of reviewing and approving or denying requests for protected PHI for medical and public health research, surveillance. We also continue in our role as advisors to SPARCS staff on technical and policy issues related to the collection, and potential and acceptable use of the SPARCS data.</p> <p>The DPRB is currently exploring the feasibility of adding census track and geocode information to every record. This will eliminate the need of having to give out the patient's address for epidemiological, environmental, and accessibility to care studies. We are also exploring an affordable way of building a static data set of each year's data that has all the records for each patient linked together with the days between stays and contacts with the health system already calculated. This would eliminate the need to give out the discharge dates, and would also make the SPARCS data more usable to more researchers for longitudinal studies.</p>
	Invite alliances to speak to NYHIMA board and/or educational session	President Board of Directors Central Office	# of invites to alliances # of alliances scheduled to speak	<p>CNYHIMA: 9/13/10 Invited/BC/BS Case Management to come to a CNYHIMA educational meeting to present Interqual criteria during the spring of 2011.</p> <p>HEALTHeLINK – WNY HIE. <a href="http://wnyhealthelink.com/">http://wnyhealthelink.com/</a></p> <p>Miller: Have received offers from my contact in the Western NY RHIO to speak at any engagements that would fit any topics she could speak to.</p>
	Legislative Advocacy: work with NYHIMA Legislative Director and Legislative Committee to establish workgroup focused on creating long term relationship at state and local level	President Board of Directors Legislative Director Education Committee Legislative Committee Chair	# of meetings with legislative agenda # of education sessions offered on this topic # of members participating in Hill Days	<p>D'Errico: Connect with Dan Rode and Don Asmonga Summer Team Talks re. State Hill Day</p>
<b>2. NYHIMA Marketing</b>	Promote careers in HIM with	Board of Directors	# of target offices	<p>Fabrizio: As mentioned previously, scheduled to speak on 2/15/11 to</p>

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Campaign	Physician Offices, CIO, CFO, CMO, COD to recognize our credentials	Public Relations Locals	Individuals	group of Practitioners – hope to raise awareness of HIM profession LIHIMA: The Nov meeting was attended by about 25 Practice Mgmt staff who were told about the HIM field
	Establish presence on social media sites; i.e., Facebook, Twitter, LinkedIn	Board of Directors Public Relations Chair Locals	Links established; # of hits on each	CNYHIMA: 11/10-1/11 Established Face Book for CNYHIMA, Yahoo Account, and started a LinkedIn account for CNYHIMA President (1 hit on Linked - prominent Lawyer who indicated he would do a Legal presentation to CNYHIMA members) HIMAWNY: HIMAWNY Facebook Group and LinkedIn page HIMANYC is In progress of establishing a presence on Facebook
	Real time response on New York CoP	Board of Directors Public Relations Chair Locals	# of queries/answers within established timeframe	
3. Lead the healthcare industry in the transition to ICD-10-CM	Develop and disseminate a comprehensive marketing plan to promote the ICD-10 training initiative to both NYHIMA members and alliance members	Board of Directors ICD-10 Workgroup Public Relations Education Committee Locals Central Office	Plan developed # disseminated to NYHIMA members, MSSNY, DOH, HANYS, insurance providers	D'Errico: Work with Education Committee for Spring Summit after obtaining contact info from 9/21/10 D'Errico: Working with Coding Roundtable & LIHIMA to set up ICD 10 virtual CODE RITE review on 10/20 Fabrizio: Have asked (in conjunction with L. Slater) Frances Scott to help CNYHIMA's coding roundtable efforts/discussions CNYHIMA: September 2010 – local meeting presented by Kristen McCormick on I-10 CNYHIMA: November 2010 – local meeting presented by Leslie Slater, MS RHIA, Coding Roundtable Coordinator, on ICD-9 updates, ICD-10 preparation and NYS Coding Roundtable Site HIMANNY - Discussion/networking at December 9 meeting; exchange of ideas and ways our facilities could work together to information share moving forward to October 2013 for ICD-10; train the trainer approach discussed as was NYHIMA's role and education potentially being provided by HANYS with grant funding. AHIMA online A&P program having potential vs. book purchases for anatomy and physiology brush up education in preparation – and when to begin – 2011 vs. 2012. All agreed waiting until 2013 was not an option. HIMAWNY: ICD-10 program in January 2011 TPNZEE: ICD9 vs ICD10 - Comparison and Review. I-10 Taskforce: Waiting to hear from AHIMA on confirmation for AHIMA ICD-10 academy training dates for NY in 2011. Tentatively will be 9/2011 in Albany and 11/2011 in LI/NYC. Once confirmed, marketing will begin for these sessions. Coding Rndtbl: Coding Roundtable was held at the LIHIMA meeting 10/20/10 Coding Roundtable was held at the CNYHIMA meeting 11/12/10.
	Develop and implement an educational training program that addresses the requirements of diverse segments of the healthcare industry	Board of Directors ICD-10 Workgroup Educators	# of specialized training programs developed and timeline shared	I-10 Taskforce: To hold AHIMA ICD-10 academies in NY Fall 2011 – waiting for date/location confirmation from AHIMA end of 2010. No further educational plans developed yet – waiting for BOD direction/budgeting etc.
4. Promote the awareness of HIM to expand the workforce	Continue to build a presence at career fairs by creating a network of speakers throughout the state	Board of Directors Public Relations Locals Central Office	# of career fairs attended # of presentations at state and local levels	D'Errico: Letter to be reviewed by Board to go out to members in Sept HIMANNY: October 28 Education Session opened to individuals outside our local. Presentation provided by EPOCH Solutions and

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				<p>regarded RAC/ICD-10/Compliance.</p> <p>HIMANNY: We collaborated with both AAPC and HFMA memberships. Membership opportunities at local, state, and national level presented by HIMANNY president with applications provided. The event was a well attended success for HIMANNY and resulted in one new member for HIMANNY.</p> <p>DPRB: Appointed to AHIMA Foundation Merit Scholarship Committee for a two year term 2011-2012</p>
	Build alliance with the NYS Guidance Counselors' Association to demonstrate the professional value and opportunities within the HIM profession	Board of Directors Public Relations Locals Central Office	# of contacts made	
	Research funding available for strengthening the HIM profession and/or apply for grants	Board of Directors Public Relations Educators Locals Central Office	# of grants researched At least one grant/funding opportunity applied for	
	Identify NYS Regional Extension Center	Board of Directors Educators Central Office	Contact made	
<b>5. Mentoring Program</b>	<p>Recognize best practices for clinical preceptors and mentors</p> <p>Distribution of Clinic Practice Sites / PPE Guide</p> <p>Add examples to <b>Perspectives Online</b></p> <p>Promote student membership on committees</p>	Board of Directors Perspectives Editor Educators Central Office Members	<p>Date PPE distributed</p> <p># of testimonials / interviews of members who have been mentors posted on NYHIMA Website/Perspectives(3)</p> <p># of student members on committees who attended meetings</p>	<p>Brucker: The PPE is being revised and ready for distribution by January 2011. Will send to Board and Educators as soon as final copy is distributed by the Committee January 21, 2011.</p> <p>Brucker: Prepared for discussion and information session at annual conference regarding the PPE guide with revisions</p> <p>Fabrizio: Invited Deanna Marji, SUNY IT student, to participate on strategic planning committee</p> <p>Wheeler: October 2010 issue included article from Renato Estrella highlighting the ACE program and mentoring.</p> <p>Wheeler: Interviews of mentors and mentees were not included in the October or November issues of Perspectives Online</p>
	Development of mentoring program	Board Liaisons Membership Committee Locals Members	Identify at least 2 mentors in each local	
<b>6. Build network and develop infrastructure to ensure a strong volunteer pool</b>	<p>Identify specific tasks that members can volunteer their services to; i.e., survey writing, grant writing</p> <p>Membership email blast for volunteer opportunities</p>	Board of Directors Committee Chairs Locals	Identify at least 2 opportunities at each level and committee Share opportunities at fall leadership meeting and NYHIMA Board meetings	D'Errico: Materials to be distributed at Sept Leadership meeting
	<p>Develop and provide volunteer leadership training and deliver at locals to help recruit volunteers</p> <p>AHIMA Leadership Conference tools distributed to Locals</p>	Board of Directors Public Relations Chair	<p>Development of training materials</p> <p>Deliver presentation to each local</p> <p>Conduct presentation at annual conference</p>	
<b>7. Central Office</b>	Track response rate to	Board of Directors	Average turnaround time –	

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<b>Resources: utilize current technology to continue to provide efficient and quality services</b>	questions from membership and locals	Central Office	published	
	Investigate technology improvement at state level	Board of Directors Central Office	Research presented at Board meetings	
	Investigate connecting locals to Central Office network for shared education sessions via SKYPE, membership lists online, online registration  Leverage communication specialists at state and local levels to assist Central Office; i.e., students in programs, volunteers from membership	Central Office IT Vendor  Local Presidents HIT/HIA Programs Central Office	System set up and utilized  # of individuals indentified and participating	D'Errico: Provide education along with Exec Director regarding importance of Policy/Procedures and Fiscal responsibilities HIMANYC is presently using Knowledgeconnex
<b>8. Human Resources: continue to assure we are polling all members for their input</b>	Environmental Scan	Board of Directors Locals Central Office	Locals report # of times surveys sent and # of responses received	HIMAWNY: Provided environmental scanning results
	AHIMA House of Delegates Teams	New York Delegates to AHIMA	Locals report # of times input requested from membership and # of responses received	
	Develop DASHBOARD Report: who we are serving at education sessions (# of members vs. non-members); track lapsed member; survey why not renewing	Education Committee Membership Committee Central Office	Report presented at Board/Local Presidents' meetings	D'Errico: Review of format at Sept Board Meeting for future template of reports tied directly to Strategic Plan
	Quarterly email blast to Alliance Partners: what NYHIMA is up to regarding ICD-10, ARRA/HITECH, education calendar, approved programs of study in New York	Board of Directors e-HIM Officer Perspectives Editor Public Relations Chair Central Office	# of email blasts to Alliance Partners	
<b>9. Financial Resources: how much is reasonable to ask for members to pay out of pocket</b>	Poll membership for input: alternative sites for sessions with less amenities  Timing of education sessions to CE cycles – fall sessions; evenings; weekend	Board of Directors Education Committee Locals Central Office	Survey sent and results reviewed at Board meetings	HIMANNY voted to increase membership fee for local to \$20 annually LIHIMA: We are charging small amounts for coding educational sessions, higher for non-members and getting very large turnouts
	Compare CDIS, HIMSS, HFMA education sessions that are costly – are they seeing decrease in attendance and, if not, why	Board of Directors Education Committee Central Office	Contact made and results reviewed/compared at Board meeting	
	Survey membership to identify what links, information they find valuable and what they USE	Board of Directors Education Committee Locals Central Office	Survey submitted to membership and reviewed at Board meeting	Wheeler: A formal written survey has not been conducted. However, informal polling of Local Leadership identified that members do not feel the need to have industry news recapped in Perspectives as it comes to the membership through multiple other communiqués. Members do want to hear how their peers have solved industry issues (for example, the Joint Commission survey process, a RAC audit etc.). Spotlighting members, discussing mentorship and the professional practice experience are topics of interest for future issues of Perspectives. CNYHIMA: at Sept local meeting, discussion - Members felt

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				NYHIMA was easier to access than AHIMA for connecting to links <b>LIHIMA: We have very successfully converted to email blasting to our membership and use very little hard copy mailing at all</b>
	Interactive newsletter: what do members want to see in newsletter, networking opportunities	Perspectives Editor Locals Central Office	Members surveyed, results compiled, and reviewed at Winter Board meeting	CNYHIMA: at Sept local meeting, discussion on interactive newsletter on Face book/Yahoo meetings and members are looking forward to this type of media/advertisement of jobs in HIM, current updates for HIM and any/new information from NYHIMA & AHIMA to locals.
11. Multistate Resources	Share education session offerings with other states – email blast vs. website listings with focus in New England, New Jersey, Pennsylvania	Board of Directors Education Committee Central Office	# of email blasts on educational offerings to multistate audience # of attendees from other CSAs	HIMANYC is doing this via Knowledgeconnex

Goal: An Amazing Annual Conference	Task	Start	End	Responsible Parties	Measures/Targets	Progress To Date (List bullet points as applicable)
1. Development of Program Plan	<p>Program structure was provided by NYHIMA Central Office in the form of a game plan</p> <p>The Program Committee followed the Game Plan in planning the number of sessions to be offered on June 2011</p> <p>The Central Office produces the Preliminary Conference Program to be e-mailed to members (and other market segments) no later than the February 2011</p>	11/2010	01/03/2011	Chairman/ Executive Director		<ul style="list-style-type: none"> <li>Moderators were confirmed and brief bio were submitted</li> <li>Final 2011 Program Grid was sent to NYHIMA central office in November 2010 to be presented to the Board in January 3, 2011 Board Meeting.</li> <li>Central Office is contacting or in the process of contacting each proposed speaker to confirm their participation, expectations, and arrangements; verifying any agreed upon fees and outlining NYHIMA's policies on travel, presentations, and handouts</li> </ul>
2. Promote and prepare activities for the conference	<p>Appointment of the 2011 NYHIMA Arrangement Committee</p> <p>Plan activities for the welcome party</p> <p>Schedule a conference call with Rich Bala from the River Rambler, Regina, Renato, and Chris</p>					<p>Conference call meeting held October 2010 (minutes attached) Arrangement Co-Chair - Regina Blakeslee; Hospitality Sub Committee Chair – Judy Mendez; Public Relation Sub Committee Chair – Diane Cohen; Registration Sub Committee Co-Chair – Laura Berberick and Kristin Del Vechhio and Welcome Party- Judy Mendez and Ed Levine</p> <p>Judy Mendez, Edward Levine, Regina Blakeslee and Renato Estrella met Carlo Restaurant in Tuckahoe Road, Yonkers, New York on November 4, 2011. The Committee decided to have "The Hudson River Ramblers perform and family feud.</p> <p>Conference call held 11/19/2010. We finalized our discussion to have the Hudson River Ramblers on our Welcome Party. Rich sent the contract, 2 promotional CDs and along with total of 6 CDs (3 CDs on Revolution on the Rivers and 3CDs on "Once Upon The Hudson" for our door prizes. Also. Rich will provide hats, bonnets and vest. It was also decided that the presentation of the Ramblers will be in parts so as not to bore everyone if we will make it an hour show.</p>