



CHIA Component Group Frequently Asked Questions

Why Component Groups?

The shift from geographic Component Local Associations (CLA's) was driven by competing demands on volunteers' time and the diverse interests, which proved challenging to support effectively in the CLA model. CHIA members supported this change last year with a Bylaw Amendment allowing CHIA members the flexibility to create groups based on common interests. Hence CG's were born.

What are Component Groups (CG)?

CHIA is offering this innovative way to connect digitally with California's Health Information (HI) community by implementing Component Groups (CGs). A CG may be created to connect HI professionals in California who share diverse interests without geographic boundaries. To name a few, Component Groups may represent members with special interests, such as:

- Privacy and Security
- Artificial Intelligence
- Medical Coding
- Compliance
- Long-Term Care
- Ambulatory Care
- Behavioral Health
- Revenue Cycle Management
- Other, including future interests

Component Groups will leverage CHIA's digital technology platform (Association Management System) to support communication and networking. Additional goals include:

- Creating like-minded communities that support, guide, network, mentor, and provide a framework for California's HI community.
- Encouraging discussions about the challenges and opportunities in the workplace and developing LEADing practices.

- Offering resources that support professional development and membership growth.

What is the purpose of a CG?

- **Enhance member value** and experience while advancing *CHIA's* mission, vision and in support of its Strategic Plan.
- **Support LEAD Teams** by suggesting potential speakers and topics relevant to California's health information community for continuing education events. The Component Group facilitator may submit a CHIA Continuing Education Proposal for consideration
- **Develop CHIA's emerging professionals** (students and new HI professionals [0-5 years]) by introducing CHIA's future HI community to career pathways, scholarship opportunities, and networking.
- **Assist with grassroots advocacy.**
- **Increase CHIA membership.**

Who can join a CHIA CG?

Any CHIA Member—**Professional, Emeritus, or Emerging Professional**—can join a Component Group as a complimentary member benefit. AHIMA members can access this benefit by obtaining dual membership with CHIA, which requires an additional dues assessment. ***Learn more about CHIA's dual membership on the CHIA Membership website.***

Can CHIA Members join multiple CG's?

Yes, as a complimentary member benefit, a CHIA member may join an unlimited number of CGs. The number of individuals in a CG is not limited. Anyone who is interested may join/unjoin at any time. As a CHIA member, all available groups will be listed for any member to join.

How will CG's be formed?

Component Groups (CG's) are started when a facilitator and co-facilitator submit an application using a Proposal/(jotform) to the Board of Directors (found in the CG starter kit from the CHIA webpage).

Where can I find more information about the Component Group approval process?

You can find information and guidance in several ways: contact a member of the CHIA Board of Directors, [contact CHIA](#), or go online to the CHIA website to locate the [Component Group \(CG\) Starter Kit](#).

What is the Component Group (CG) Starter Kit?

The CG Starter Kit includes resources on organizing a CG: a sample application, flow chart of CG process, CG Frequently Asked Questions, the CG Guiding Principles, contacting a CG representative, and a copy of the Board approval scoring rubric.

Who will be responsible for a CG?

Each CG will be asked to name two co-facilitators annually who will lead the formation of the CG; monitoring the agreed upon CG structure. See below how CGs will be structured and governed.

How will a CG be structured and governed?

Each CG will determine how it will be structured and governed. The goal is to offer each group the ability and flexibility to decide how they would like to operate in conjunction with CHIA's Guiding Principles for CGs.

How will CGs Connect?

The purpose of Component Groups is to foster digital communication, networking, engagement, sharing of LEADing practices, etc. A Component Group can decide how often they want to connect.

Will "Meetings" be required?

- Component Groups foster digital communication and engagement without requiring traditional meetings. The CG can choose flexible ways to connect, like virtual events such as "coffee chats," "community circles," or "lunch-n-learns." This approach promotes agility and dynamic interactions with our members. I am running a few minutes late; my previous meeting is running over.
- CG's should create **Engagement Metrics** to track the number of comments, questions, and interactions during the meeting, forum or chat based on the CG's communication and engagement structure.

Will there be funds available for the CG's?

A Component Group (CG) may request funding from the CHIA Board of Directors either during its initial application or at any time throughout its existence, provided it meets the established criteria. Funding for CGs is carefully planned for each year by CHIA's Finance Committee and the Board of Directors as part of the annual budget process.

Funds are allocated based on Board approval and alignment with CG activities that support member need/engagement. While financial resources are available to support CG initiatives, CGs are encouraged to prioritize prudent requests that align with member needs. Additionally, all CEU-approved programs must be offered statewide. To further enhance educational opportunities, CGs are encouraged to contribute topic ideas and

speaker recommendations to the Professional Education Consortium (PEC), benefiting California's health information community as a whole.

What are the 'established criteria' for funding CGs?

Criteria for funding considerations include:

- **Mission Alignment:** Requests must support CHIA's strategic goals, such as fostering member engagement.
- **Member Benefit & Accessibility:** Activities should be inclusive and provide meaningful value to members of the CG and other CHIA members, regardless of location of members.
- **Operational Necessity:** Funds should support essential CG functions, such as technology tools or outreach efforts.
- **In-Person Considerations:** Proposals for in-person gatherings should include plans for cost-sharing to minimize the impact on CHIA's statewide CG fund.
- **Fiscal Responsibility & Cost-Sharing:** CGs are encouraged to balance expenses through attendee contributions, no-cost/low-cost venues, or sponsorships. This ensures responsible use of CHIA's allocated funds and helps maintain financial sustainability of CGs.
- **Collaboration with CHIA Educational Initiatives:** While CG's may not directly offer CEUs, they are encouraged to propose topics, recommend speakers, and contribute content to **CHIA's Professional Education Consortium (PEC)**
- **Reporting & Accountability:** Approved, funding requests must include follow-up with the CHIA executive office that details income and expenses.

Who will approve funding requests, and how will funds be distributed?

The CHIA Board of Directors will approve the requested CG funds. Once approved by the CHIA Board, CGs will work with the CHIA executive office to obtain approved funds.

How will CG budgets be allocated from the CLA funds?

The CLA funds have been transitioned to a centralized bank, Central Valley Community Bank as the CG Fund. The CHIA Board of Directors oversees all fiscal policies for CHIA, and CG monies are part of CHIA's 501(c)3 organization under the same tax ID number. CG funds will be budgeted and allocated to benefit CG activities.

How will the CGs work with allocated funds?

CGs will not be required to have a treasurer; however, the co-facilitators or designee will be responsible for the funding budgeted to the group. All monies will be maintained under CHIA's authority, including CHIA's annual tax filing. The CHIA Board of Directors ensures that budgeted dollars are available to support approved CG's financial needs. Budgeted expenses will be distributed according to CHIA's Reimbursement Policy.

How will a CG's success be measured?

Upon application and annually thereafter, each CG will propose engagement metrics to determine its effectiveness for the year. Ideas include the desired number of posts per month (supporting active engagement), the desired number of members, etc.

Can a CG be dissolved?

Yes, a CG may be dissolved by the CG or CHIA BOD if the CG no longer has members or is actively engaging. The CHIA BOD will review annually.

What is the relationship between CG's and CHIA's Continuing Education Events?

To comply with AHIMA's CEU requirements, all proposed continuing education programs is reviewed and approved by CHIA's Professional Education Consortium (PEC) and offered to benefit California's health information community statewide. CGs may be an excellent source for recommending potential speakers and topics that benefit CHIA continuing education offerings.

Can the CG offer a continuing education (CEU) program?

The short answer is no. A CG cannot offer CHIA-approved CEUs. The purpose of the Component Group is to offer a forum for networking, fostering a culture of collaboration and engagement, sharing of LEADing practices, and connecting California's HI professionals based on similar interests. To ensure CHIA complies with AHIMA's CEU requirements, all CEU-related events must be reviewed by the PEC and approved for statewide offerings.

Can the CG charge for events, and if so, what happens with any money the CG collects?

The CG may charge for networking events in accordance with the board-approved CG budget to cover expenses. Any net income would be allocated to CHIA's CG general fund for future CG opportunities. The goal is not to make revenue but to offer events where income and expenses are balanced ensuring CG funds are sustained for the future.

What is a CG Forum?

A CG Forum is a threaded, ongoing discussion offered by CHIA's technology platform to promote communication between members. Forum topics are user-defined and can vary based on community needs. Forums are subscription-based, and members can be notified via email when a new post is added. The CG members will determine who creates this forum, how members subscribe to it, and who monitors it. For example, a Coding Component Group may have ICD-10-CM Coding Questions, etc.

What other associations have been successful with Component Groups?

The CHIA Board of Directors investigated other component associations that have changed their governance structure, impacting their regional/local associations. It was discovered that many component associations nationwide do not have defined regional chapters due to similar challenges faced by CHIA. The Board expanded its search to organizations outside of CHIA. They gathered information about component groups from the American Society of Association Executives (ASAE), the California Society for Association Executives (CalSAE), HIMSS and HFMA.