

Indiana 211 Partnership, Inc.
Full Database Committee
August 18, 2006
10:30am-11:30amET/9:30am-10:30amCT

Call in number 712-580-7700, with passcode 081806211#

Online Meeting access: <https://omsai.t2tmeeting.com/imtapp/clients/ind/ind.jsp> and Barb will provide a Conference ID and Conference Key. Please complete manual download. Remember – only Internet Explorer as browser (no mozilla), turn off pop-up blocker, etc. Please use good conference call etiquette (no background noise, no hold music, no review for online access for late arrivals)

Agenda

1. **Introductions and confirmation online** (5 min)
2. **Ad Hoc Committee Report and Review of DB Plan** (25 min)
 - a. *Ad Hoc Committee was charged by Board to create new system DB Plan; Strategy and outcomes listed below:*
 - i. Researched best practices/learnings from other states
 - ii. Defined alternatives to recurring “sticky” issues and recommending resolution for IN211 DB system
 1. proprietary – agreement to be “more generous internally, while protecting rights/uses externally” until sustainable funding is secured; clear copyright and DB uses statement (see below for more detail)
 2. duplication – agreement on short-term and long-term resolutions
 - a. long-term - divide responsibility for local, regional and national resources with “data-sharing internally”;
 - b. short-term - IRN to maintain all state and national resources; designate each center to “own” and “maintain” all agencies with home office in geographic service area; create and use “do not export” checkbox for all existing resources in DB that are designated to be “owned/maintained” by other Center/Org
 3. consistency - agreement to create IN211 Style Guide, with definitions and “standardized text entries” or “guidance” for all AIRS mandatory data elements, and a few other “recommended data elements”
 - iii. Drafted workplan with timeline for implementation
 1. Immediate priorities
 - a. “Do Not Export” checkbox with division of responsibilities assignments
 - b. Style Guide with timeline for implementation for data elements and standardized text
 - c. Immediate implementation of password-protected “Centers Only” (other partners?) statewide integrated database online, based on feedback from other website overview

- d. Online training schedule for all DB Managers statewide
- 2. Longer term
 - a. Public access to online resource database
 - b. Standardized Needs List, associated with Taxonomy
 - c. Full Taxonomy Customization and new subscription method with INFOLINE
 - d. Automated data verification process
 - e. Centralizing functions where more cost efficient to local Centers
 - f. I&R software replacement system-wide
 - g. Possible collaboration or integration with other systems, such as HMIS, CAN, state eligibility programs, etc. and/or with ACD/telephony system
- b. *Take questions from DB staffers who are NOT on Ad Hoc committee*

3. Iris Review and Tips (30-45 min)

We will review a few Iris processes that will be necessary in the coming months.

- a. Fields In Use
 - i. How to check and print current list of fields in use
 - ii. How to change the use of a field and/or add the "do not export" box
- b. Standardized Text Entries
- c. Universal search and replace
- d. Geostructure
 - i. Understanding how the geostructure works (search, setups)
 - ii. How to select setting so that search is driven by zip, or city
 - iii. How to set "service area" for programs and agencies
- e. "Local Keyword" script file
- f. Other Script files
- g. User IDs and passwords
- h. Writing queries

Next conference call/online training is scheduled for Friday, September 15th at 10:30amET/9:30amCT. We will be addressing resource database maintenance and the style guide.