IHE USA Policies and Guidelines

IHE North American Connectathon 2019
January 21-25, 2019

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1. **Purpose of IHE USA Policy and Guidelines**

The IHE North American (NA) Connectathon 2019 is sponsored by IHE USA and will be held January 21-25, 2019 at the Huntington Convention Center of Cleveland and HIMSS Innovation Center in Cleveland, Ohio. This document provides the policies and guidelines for organizations ("Participants") participating in the IHE NA Connectathon ("Connectathon"). It is designed to ensure successful testing for all Participants. The policies and guidelines set forth below are incorporated by reference into the IHE NA Connectathon 2019 Participant Contract submitted by all Participants. These policies and guidelines are to be followed in their entirety.

2. **Connectathon Testing Goals**

Participants are expected to support the goals of the IHE NA Connectathon, to work in a cooperative manner, and to show respect for their peers and the IHE testing process. IHE Connectathon testing has three specific goals:
- Testing Participants' health information technology systems for their interoperability and compliance with Profiles defined in the IHE Technical Frameworks , found online here: http://ihe.net/Technical_Frameworks/.
- Testing US based health IT initiatives (e.g., Consolidated-Clinical Document Architecture® 2.1, Cancer Registry Reporting Standards).
- Preparing for any public demonstration(s) in which Participants may be involved including: HIMSS Interoperability Showcase™ at the HIMSS19 Annual Conference from February 11-15, 2019, in Orlando, Florida. Learn more at http://www.interoperabilityshowcase.org/.

3. **Organization and Governance**
   a. The IHE NA Connectathon 2019 is organized by IHE USA (www.iheusa.org). Participants and their staff agree to take direction from IHE USA staff, contractors, and volunteers, including the Connectathon Technical Manager and volunteer monitors retained by IHE USA.
   b. In the event of a disagreement over interpretation of the IHE Connectathon testing requirements, specifications, and/or results, the Connectathon Technical Manager is the on-site authority. If a dispute cannot be resolved on-site, please direct your issue to the IHE USA Staff as listed below.
   c. Procedural questions and other issues should be directed to IHE USA Staff members or the Connectathon Technical Manager.

4. **Connectathon Contacts and Web-Based Resources**

Management Team and Contact Information

Management Responsibility	Contact Name	Contact Title	Email
• Contracts and Payments • General Administration • Logistics • Connectathon Badges	Sarah Bell	IHE NA Connectathon Project Manager	connectathon@ihe.net
• Technical questions • Test Management • Gazelle	Steve Moore	IHE NA Connectathon Technical Manager	naconnectathon.helpdesk@gmail.com
• US based health IT initiatives	Steve Moore	US Initiatives Test Manager	naconnectathon.helpdesk@gmail.com

Connectathon Web-Based Resources

Resource	Link
IHE USA Website	http://www.iheusa.org/participant-resources
Gazelle Online Test Management System	http://ihe.wustl.edu/gazelle-na
Connectathon Manager's Technical Support Page	https://gazelle.ihe.net/cat/NA2019
IHE Connectathon Results Database	http://connectathon-results.ihe.net
IHE Product Registry	https://product-registry.ihe.net/PR/pr
IHE Technical Frameworks	http://ihe.net/Technical_Frameworks

5. **Connectathon Participant Schedule**

The detailed participant schedule is posted on IHE USA's website at https://www.iheusa.org/ihe-connectathon-participant-resources.
Participants are responsible for meeting the requirements and deadlines described in this schedule.

5.1 **On-Site Attendance Requirements**

Participants must adhere to these mandatory testing hours:
   a. All Participants' system(s) must be configured and ready for testing on January 21, 2019 at 10:00AM ET and are required to perform testing activities for the entire IHE Connectathon week- until January 25, 2019 at 12:00PM ET.
   b. Systems are required to remain staffed the entire time from January 21, 2019 at 10:00AM to January 25, 2019 at 12:00PM ET in order to fully support all test partners.
   c. Participants that discontinue testing before 12:00PM ET on Friday, January 25, 2019 place their test results at risk of being excluded from the IHE Connectathon Results Database.

6. **Connectathon Test Results**

   a. IHE International publishes all Participants' Connectathon IHE Profile/Actor test results that meet the stated criteria for success in the Connectathon Results Database at https://connectathon-results.ihe.net. Entries in the database list the IHE Actors contained in each IHE Profile that Participants have successfully tested.

   b. Incomplete test(s) or failure to complete a test is NOT published.

   c. US Initiative test results are not published in the IHE Connectathon Results Database.

      1) IHE USA publishes all Participants' US Initiative test results that meet the stated criteria for success on IHE USA's website at www.iheusa.org/testing-options .

   d. Test results in the database are credited to the Participant's organization contained in the IHE NA Connectathon 2019 Participant Contract. Only the registered Participants will be given credit for a test result.

   e. Connectathon testing results are published by IHE International to provide a reference for the healthcare community about vendors that have adopted IHE Profiles. IHE encourages purchasers of health IT systems to require conformance with relevant IHE Profiles.

7. **Proper Use and Promotion of Connectathon Test Results**

   a. Participants are authorized to refer to their participation in the IHE NA Connectathon in marketing and promotional materials. The appropriate language to indicate your organization has successfully completed IHE Connectathon testing is: "<<Organization XYZ>> has successfully completed IHE Connectathon testing for <<one or more specific IHE Actor(s) in one or more IHE Profiles>>."

   b. Participants are prohibited from using IHE Connectathon participation to make unsupported product claims. Organizations using references to their IHE Connectathon participation in ways that are inconsistent with their actual participation place their organization's test results at risk of exclusion from publication in the IHE Connectathon Results Database. Comparisons with other participants' performance in IHE Connectathon testing are inappropriate and misleading.

8. **Connectathon System Registration and Payment Process**

8.1 System Fees

   a. **Baseline fee:** Participant registering one (1) system incurs a charge of $8700 USD.

   b. **Additional fees:** Participant incurs a charge of $4700 USD for each additional system registered.

8.2 Three-Step Registration Process

   a. **Complete Gazelle System Registration: Monday, September 10 – Friday, October 12, 2018**
   Participants enter test systems, organization information, marketing, financial and technical contacts in Gazelle, IHE's online test management system that organizes, conducts and records the IHE Connectathon testing process (http://ihe.wustl.edu/gazelle-na).

   b. **Submit the IHE NA Connectathon 2019 Participant Contract and Payment by Friday, October 12, 2018**
   Export a copy of the IHE NA Connectathon Participant Contract from Gazelle. The contract must be initialed, signed and submitted to IHE USA (connectathon@ihe.net). A non-refundable payment in full for 100% of Connectathon System Fees is due at the time of contract submission. Contracts will not be accepted after October 12, 2018. Review section 8.3 for payment terms and conditions.

Submit Final Signed Contract to IHE USA via mail or email. Faxed copies are not acceptable.	
PDF Contracts by Email	connectathon@ihe.net
Contracts by Mail **(Do not send checks here. Refer to section 8.3 for mailing address.)**	IHE USA 33 W Monroe St, Suite 1800 Chicago, IL 60603

   c. **Purchase Connectathon Badges: Pre-register by December 7, 2018.**
   Participant must complete a separate online pre-registration to purchase reduced priced Connectathon badges by Friday, December 7th, 2018 at 11:59pm ET. After this date, badges are still available but the price increases. Review section 9 for Connectathon badge policies and pricing.

8.3 Payment Terms & Conditions

    a. A non-refundable payment in full for 100% of Connectathon System Fees is due at the time of contract submission. Contracts will not be accepted after October 12, 2018. Contracts submitted without payment in full will be rejected and will not be included in the publications and promotional materials (printed documents, signage, and website) associated with the IHE NA Connectathon 2019.

    b. **Additional documentation:** Participants that require an invoice or additional documentation (POs, W9s) in order to complete payment must request documentation via email at connectathon@ihe.net.

    c. IHE USA accepts the following forms of payment.

Payment Type	Address	Contact	Special Instructions
Check	Send To: 25324 Network Place Chicago IL, 60673-1253	N/A	Make checks payable to IHE USA Checks must be in US dollars and drawn on a US bank Include check number on IHE NA Connectathon 2019 Participant Contract
Wire Transfer	Account Name: IHE USA JPMorgan Chase 10 S. Dearborn St Chicago, IL 60603-2003	Tracy Bailey tbailey@himss.org +1-312-915-9537	Swift Code: CHASUS33 Routing Number: 071000013 Account Number: 887280816
Credit Card Payment	N/A	Tracy Bailey tbailey@himss.org +1-312-915-9537	Complete credit card payment by calling our representative, Tracy Bailey, listed here.
Invoices, W9s, etc.	N/A	connectathon@ihe.net	Request an invoice, W9 or other forms by emailing IHE USA. Invoices are due 30 days after receipt.

8.4 System Registration Changes

    a. After the close of system registration on October 12, 2018, Participants are not permitted to add new systems, IHE Profile/Actor combinations, or US Initiative test roles to previously registered systems.

    b. Participants requesting to withdraw a registered system, any IHE Profile/Actor combinations, or US Initiative test role must contact the Connectathon Technical Manager as soon as possible to reorder test plans and schedules.

8.5 Cancellations and Refunds

    Connectathon System Fees will not be refunded to Participants who withdraw systems after October 12, 2018.

9. Connectathon Badge Policies

    a. Participants are required to provide two (2) staff persons at minimum to manage onsite system testing for the week of January 21 - 25, 2019.

    b. Participants may purchase Connectathon badges for additional staff members.

    c. Connectathon badges are limited to the Participant's leadership, technical, marketing and testing team. Guests are not permitted on the testing floor.

    d. All Participants must have a valid badge to access the Connectathon testing floor. Badges must be worn at all times while on the testing floor.

    e. Participants must complete online pre-registration to purchase reduced priced Connectathon badges by Friday, December 7, 2019 at 11:59pm ET. Review section 9.1 for pricing.

    f. Organizations that pre-register all staff by Friday, December 7, 2019 will receive priority seating. Seating for staff registered after December 7, 2019 may not be adjacent to the Participants' registered systems and equipment, and IHE USA reserves the right to place them in a separate seating area.

9.1 Connectathon Badge Fees

    Weekly and daily badges are available for purchase in advance and on-site at the IHE NA Connectathon 2019. Fees vary by date and badge type; additional details listed below. Visit IHE USA's website to register for your participant badges online here: www.iheusa.org/badge-registration.

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Badge Type	Access	Prior to December 7 at 11:59PM ET	Effective December 8, 2018
Daily Connectathon Badge	Access to the test floor for a single day	$150 USD per person/per day	$200 per person/ per day
Weekly Connectathon Badge	Access to the test floor January 21-25, 2019	$375 USD per person	$550 per person

10. **Validating Proposed Systems**
    a. IHE Connectathon testing is designed to test HealthIT systems and related devices that may be implemented in real-world healthcare settings to aid the system in achieving health IT interoperability requirements. Each system registered shall be an integrated and reasonable collection of IHE Profiles and Actors. IHE USA reserves the right to exclude from testing any systems judged not to meet this criterion.
    b. Participants are responsible for registering their respective IHE Profiles and Actors for each system and for providing sufficient hardware and personnel (typically two per system) to complete all required tests. IHE USA cannot guarantee that a system registered for numerous IHE Profiles will have all of its tests reviewed by Connectathon Monitors or the Connectathon Technical Manager.
    c. Participants that require additional hardware and staff to achieve successful testing must register and purchase additional systems and purchase additional Connectathon Badges by the dates set forth in this document.

11. **IHE Profile Dependencies**
    Certain IHE Profiles reference other IHE Profiles as prerequisites (for example, XDS.b requires ATNA). Participants are responsible for understanding any IHE Profile dependencies identified in the IHE Technical Frameworks, properly registering their systems in Gazelle, and successfully completing testing of any prerequisite IHE Profiles at the IHE Connectathon.

12. **Pre-Connectathon Testing**
    Participants are required to run a series of software tests in advance of the IHE Connectathon. These Pre-Connectathon tests are designed to prepare Participants for the IHE Connectathon. The Connectathon Technical Manager will publish instructions and deadlines for submitting Pre-Connectathon test results on the Connectathon Technical Manager's Support website: https://gazelle.ihe.net/cat/NA2019.

13. **Connectathon Testing Requirements**
    a. Participants are responsible for determining which tests to run on each system using Gazelle, and for completing those tests. For Participants whose systems support multiple IHE Profiles, completing testing can be a challenge. Participants are responsible for tracking their progress and prioritizing testing of the IHE Profiles they find most important. Participants may find it necessary to drop some IHE Profiles and Actors if time does not permit completing required tests.
    b. During the course of testing, your system will be required to perform tests with different test partners to demonstrate interoperability. Upon the close of registration, the Connectathon Technical Manager will publish the policies for the types of tests and numbers of tests to complete. This will include guidance on which tests require Thorough Testing or three instances and those tests with other requirements.
    c. An exception to the three-instance rule of Thorough Testing is: In some IHE Profiles, there may not be sufficient registration to provide three different test partners for a test. In this case, the "three-instance" requirement is relaxed, and participants are required to test with each of the available partners, perhaps only one or two. It is not permitted for Participants from "Organization A" to test with equipment from the same "Organization A" in order to satisfy testing requirements.

14. **Connectathon Testing Policies**
    a. Participants must provide the technical staff necessary to configure, test and troubleshoot their system and produce evidence of tests as requested by Connectathon Monitors. One person cannot serve as the primary technical contact for more than one system. During all IHE Connectathon testing hours, Participants must have staff available to support testing and test partners. Involvement in additional events at the IHE Connectathon (e.g., educational events) does not excuse Participants from their testing responsibilities.
    b. As a condition of participation, Participants agree not to use the IHE Connectathon to gain competitive knowledge of competitor systems or to disclose any information gained about other Participants' systems in the course of IHE Connectathon. Participants may take wide-view photographs of the Connectathon floor, but taking close-up photographs of any system, including your own, is prohibited.
    c. Participants agree to not copy the work generated by other systems and present that work for test evaluation and grading.
    d. Participants will assist other Participants during the testing process. Even if you are convinced the problem is with "the other system," the Connectathon Technical Manager will require you to help with testing and some debugging. The Connectathon Technical Manager will assist in determining reasonable efforts.
    e. During the IHE Connectathon, the Connectathon Technical Manager may, on a case-by-case basis, advise Participants to drop IHE Profile/Actor pairs for a given system. Participants are encouraged to manage their time and fully complete testing for a given Profile/Actor pair rather than performing partial, but incomplete, testing on a number of Profile/Actor pairs.
    f. Some Participants register individual systems for multiple IHE Profiles and Actors. They will not be allowed to occupy a disproportionate share of the time and attention of the Connectathon Technical Manager and Monitors at the expense of other Participants.
    g. No special consideration will be given to Participants who experience logistical problems such as shipping delays, hardware failures, travel delays, difficulties or cancelations. Participants are responsible for ensuring that their personnel arrive on time, take direction, and continue active participation through the scheduled end of testing.

h. Participants are responsible for all necessary servers, network connectivity, and hardware to support proper testing. IHE USA will not provide routing from off-site Participant equipment to equipment located within the IHE Connectathon testing area. Participants are responsible for such routing.

i. Participants are responsible to ensure that all successful test results are verified by Connectathon Monitors and recorded in Gazelle. Test results that remain unverified at the close of the IHE Connectathon will not be counted toward successful completion of testing requirements. No tests are evaluated after the IHE Connectathon ends.

j. Test results in the IHE Connectathon Results Database are credited only to the Participant organization that has successfully completed the tests reported, using the name the organization provided when registering for the Connectathon. A given test result will not be reported for more than one organization.

k. Participants are required to support the Connectathon process by being available to test with all partners, as directed by the Connectathon Technical Manager and IHE USA staff.

l. IHE USA staff and the Connectathon Technical Manager make all policy decisions. Domain Project Managers and volunteer Connectathon Monitors cannot provide policy decisions/changes.

m. No personally identifiable data of any type may be stored, accessible, or otherwise available on any system included for testing.

Thank you for your participation in the IHE North American Connectathon and support of IHE USA.
For more information, please contact the appropriate staff listed in Section 4 of this document.