



**CAIR2 User’s Group**  
 Collaboration between the California Department of Public Health (CDPH) and the  
 California Immunization Coalition (CIC)  
 Meeting Minutes  
 June 27, 2019 Webinar/Conference Call – 1:30 – 2:30pm

**Panelists/Presenters**

- User Group Co-Chair/Presenter: Cecilia Sandoval – California Department of Public Health
- User Group Co-Chair/Presenter: Michele Barkus – California Department of Public Health
- Minutes: Amy Pine, California Immunization Coalition

XX participants on the webinar.

PPT slides presented – PDF is accessible [here](#)

Agenda Item	Discussion	Results/Actions
1) May meeting minutes	No suggested changes.	Minutes were approved and will be posted on Cairweb.org.
2) 2.5.1 Release	Testing in UAT is complete – releasing to training environment July 1 <sup>st</sup> . Will go to production if things are good from training environment.	
3) CAIR Help Desk Update	<p>In process for becoming fully staffed. Full staff is 4FTEs and 1 Help Desk Lead. As of July 5 there will be 2.6 FTEs, 1 vacant lead. Please be patient with Help Desk.</p> <p>Some forms have gone online to free up Help Desk need. Lock/unlock form went online as of April 2019. The Authorization to Release went online as of May 2019 and received a flood of requests (over 1000 requests in the month of May). Working on turning patient merges into an online process too.</p>	

4) Improvements/Enhancements	<p><b>Inventory Transaction Report -- Notes</b></p> <p>Current situation, when an update to a transaction is made, some of the reasons as to why the deduction is being done are not that descriptive. When modifying the lot, the reason codes do not match the reasons that are in the drop down as to why you are making the adjustment. Also, when you enter free notes, they don't seem to show up in CAIR.</p> <p>CDPH is seeking input about reasons that should be added to the list and is working to make sure that the notes are visible. If you have a "reason type" or "transaction types" for an inventory adjustment that is missing from current options, please put in the chat box or let Cecilia/Michele know. CDPH suggests putting reason notes at the end in the far-right column and there were no objections to that.</p> <p><b>Cancel Button</b></p> <p>There's potential confusion as to what "cancel" means in the Inventory Screen and many other screens. Hitting the cancel button creates confusion as to whether you're closing the screen, or potentially canceling the information that you just saved. Is it something that should be changed or added? Feedback was in support of potentially changing to a "done or finish(ed) or close" button instead.</p> <p>After discussion and voting, recommendation to have all "Cancel" buttons changed to "Close or Finished" Final vote decided to use the word "Close". <b>All "Cancel" buttons will please change to "Close" buttons.</b></p>
5) 2.6 Release	Now that we're almost finished with 2.5.1, it's time to start working on 2.6. See slides for the included tickets (screenshot below)

	<div data-bbox="688 134 1795 824" data-label="Complex-Block"> <p style="text-align: right;">You are viewing Michele Barkus's</p> <h2 style="text-align: center;">2.6 Release</h2> <ul style="list-style-type: none"> <li>• Includes the following tickets: <ul style="list-style-type: none"> <li>– 7160 DX- Format of MSH segment in CAIR2 ACK and RSP</li> <li>– 7238 User Login - Forgot Password successful message color change</li> <li>– 7682 Rename all reference from Clinicians to Shotgiver</li> <li>– 6626 Lot deletion – ability to reenter deleted lot numbers in Inventory</li> <li>– 7580 Inactive account message for inactive users trying to login</li> <li>– 7583 Remove case sensitivity from Security Question Answers</li> <li>– 7579 Add option to Forgot Password to go to Security Questions</li> <li>– 7436 DX – Edit Org interface changes in Data Exchange Section</li> <li>– 7177 Update to Provider Registration WSDL to add Shotgivers</li> <li>– 7563 Add functionality to Inactivate Shotgivers</li> </ul> </li> </ul> </div> <p>Many of these enhancements will make a big difference for the Help Desk staff.</p> <p>Regarding account updates, will there still be a ten-person limit for changes? Yes, but the Help Desk has the ability to add users when they get to your request so if users are forgotten after the fact, call the Help Desk and let them know.</p> <p>Is it on the road map for the Help Desk to be able to stop manually processing users? No, not necessarily. The Help Desk doesn't manually do activities for users now, it's done through Account Updates and there is still a need for a human. And CDPH can't necessarily track training if all user accounts could be created without human intervention.</p>
<p>6) Questions/Comments/Open Forum</p>	<ul style="list-style-type: none"> <li>• Reconciling of patient accounts in merging....many duplicates were removed but there are still lots of duplicates in the system as a result of data exchange and they are continuously working on that. Medical Record numbers have been helpful</li> <li>• In CAIR1, we could search on parent names, this was really helpful for children in foster care. Can CAIR2 also search on parent names?</li> </ul>

	<ul style="list-style-type: none"><li>• Good to keep the phone number a non-mandatory field since numbers frequently change.</li><li>• Please put “CAIR2 User Group” in the subject line of any emails sent to the help desk and they will find their way to Cecilia and Michele.</li></ul>
7) Next meeting	July 25, 2019, 1:30 – 2:30 pm