



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

**GIS Advisory Committee
Meeting Minutes**

May 7th, 2008

Present: Nduta Ahmad, Anne Bliss, Carmen Clarke, Connie Hall-Jones, Bonnie Hartzell, Jo Lynn Johnson, Elizabeth Kruger, Miriam McGaugh, Becki Moore, Joyce Morris, Derek Pate, Katy Rich, Carrie Zeman

Absent: Susan Boyd, Samuel Cannella, Jeff Carlisle, Mary Beth Cox, Kristen Eberly, Amy Fletcher, Brittney Foy, Crystal Johnson, Michael Jordan, James Joslin, Vicki Kirtley, Susan Mendus, Imad Mrani, Paul Patrick, Cari Thompson, Larry Weatherford

Call to Order

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

Opening Announcements

Katy announced that the ArcGIS I and II trainings would be held during the following two weeks and that both classes are full.

GIS Software Purchase Update

Katy reported that the new software has not arrived yet. We are waiting on a change to the PO to add shipping costs.

Needs Assessment Report Update

Katy requested feedback on the report. She asked that each committee member at least review their deputy area and program section as well as any parts of Chapter 3 that apply.

Appendix 3, the data layers inventory, is not complete. Originally, Jeff was going to automate that but he doesn't have time. Probably Katy will sit with each GIS user and go into DOS to see each of the GIS files and their sizes. Miriam has ArcCatalog screen shots that she can send to Katy.

Katy proposed a new schedule for reviewing the report and presenting it to the Health Informatics Council:

- May 29th - comments/edits to Katy by email or hard copy
- June 4th - final draft to GAC monthly meeting for final changes, discussion and approval to present to HIC

- June 11th - Katy will send draft to Health Informatics Council members by email for their review
- June 25th - Katy will present Needs Assessment to Health Informatics Council and get their feedback (still need to confirm this with Sue Mallonee)

Katy requested that everyone review the Executive Summary. It is divided into categories. There was a suggestion to change the color of the category rows shading to make the category headings more clearly identifiable. Katy would like to present the findings and recommendations of the report as coming from Katy and the GAC members. This will hopefully give the report more weight.

Katy reviewed the first two categories of the Executive Summary:

Coordination/Capacity

There were no comments about that section.

Data Creation and Maintenance

- Need to add terms to the dictionary in Appendix 4, including data warehouse and normalizing definitions.
- Boy scout troops/4H groups could take GPS units to hospitals to provide accurate data. We could leverage grassroots GIS initiatives and local data accuracy projects. Kind of a Wikipedia of GIS data.
- Agency-wide identifier for facilities issue could possibly be addressed with a Master Facility Index, something like the Master Person Index.
- The new Vital Records system will be validating addresses real-time; it would be good to have real-time validation of client addresses at the county health departments.
 - PHIDDO has a finding address and PHOCIS does too but there are no standards for those fields.
 - Need to address PO Box, Rural routes and real-time validation
- Wording on confidentiality section is a little rough, needs to be reworded. Add something about data being kept under HIPAA confidentiality regulations and levels of security. Split the section into two sections and work on the wording.

GAC Subcommittee Updates

- Software Access Subcommittee
 - Decided to go to quarterly meetings or as-needed meetings.
 - Have a revised software access procedure based on recommendations from a meeting that Katy had with IT.
 - Maybe work the software access policy into the new employee orientation, as a handout at least.
 - 3 install requests to address:
 - new users, existing employees
 - new employees
 - existing employees, new computer

- Could put installation procedures on public folders and announce on Postmaster and to senior leadership. Send out Postmasters periodically to inform new staff.
 - In monitoring the software usage, if someone is using the software and shouldn't be, Katy can follow-up
- Strategic Planning
 - Jo Lynn distributed notes from the April 17th meeting.
 - The group has discussed yearly goals and made some headway. Categories of the goals include: geo-coding, training, staffing and interactive map. Katy is getting a summer temp. He will be working on the geocoding roads evaluation, downloading data and creating metadata, among other things.
 - Current goals are based on brainstorming; the group prioritized projects for 1st year; 3-year goals are expanding on the 1 year goals.
 - There was a suggestion to work on legislation to get OSDH a seat on the State Geographic Information Council. The GI Council currently has 15-18 agencies participating formally. Members have to be appointed legislatively. They already treat OSDH much like a member (as far as input goes, but not voting) but it would be good to make it official so we would have voting rights. This should be a 3-year goal for OSDH. Need to convince Kevin Pipes of the importance of this and get GI Council support. Need time to educate legislators.
 - Hold off on SWOT analysis until people have time to read the report. The GAC members were encouraged to look through the draft SWOT list and send comments to Katy or Jo-Lynn.
 - Add to 1-year goals: implement map template usage; add more static maps to website in program pages, not just in the GIS section, with potential map review
 - Add to 3-year goals: clarify that interactive web map would be available to the public; add 2 GIS courses on OKTRAIN (work with the "GIS Tutorial for Health" author?) – OKTRAIN stuff could be moved to 5-year goals
 - Add to 5-year goals: Plan for pulling in county health department GIS users, making data available to them, and offer regional training classes (CHDs that might use GIS early on are Cleveland, Cherokee, Pottawatomie, Seminole, Okfuskee)
 - The pilot agency-wide interactive map would be an EMS map and some OK2SHARE mapping.
 - Map review process – this issue needs to be flushed out better in the Standards and Policies Subcommittee, but some points raised in the meeting:
 - Need to work with Sue Mallonee to determine who needs to review maps for data quality, if anyone. If scientific, then we could propose that Sue pull in a GIS expert to help with the review process. We need to talk to Sue about where her role ends and our role begins.
 - We will need to provide some guidance for map-making. We could advertise useful resources such as Colorbrewer.
 - If people do not use the template, should it go through the review process? This would not be an extensive review, maybe 4-5 volunteers to give feedback. Will the template require ESRI software to make the map? We could put the template in a PDF format and list the required components so it can be created in other software.

- Review process could catch issues with color use.
- There is a concern about making too many requirements that would discourage people from using the GIS system.
- **Standards and Policies**
 - Shauna Schroder in the Office of Communications has drafted a landscape map template, she sent it to Katy for review and the subcommittee will look at the suggested template. Includes font and color suggestions that coordinate with the agency logo.
- **Hardware Design**
 - This group is working on the centralized GIS architecture.
 - They will develop a report that will include a diagram for the centralized system.
 - The current hardware situation is adequate. The IMS server (PHIDDO) should be good for a few more years.
 - Jeff does not want to have a redundant system, but there will be a back up of the system.
 - Jeff mentioned a farmed and mirror site for the servers that is in future IT plans.
 - Another meeting scheduled for May 27.
- **Geodatabase Design**
 - At the last meeting, there were further discussions on different layers, discussed census data for half of the meeting.
 - This group should address access to border states' data through the geodatabase.
 - They're getting a better concept of how to organize the geodatabase.
 - They would like to prioritize what items need to go into the geodatabase first.
 - Still need to talk about how to update the data and who would be responsible for that.
 - There is another meeting scheduled for May 30.

Next Meeting

The next two meetings will be on June 4th and July 2nd at 2:00 pm, room TBD.

Meeting Closing

The meeting was adjourned at approximately 3:45 p.m.