



CAIR2 User’s Group
 Collaboration between the California Department of Public Health (CDPH) and the
 California Immunization Coalition (CIC)
 Meeting Minutes
 June 28, 2018 Webinar/Conference Call – 2:00 – 3:00 pm

Panelists/Presenters

- Moderator: Amy Pine, CIC
- User Group Co-Chair/Presenter: Michele Barkus – CDPH
- User Group Co-Chair/Presenter: Cecilia Sandoval – CDPH
- Cheryl Scott – QA Analyst with CDPH

23 participants on the webinar – unknown number on telephone only
 PPT slides presented – PDF is accessible [here](#)

Agenda Item	Discussion	Results/Actions
1) Welcome and introductions	<ul style="list-style-type: none"> • First meeting of its kind. Opportunity to prioritize and vote on CAIR2 issues to help improve moving forward. • Each meeting will be something new and something different 	
2) Meeting Format – M. Barkus	<ul style="list-style-type: none"> • Online Poll attempted as test to determine if technology would be good for voting moving forward – what is your favorite cookie? question – 11 people voted without issue. • Want to come up with the best recommendations 	2.a.) CDPH will investigate different polling tool(s) to use in the future. -- Will have to think about the best technology moving forward as some sites (San Benito county) seemed to block online polling software.

	<p>and strategies for moving forward and improving CAIR2. We know that there are bugs and help is needed to help prioritize what should be taken care of first, especially when it comes to patient care. We'll be asking to help prioritize bugs. Once they are set up in a software system/upgrade, you'll be asked to review them before going live as well.</p>	
<p>3) Review of expectations of User Group members moving forward – C. Sandoval</p>	<p>Expectations listed in slides</p> <ul style="list-style-type: none"> • Assist with prioritization and reviewing of upgrades • Notify the group of issues – screenshots are always best to illustrate issues! • Participate in software upgrades • Be a member of the group for up to 12 months – meetings will initially be monthly, might change to quarterly • Notify if you cannot participate • Participation is voluntary, no compensation 	
<p>4) Question for group about posting names of members on website</p>	<p>Question was asked – vote was taken as to whether or not people are comfortable with posting their names on the CAIRweb.org website.</p>	<p>There were no objections so names of User's Group members will be posted at http://cairweb.org/cair-users/user-group – the User Group page</p>
<p>5) Bugs</p>	<p>Will be sending survey results about 5 improvements that people would like to see in the CAIR system. Many of the items brought up were already in the queue for improvements and were already reported. Another task is that there is an internal CDPH bugs and Enhancements report. 2.5 will likely be coming sooner than we think. Even though something might come up really high on this committee, we want to hear about it, but at the same time we need you to keep in mind that there might be budgeting constraints and we might not be able to fix it if it's not within budget but something else might be within budget that can take its place. There is level of effort to consider for all fixes as well (11 hours vs 80 hours e.g.). Half of the scoring will be done by the User's Group via survey monkey and half of the scoring will be by the CDPH Steering Committee. Users will be scoring on user interface and how they are affected at the clinic level. For example, there is an enhancement requesting that any lots that have been deleted to be placed back in the inventory. Given that this change affects the internal audit trail, it requires a functional design document (FDD)</p>	

	<p>to be written from scratch. DXC is the CAIR vendor, through Hewlett Packard</p>	
	<p>Cecilia also demonstrated how future Survey Monkey surveys might look to solicit User Group member feedback and vote on issues. Surveys will be sent out in advance of meeting.</p>	<p>Comment fields will likely be added in future surveys. Surveys will be sent out with clear instruction and how/when to complete.</p>
6) Questions	<p>HL7 and Data Exchange issues will also be a part of this group.</p> <p>Final poll of members to ask best way to describe the clinician who administers vaccines so that they do not get confused in CAIR as clinician of record for the facility. Choices were presented as Immunizer, Vaccinator or Shot Giver. A vote was conducted in chat box of Webex.</p>	<p>Majority of respondents thought “Shot Giver” was clearest for labeling in CAIR.</p>
7) Next Steps	<p>Forward any questions to CAIR help desk at CAIRHelpDesk@cdph.ca.gov</p> <p>Next meeting will be July 26 at 1:30pm.</p>	

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