

**Outreach Connections: Native Health Information  
Steering Committee Minutes  
August 9, 2007 10:00 MT**

**Action Items:**

- Janis will follow up with Diane Cooper about membership in the Steering Committee.
- Subcommittees will get their minutes to Janis by the Friday before the Steering Committee meeting. Ex. Janis should receive September subcommittee minutes by Friday October 5, 2007.
- The design subcommittee will survey wikis that are available.
- The content subcommittee will provide a mock up of the test records they have created for the Technology subcommittee to make available from the web.
- Ellen H and Judy R will provide the URLs for wikis using WordPress and MediaWiki so that we can compare how each would handle the information we want to make available from our portal.
- The technology subcommittee will share decisions made with Scott Horlbeck before the other subcommittees meet.
- Steering Committee members will look at template of Refugee Health Information Network(RHIN). <http://www.rhin.org/> for the next meeting. Some of the questions we want to answer for our project by reviewing RHIN are:  
*Click on the Share Resources Tab.*
  - What level of detail is needed?
  - Are there fields that need to be added to our template?
  - Do we need an approval process?*Click on Advanced Search—See Format options*
  - What is the format used to share documents and other materials (pdf, word) How is format and other information linked to the documents?

**Decisions:**

- Project Record--The steering committee agreed that appropriate contacts would be those who others wanting more information or to do a similar project should contact.
- Project Record--Lessons learned will be pulled from each of the projects to put into a list and then linked back to the appropriate projects.
- Project Record--Appropriate contacts would be those who others should contact if they want more information or to do a similar project. For example the principle investigator.
- Two publicity efforts needed. First, we need to publicize the repository and get others to contribute to building it. Second, we need to publicize its content so that people will use it.

**Minutes:**

No one had changes to the June 14, 2007 meeting minutes and they were approved. Mairead W had missed the last meeting and appreciated how complete they were.

## Subcommittee Reports

Complete subcommittee meeting minutes are available at:

<http://hsc.unm.edu/library/nativeservices/2006Conference/outcomes.shtml>

### Design and Content Subcommittees:

Ellen H reported that Diane Cooper has resigned from the content subcommittee.

The design and content subcommittees held a joint meeting; both groups found it helpful.

Pat B reported on their meeting.

Molly M reported that the design subcommittee members will look at more wikis.

The content subcommittee members created test records using the following categories determined at their May meeting.

- Name of project
- Brief summary /abstract of the project
- Contact information for the people, organization
- Lessons learned/Outcomes/Evaluation
- Tribal/Nation affiliation
- Related organizations
- Geographic location, preferably state
- Funding agency

Ellen H selected the Tribal Connections project of the NN/LM, Pat B selected a local project, Gale D selected NLM's Sacred Roots project, and Judy R used the work that she's been involved with in North Dakota. Members agreed that it's more difficult to document someone else's project and self-documentation is the best way to get the information. They encountered problems as they tried to complete the templates for these projects.

Getting summary information. The descriptions available in the program of the Native American Health Information Services in the U.S. conference didn't have enough information to complete the template. If it wasn't a project that the subcommittee member had worked on, information had to be obtained from the web.

What is a project? Long running projects are complex having more than one phase. Should the project be considered 1 and have a report or should each phase have its own report? Can the different phases of the project be linked?

Lessons Learned. When listing lessons learned the group decided that the most important 1 or 2 lessons should be listed. Lessons learned may not be unique. It was suggested that we provide a list of lessons learned linked back to the projects. This list would hopefully reduce repetition, although the group agreed that sometimes the lesson has to be experienced by all who carry on outreach.

Data Dictionary. Methodology is required in the Summary field but as Gale was describing the Sacred Roots project she questioned what was meant by "methodology." Also what contacts would be appropriate for the description—everyone from each of the tribes where meetings were held? all the fellows? NLM staff?

The steering committee agreed that appropriate contacts would be those who others wanting more information or to do a similar project should contact, for example the principle investigator.

Technology SubCommittee:

Claire H announced that Scott Horlbeck has been hired as the Analyst Programmer for the project. She and Janis T brainstormed a few questions that they will ask him their next meeting. Janis T a questioned whether we should go with purchased or free software for our wikis/blogs. Ellen H announced that her facility uses WordPress (proprietary) and Judy R's facility uses MediaWiki (open source). They will share the URLs so that we can compare how each would handle the information we want to make available from our portal.

Publicity/Evaluation Subcommittee:

Mairead W reported on this subcommittee's first meeting. They discussed their purpose, the audience, the message that we want to promote, and that a strategy needs to be developed for promoting the message such as developing talking points, and the formats that promotional materials will be published. Publicity needs to be done collaboratively with the work of all the other subcommittees so that there's a unified message with the design and content.

The group agreed with Ellen H that there are two publicity efforts needed. First we need to publicize the repository and get others to contribute to building it. Second we need to publicize it's the content of the web portal so that people will use it.

Gale D described the Refugee Health Information Network (RHIN) <http://www.rhin.org/> that allows uploading of materials by contributors. The resource was sponsored by NLM's Specialized Information Service in 5 states. For each item descriptive information about the review, creation of the material is added to a template viewable from the "Share Resources" tab to view the process and template.

RHIN Process:

Recommendation made via the share resources template

RHIN staff contacts producer.

RHIN steering committee reviews recommendation.

Template is completed.

The next Steering Committee meeting will be on October 11, 2007.

Submitted by: Claire Hamasu

**Attending**

Susan Barnes  
Patricia Bradley  
Ulrike Dieterle  
Gale Dutcher  
Claire Hamasu  
Ellen Howard  
Molly Moore

Judy Rieke

Mark Scully

Janis Teal

Mairead Widby

**Not Attending**

Diane Cooper

Sohail Kahn

Angela Ruffin

Jeanette Ryan