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

X12

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

TERMS AND DEFINITIONS

→ 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
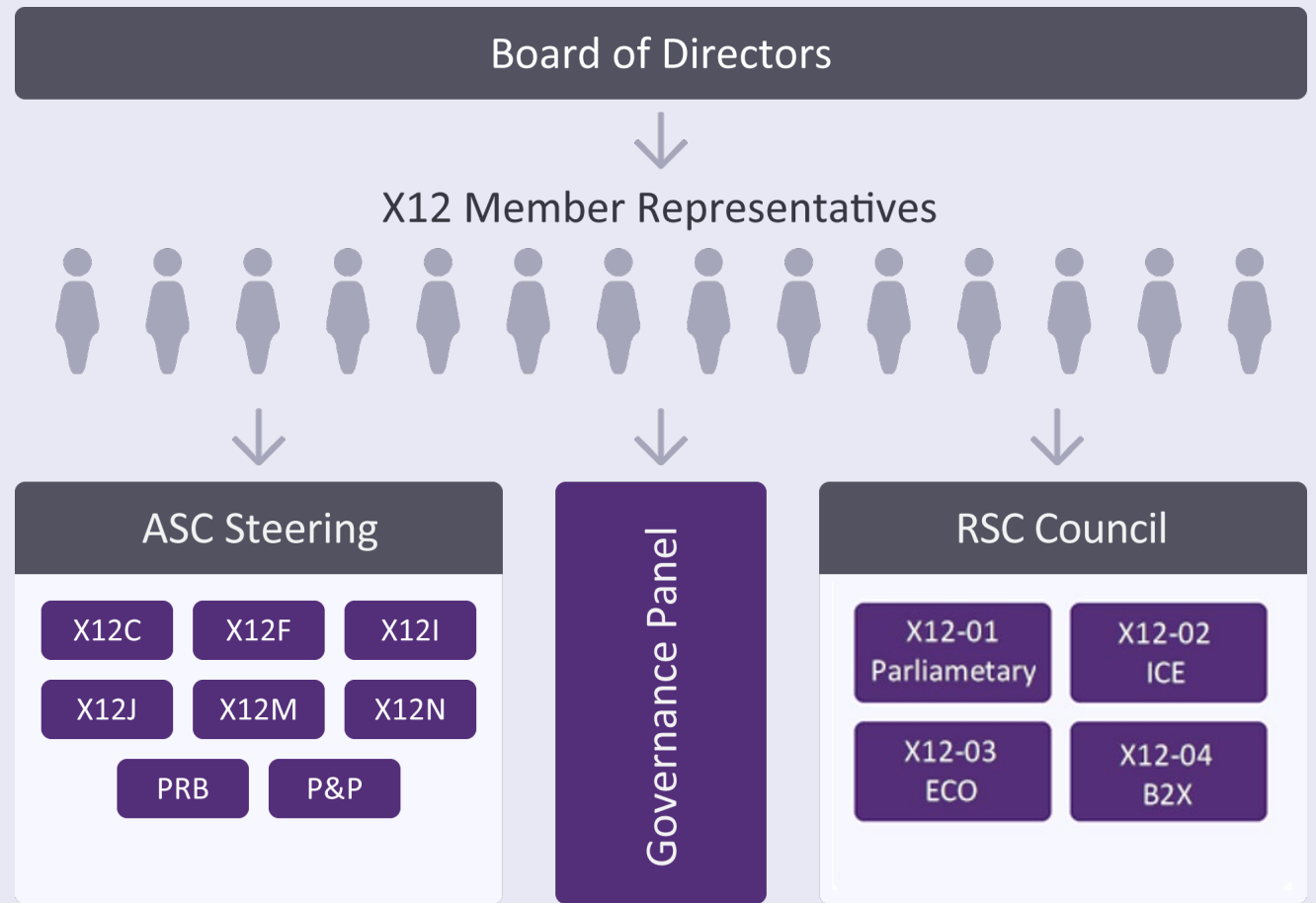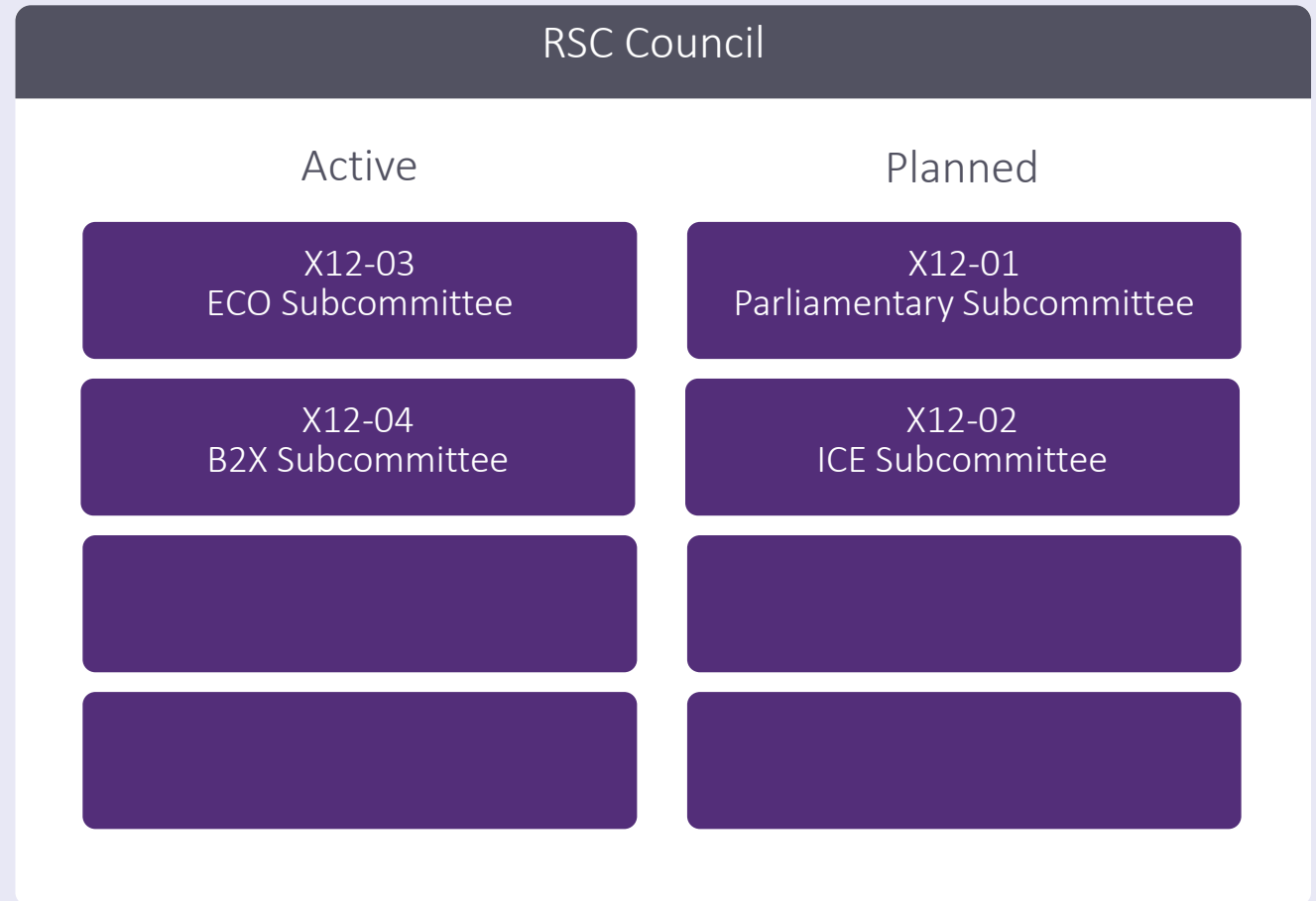
ACRONYMS

→ RSC – Registered Standards Committee

→ ECO – External Code List Oversight Subcommittee

→ ECL – External Code List

→ CMG – ECO Code Maintenance Group

X12 ORGANIZATIONAL STRUCTURE

RSC ORGANIZATIONAL STRUCTURE

RSC Council	
Active	Planned
X12-03 ECO Subcommittee	X12-01 Parliamentary Subcommittee
X12-04 B2X Subcommittee	X12-02 ICE Subcommittee

ECO ORGANIZATIONAL STRUCTURE

External Code List Oversight Subcommittee	
Code Maintenance Groups	Planned
CMG01 Transitional	
CMG02 Error Reporting	
CMG03 Insurance Payment & Status	

BASIS

→ 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

FOUNDATIONAL INFORMATION

→ 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*

FOUNDATIONAL INFORMATION

→ 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*

EVALUATION

→ 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*

DECISION

→ 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*

NO EVALUATION REQUIRED

→ 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

INITIAL ECO REVIEW

→ 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*

ECL NAME

→ 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

ECL SCOPE STATEMENT

→ 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

MAINTENANCE RESPONSIBILITY

→ 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

MAINTENANCE RESPONSIBILITY

→ 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*

MAINTENANCE RESPONSIBILITY

→ 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*

MAINTENANCE RESPONSIBILITY

→ 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*

MAINTENANCE RESPONSIBILITY

→ 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 a 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*

ECL GUIDING POLICIES

→ 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

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YOU AT
X12.ORG/FEEDBACK