

<b>WIR User Group Meeting</b>		
<b>August 16<sup>th</sup>, 2017</b>	Conference Line:	(866) 319-4680
<b>3:00 - 4:00 pm ET</b>	Passcode:	No passcode required

Welcome and Roll Call		Role	Attendees
	California	Awardee	Steve Nickell
Georgia	Awardee		
Hawaii	Awardee	James Wasa	
Idaho	Awardee	Jennifer Baker	
Iowa	Awardee	Kim Tichy	
Maine	Awardee		
Maryland	Awardee		
Minnesota	Awardee	Sydney Kuramoto Aaron Bieringer Monica Hemming Miriam Muscoplat	
Missouri			
Montana	Awardee		
Nebraska	Awardee		
New Mexico	Awardee		
New York State	Awardee	Michael Flynn	
North Carolina	Awardee		
Oregon	Awardee	Mike Day Deb Richards Tracy Little	
Puerto Rico	Awardee		
Texas	Awardee		
Virgin Islands	Awardee		
Virginia	Awardee		
Wisconsin	Awardee		
DXC	Vendor/ Implementer	Tina Skinner Jennifer Bednar Amanda Kitterman Kathy Atkinson Gary Wheeler Eric Schuh	
STC	Vendor/ Implementer		
HLN	Vendor/ Implementer	Jean Kirupaharan	
Observers	Awardee (Florida)		
AIRA	Co-Facilitator/Support	Maureen Neary Mary Beth Kurilo Brittany Gyer	

The June minutes were approved as presented.

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**Address  
Cleansing  
Implementation**  
Mike Day

- Geocoding is being done using manual processes for clients and providers.
- Geocoding has been in the Oregon system since March 2015, although it has not been used yet due to resource concern.
  - SmartyStreets will help with the manual processes.
  - SmartyStreets approval is still in process.
- Changes in geocoding are tracked in staging tables and the system makes the changes to avoid manual errors.
  - A weekly process looks at the tables and updates the IIS address information.
  - These changes are also tracked in audit tables with a new audit source ID as a precaution.
  - This was allowable within the FLA.
- Set-up was easy. Table configurations needed to be set up.
- Documentation on the FDD and the manual processes are available if useful.
- Approval for SmartyStreets is in the Oregon approval process.
- The SmartyStreets list will replace two types software that Oregon currently uses.
- Minnesota is interested in looking at Oregon's staging tables functionality.
- AIRA is creating an SmartyStreets User Group that will begin on Tuesday, August 29<sup>th</sup>, at 1pm ET.
  - The user group will be facilitated by Josh Hull and Steve Murchie.
  - This resource will be available for three to six months for a peer-to-peer platform and can be joined at any time.

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**Presentation:  
Minnesota**  
Miriam Muscoplat

- A presentation given by Minnesota IIS staff on the Documentation Project can be found [here](#).
  - The goal of MIIC is to maintain a robust repository of high quality data to reduce the burden of vaccine preventable diseases.
  - The goal of MIIC system documentation is to gain and document a thorough understanding of the system in order to better maintain and support it.
  - MIIC pursued a company to conduct an external review.
  - Sogeti reviewed existing documentation, hardware, comprehensive code and hoped to compare Minnesota's system to other jurisdictions.
  - Sogeti created four documents for MIIC:
    - A physical architecture document contained the locations and version of software and the different resources allocated to them.
    - The logical architecture document contained data flow diagrams for data exchange and the forecaster, RunMatch, web-services, client history in the user interface, and how the DataMart is populated.
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- The code deficiencies document contained security and coding best practices that needed to be followed.
- A final report document included how to improve documentation moving forward.
- MIIIC still needed to find out how components are processing their data.
- As a result, Minnesota created:
  - A functional requirements document for their IIS to describe the information provided, how it gets in, and how users interact with IIS
  - A business rules document to list the detailed rules for each of the system's functions
    - This document will need to be updated periodically to stay up-to-date.
  - A data dictionary document to describe data structures and relationships, allowable values and ISA standards
  - A design specifications document to index how application codes will meet each of the requirements and implement each of the rules.
- There is a lot of work that is yet to be done, but Minnesota is already seeing benefits from their work including being able to solve data exchange problems.
  - The hope is a new developer will be able to be brought up to speed on the system quickly because of this project and its changes.
- Minnesota is willing to make their shareable documents available on the AIRA Repository as examples for other IIS.
- The functional requirements, business rules, and documents from Sogeti should be transferrable to the other WIR platforms projects.
  - **□ Action Item:** If you have any questions, please email [Aaron Bieringer](#) or [Piper Ranallo](#).
  - **□ Action Item:** Minnesota will send the documents to be added to the AIRA Repository to [Brittany Gyer](#) or [Mary Beth Kurilo](#).
  - **□ Action Item:** AIRA staff will add Minnesota's example documents to the repository.

**Patient Active/Inactive Status**

Sydney Kuramoto

- Minnesota is in the process of developing new functionality within their system for patient active/inactive status.
- They are interested in what other IIS have developed including screenshot layouts and policy and procedures at the jurisdiction level.
- **□ Action Item:** Questions about patient active/inactive status will be sent to [Brittany Gyer](#) or [Mary Beth Kurilo](#).
- **□ Action Item:** AIRA will send out questions to the WIR User Group.
- **□ Action Item:** Send responses to [Monica Hemming](#).

**Next Steps – WIR RunMatch Project Exploration**

Gary Wheeler

- The group met on July 12<sup>th</sup>.
- The workgroup will continue to meet.
- Gary Wheeler will chair the workgroup and compile the project artifacts to ensure that information is being shared across all of the WIR-based projects.

- The next meeting will be held on September 13<sup>th</sup> and an invitation has been sent out.
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**Wrap Up**

Miriam Muscoplat thanked everyone for their participation and the meeting was adjourned.

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**Next Meeting:** Wednesday, October 18<sup>th</sup>, 2017, 3pm ET