



**Health Informatics Council**  
**Intra-agency Data Sharing & Software Access & Warehousing Subcommittee**

**GIS Advisory Committee Minutes**

January 25<sup>th</sup>, 2008

**Present:** Nduta Ahmad, Anne Bliss, Sheryll Brown, Sam Cannella, Jeff Carlisle, Carmen Clarke, Kristen Eberly, Connie Hall-Jones, Bonnie Hartzell, Walter Jacques, Crystal Johnson, Jo Lynn Johnson, James Joslin, Vicki Kirtley, Elizabeth Kruger, Miriam McGaugh, Becki Moore, Joyce Morris, Imad Mrani, Derek Pate, Paul Patrick, Katy Rich, Cari Thompson

**Absent:** Susan Boyd, Mary Beth Cox, Amy Fletcher, Brittney Foy, Susan Mendus, Larry Weatherford, Carrie Zeman

**Call to Order**

Katy Rich called the meeting to order at approximately 2:00 p.m.

**Minutes**

Katy distributed copies of the minutes from the October, November and December 2007 meetings (the October minutes were also distributed via email). Katy said she will probably only email minutes in the future so as to save paper and printing costs since many people print out the minutes from email anyway.

Clarification of Issues/Topics from Previous Meetings

- What is GIS?
  - GIS encompasses making maps, creating data, analysis, etc.
  - Mapping locations of facilities is GIS; this mapped data can then be used in GIS analysis
  - Complex spatial analysis is GIS, although the outcome of analysis could be just a table or report and not a map
  - See presentation from December 2007 meeting for more information
- Adding data inventory to report – suggestion from November meeting
  - Katy will include this in the needs assessment report
  - This inventory could also be made available to GIS users as a library of data resources until the central geodatabase becomes available
  - The process of creating an inventory of GIS data (name, location, size) can be automated with an IT process (getting list of files into Excel for Katy to organize)
    - Jeff said he could do this if Katy gives him a list of users and network drives where the data is located
    - Imad also suggested that the folders can be accessed through the DOS shell

- GIS Presentation from December meeting
  - Katy should put December meeting PowerPoint presentation in the GIS public folder for people to access
  - Put PDF of the presentation on the GIS section of the OSDH website
- GIS Website
  - There are not as many maps on the website as Katy originally included in the list because there were many that weren't ready to be published on the web but we can add more as we go along

### **Data Warehouse Activities Update**

Katy gave an update on data warehouse activities that have been initiated by HCI and will be extended agency-wide.

- Becki Moore will conduct an Informatics Needs Assessment that will be similar to the GIS needs assessment. Becki will interview more outside agencies than Katy did, however. The needs assessment will focus on data users as well as management. She will also try to get a feeling for what kind of software internal data users are using. She will try to determine if any internal staff is using the SAS GIS product.
- MPI Subcommittee – Has identified that there is a need for an MPI in OSDH. The committee will assist with developing the MPI, as well as data use agreements and policies. There will be a geocoding component to the MPI. There was some clarification that submitting data to an MPI does not assume that the data will be linked and shared with another program's data. The data sharing will be a separate process that will require appropriate data use agreements. The MPI will serve to create unique person identifiers that can facilitate data sharing between programs.

### **GIS Needs Assessment Report**

Katy reported that she focused on getting the GAC subcommittees setup for this meeting so she was unable to complete the needs assessment report prior to the meeting. She presented a timeline to the committee for completing the report and presenting to the IDSAW committee, Health Informatics Council, and Senior Leadership.

Miriam said that the committee would need more than one week to review the entire report. Katy said she could try to get the draft of the report done by February 20<sup>th</sup>.

The needs assessment project did not originate as a task from the Health Informatics Council but Katy will still present the report to that committee if they would like.

### **GIS Software Purchase Update**

Katy reported that the upgrade purchase was sent out for bid and the bid would end on January 30<sup>th</sup>. Katy did not know if anyone had placed a bid or not but there was some consensus that ESRI should have been notified of the bid since we have purchased from them in the past. Katy said she would contact Ashley Hillemeier in Procurement to make sure that a bid has been placed.

All GIS licenses have been consolidated onto one customer number and the maintenance has been paid so that the license maintenance co-terminates for all licenses on June 30, 2008. This

will make it easier since now there will only be one maintenance renewal to process each year. Katy will go back to the Senior Leadership in the next month or two to verify the funding source for annual maintenance updates. Maintenance was previously paid from individual program budgets.

### **GAC Subcommittees**

Katy said that she hopes each GAC member could serve on at least one subcommittee. Even members with very little GIS knowledge can be useful on some of the committees, especially the Policies and Standards and Strategic Planning subcommittees. All subcommittees will benefit from having a good balance of members, some with a lot of GIS experience and some with very little. IT should have input on several of the subcommittees. Katy will provide input to all the subcommittees.

Committee members chose subcommittee assignments and Katy went over the subcommittee descriptions in the “GAC Subcommittees” Word document. Katy will share some resources with subcommittee members to guide their work.

The subcommittees are:

- Software Access
  - Katy reiterated that software access will not be taken away from anyone who already has it
  - We do not want to over-delegate licenses to certain individuals/groups to the point that they would be largely unused as is the case currently
  - Access “policies” should be changed to “guidelines” – there may not necessarily be a formal access “policy” per se; that issue will be addressed by the subcommittee members
- Strategic Planning
- Standards and Policies
  - Map advisory group would function as a helping group
  - Facility ID standardization – Jeff said there is a group working on that already, the Community Organization Partnership, driven by Dr. Crutcher (HAN is highly involved in this)
    - The standardization of facility IDs would also tie in with the Data Warehouse activities
  - Map projection standards should be added as an item for this subcommittee to address
- Hardware Design
  - It would be helpful to get one of the hardware people to the ESRI International User Conference to learn some information
- Geodatabase Design

### Subcommittee Meetings

The group nominated individuals to take charge of scheduling meetings for the subcommittees.

Those individuals are:

Software Access: Connie Hall-Jones

Hardware Design: Elizabeth Kruger

Geodatabase Design: Derek Pate  
Standards and Policies: Becki Moore  
Strategic Planning: Jo Lynn Johnson

#### Priority of Subcommittee Deliverables:

The subcommittees should meet often enough to meet the following deliverables:

- Software Access
  1. Decide on who will have the software installed when it arrives; how can they request access to the software; this can be a guideline initially and maybe eventually be made policy – this should be done by the end of March
  2. This committee should meet at least twice in February
- Strategic Planning
  1. Should meet sometime in March; this subcommittee will meet fairly frequently (monthly) until the strategic plan is in place and then only after that as updates/revisions are needed
  2. Cannot do much until the needs assessment report is complete – strategic planning should be guided by the contents of the needs assessment report
  3. TED has good people who might be able to help with Strategic Planning.
- Standards and Policies
  1. Start meeting to plan in February or March
  2. Metadata standard should be chosen soon to help guide the geodatabase design
  3. Geocoding and map templates should be addressed quickly
- Hardware Design
  1. Consider personal computers, county users, number of screens to have
  2. Committee should produce report of minimum specs and current hardware resources by the end of March
  3. This committee will make recommendations but not necessarily requirements
  4. Jeff said the current minimum hardware standard for all new machines in OSDH is adequate to run ArcView; he also said that we could check the Dell site for specific specs on any computer
- Geodatabase Design
  1. This committee's work also relies heavily on the content of the needs assessment report
  2. The committee can meet to look at examples (ESRI has published a health GIS data model that could be reviewed, Katy will print it on the large plotter)
  3. The design of the geodatabase will drive decisions to be made about hardware design and how much disk space we will need

Other agencies to consult with:

EMSA

City of Oklahoma City

**Next Meeting**

There was discussion about how often the large committee should meet. Once a month was agreed upon. The regular meeting time was set for the first Wednesday of the month at 2:00 pm.

The next meeting will be on March 5<sup>th</sup> at 2:00 pm in room 328.

**Meeting Closing**

The meeting was adjourned at approximately 3:55 p.m.