ESTABLISHING AN EXTERNAL CODE LIST

ECO SUBCOMMITTEE
DISCLAIMER

→ This presentation is for informational purposes only
→ This presentation does not represent legal advice
→ This presentation contains point-in-time content and is subject to revision
ECO INFORMATIONAL SERIES

→ ECO Subcommittee Overview (RSC001)
→ ECO Stakeholders & Constituents (RSC002)
→ External Code List Policy Overview (RSC003)
→ Code Maintenance Group Overview (RSC004)
ECO INFORMATIONAL SERIES

→ ECO Transitioning to an ECO CMG (RSC005)
→ Submitting an External Code List Maintenance Request (RSC006)
→ Proposing a New External Code List (RSC007)
BACKGROUND
To ensure consistency in terminology and meaning, X12 maintains a comprehensive corporate glossary called the Wordbook.

The Wordbook is available online at https://wordbook.x12.org/

Reference the Wordbook if you have questions about any term in this presentation.
ACRONYMS

→ RSC – Registered Standards Committee
→ ECO – External Code List Oversight Subcommittee
→ ECL – External Code List
→ CMG – ECO Code Maintenance Group
X12 ORGANIZATIONAL STRUCTURE

Board of Directors

X12 Member Representatives

ASC Steering
- X12C
- X12F
- X12I
- X12J
- X12M
- X12N
- PRB
- P&P

Governance Panel

RSC Council
- X12-01 Parliamentary
- X12-02 ICE
- X12-03 ECO
- X12-04 B2X
## RSC Organizational Structure

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<th>RSC Council</th>
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<td>X12-03 ECO Subcommittee</td>
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ECO ORGANIZATIONAL STRUCTURE

External Code List Oversight Subcommittee

- **Code Maintenance Groups**
  - CMG01 Transitional
  - CMG02 Error Reporting
  - CMG03 Insurance Payment & Status

- **Planned**
This presentation describes the policies and procedures for proposing, establishing, and standing up an ECL.

The policies and procedures described herein reflect the detailed governance described in *External Code Lists (CAP12)*.

CAP12 prevails in the case of any inconsistency.
A code list is a set of codes with associated descriptions.

A code list enables efficient, effective, and consistent communication between trading partners.

X12 establishes and maintains some code lists as part of the EDI Standard, these code lists:

- Are referenced as “internal code lists”
- Are maintained by the Accredited Standards Committee
X12 establishes and maintains some code lists outside of the EDI Standard, these code lists:

• Are referenced as “external code lists”

• Are maintained by the External Code List Oversight (ECO) Subcommittee operating under the Registered Standards Committee
Establishing an ECL
THE PROPOSAL

The first step of establishing an ECL is a proposal:

- A proposal can be submitted by any X12 group, industry group, or organization.
- The proposal can be submitted via the ECO’s online request form or via an X12 Maintenance Request (MR), both of which are on X12’s Online Forms webpage.

A proposal suggests one of the following:

- The creation of a new standardized code list.
- The conversion of an existing code list maintained by the ASC or another organization.
THE PROPOSAL

→ A proposal must include a business justification and information about other entities that will or might be impacted by the proposal.

→ A proposal for conversion of an existing code list must include a recommendation related to the grandfathering of the existing codes and/or code descriptions versus assigning new codes and/or code descriptions.
EVALUATION

The X12 Board reviews proposals for new code lists and for the conversion of a code list maintained outside of the X12 organization.

The X12 Board does not review proposals for conversion of an X12 internal code list except at the request of the ECO.

- The ECO may request Board review based on an expectation that conversion and maintenance costs will be higher than normal, that the conversion may have cross-industry implications, or another unusual circumstance.
The X12 Board’s evaluation is based on the following criteria

- **Compelling evidence of the need for a consensus-based code list**
- **Compelling evidence that impacted trading partners will implement the resultant code list**
- **The existence of any equivalent or competing code list(s)**
- **Start-up and ongoing maintenance costs compared to potential revenue opportunities**
If the Board approves the proposal, the submitter is notified of the approval and the ECO is tasked with operationalizing the new external code list.

If the Board disapproves the proposal, the submitter is informed of the decision and the reason(s) for the disapproval.

- The submitter may revise their proposal based on the disapproval reason(s) and submit the revised proposal as a new proposal.
Barring an ECO request for Board review, a proposal for conversion of an X12 internal code list is automatically approved.

- The submitter is notified of the approval and the ECO is tasked with operationalizing the new external code list.
Standing Up an ECL
When a new ECL is assigned to the ECO, the subcommittee reviews the proposal and any information gathered before or during the Board’s evaluation.

If the ECO has questions or concerns the ECO chair will discuss the questions or concerns with the Board chair.

Otherwise, the ECO completes the following steps to stand up the new ECL.
IDENTIFY AND DESCRIBE

The ECO chair requests staff assign a unique numeric identifier to the ECL

- *This identifier associates the ECL to specific X12 work products*

The ECO approves a descriptive name and scope statement for the ECL

- *The ECO shall consider a previously used or recommended name and/or scope statement but is not obligated to adopt either or both*
The descriptive name for an ECL must

- Be specific enough to provide a meaningful reference to the intended use of the codes on the list
- Be grammatically correct
- Be as short as possible to facilitate online display, footnoting, citations, and reporting
- Support broad use within or across industries
- Not explicitly reference an X12 EDI transaction or data element
- Not explicitly reference another organization’s standard or message
ECL NAME

→ The descriptive name for an ECL must
  • *Not be an acronym or other short-hand reference*

→ Any potential acronyms based on the
descriptive name must be carefully
considered to avoid inappropriate,
offensive, or unfortunate acronyms
The scope statement for an ECL must

- Be grammatically correct
- Be succinct, meaningful, clear, and unambiguous
- Support broad use within or across industries
- Not reiterate or rephrase the descriptive name
- Not explicitly reference an X12 EDI transaction or data element
- Not explicitly reference another organization’s standard or message
- Not contain jargon or wording that is only meaningful to subject matter experts or industry insiders
ECL ATTRIBUTES

→ If the ECL is being converted, the ECO considers, but is not obligated or constrained to, any grandfathering requests related to retention of the current codes or descriptions.

→ The ECO defines the operating methodology utilized for maintenance decisions, there is only one operating methodology for each ECL:
  - Defined Representative Voting Panel
  - Material Interest Voting Panel
  - X12 Member Voting Panel
ECL ATTRIBUTES

→ The ECO defines the publication schedule for the ECL

→ The ECO may revise an ECL’s attributes at any time if necessary to ensure the ECL is effectively maintained and providing substantial benefit to implementers
As soon as it is feasible, the ECO assigns responsibility for the ECL’s maintenance to a CMG, the following options are available:

- **Assignment to an existing CMG**
- **Assignment to a new CMG**
- **Assignment to CMG01, which is the ECO operating as a transitional CMG**

More information about CMGs is presented in the **Code Maintenance Group Overview (RSC004)**

The criteria for each option follows.
Assignment to an existing CMG

• The CMG’s operating methodology must be the same as the operating methodology assigned to the ECL

• The CMG’s statement of work either accommodates the ECL’s scope statement or can be reasonably expanded to accommodate the ECL’s scope statement

• The CMG’s constituents have the knowledge, skill set, or experience to effectively evaluate maintenance requests and ensure the integrity of the ECL
Assignment to an existing CMG

- The CMG’s constituents represent the ECL’s stakeholders
- The CMG has the capacity to manage the maintenance of the ECL efficiently and effectively
Assignment to a new CMG

• **Identification of an X12 member representative who is qualified and willing to serve as the inaugural chair of the CMG**

• **Identification of X12 member representatives or non-members (in certain situations) who are qualified and willing to serve as the CMG’s inaugural constituents**

• **Confirmation that the qualified and willing individuals have the knowledge, skill set, or experience to effectively evaluate maintenance requests and ensure the integrity of the ECL**
MAINTENANCE RESPONSIBILITY

→ Assignment to a new CMG

• Confirmation that the qualified and willing individuals collectively represent the ECL’s intended stakeholders
Assignment to CMG01, which is the ECO operating as a transitional CMG

• No established CMG meets the criteria listed on slides 30 and 31

• The qualified and willing individuals described on slide 32 have not been identified

• Maintenance activities need to commence and cannot be postponed until a new CMG is established

• The ECO will establish a new CMG to maintain the ECL as soon as possible
MAINTENANCE RESPONSIBILITY

The ECO may reassign maintenance responsibility for an ECL at any time

- A reassignment must be well-coordinated to ensure ongoing maintenance activities are not adversely impacted
To ensure consistency between external code lists and efficient use of organizational resources, all ECL’s are subject to the same policies,

Those policies are described in the External Code List Policy Overview, (X12ET003)
Wrap Up
STAY CONNECTED

→ Learn more about X12 and become a member at X12.org

→ Stay informed by following X12

@x12standards on Twitter

#X12 on LinkedIn
THANK YOU

WE WANT TO HEAR FROM YOU AT X12.ORG/FEEDBACK