

## EDN Workgroup Conference Call Minutes-9/8/11

In attendance: Maura McGarty, Adam Palmer, Maureen Murphy, Phil Lowenthal, Marisa Ramos, Shameer Poonja, Sam Householder, Meghan Weems, Daniel Wenger, Jenna Kirschman, Kate Penrose, Kendra Cuffe

Minutes: Maura McGarty

<u>Topic</u>	<u>Discussion</u>	<u>Action</u>
<b>Review of Agenda and Introductions</b>	Agenda was reviewed. New member introductions. New members on the call included: Maura McGarty (TB-MA), Maureen Murphy (TB-OH), Kate Penrose (R-MA)	No changes were made to the agenda
<b>Last Meeting F/U Action Items</b>	<p><b>TB Worksheet</b> Will require CDC clearance, which will take 6 months to 1 year.</p> <p><b>Meeting Schedule</b> Suggested that calls take place every 2 months Subgroups may meet more frequently or as often as needed</p> <p><b>Inter-jurisdictional Transfer Protocol</b> Marge Higgins has developed a draft and Phil Lowenthal will review it. It is similar to the Refugee Health Inter-jurisdictional Transfer Protocol</p> <p><b>PDF Downloads</b> Request was for Alien Information Page Demographic fields (language, camp, relationship, etc.) to be available for download.</p> <p>Request for predeparture treatment to be available for download.</p> <p>Request for download of multiple PDFs at the same time (possibly by</p>	<p><b>In Progress</b>, Kendra will continue necessary steps for clearance.</p> <p><b>Complete</b>, EDN Workgroup calls will be every 2 months.</p> <p><b>In Progress</b>, Phil will contact Marge to review and they will distribute by the next EDN call.</p> <p><b>NEW</b>, Daniel Wenger will f/u</p> <p><b>Complete</b>, Info. is currently in a text file and available for download.</p> <p><b>In Progress</b>, Daniel Wenger will f/u</p>

notification date). Current Batch Print option makes one giant PDF that must be manually separated into individual files. A zip file containing multiple individual PDFs would be very helpful. These files would need to be named with something to link to a person (possibly A#). Currently, Massachusetts Refugee Program downloads the PDFs and renames the PDF with an A#, so there is a way to link it with the MA surveillance system.

## **EDN Updates**

### **New On-line Training**

Training for EDN use is in development. This will be for new and current users to learn how to use EDN. There is a Pre-test and EDN staff are looking for volunteers to pilot the training site. There are 4 new users that will be piloting and will be arranged through new requests for EDN access. EDN staff are also looking for 5 current users to pilot the test site.

**NEW** - If you are a current user and are willing to participate in piloting the training site, please contact Meghan Weems via email. ( [zav1@cdc.gov](mailto:zav1@cdc.gov) )

### **Local EDN Access**

Please remind local jurisdictions that EDN access can easily be granted. They can be branched off from the entire state.

**N/A** – reminder only.

### **Reports**

Integrating NTIP reports into EDN, reports will be available in the late Fall or early Winter. There will be a report for each NTIP indicator. Request was made for the definition of NTIP terms.

**NEW** – Kendra will email the guidance document with the definitions.

**Other**

**Overseas Medical Evaluation Scan**

Request to eliminate the piece of paper that lists the “Paperwork Reduction Act” in the Overseas Medical Documents, so less paper is needed when printing.

N/A - Some of the records are entered overseas and the page mentioned is often on the back of another page, so it would not be easy to remove. EDN staff would have to go through each record to remove the page and that would be very time consuming, therefore it is not possible.

**Page Between Records**

When batching, is it possible to add a page at the back of the file so that the records will be separated?

**Complete,** There is a separating page between records when printing.

**Issues Arising Between 2 month Calls**

Individuals can bring their issues or questions to the helpdesk and workgroup members can communicate via e-mail if problems come up. Major requests are the topics discussed on the EDN Workgroup call.

N/A – Reminder only

**EDN Call Log**

Inquiry regarding the helpdesk call log, does EDN continue to analyze the call log to identify related problems/issues?

**NEW** – Megan Weems will look at call log. Nikea Gray keeps Megan informed of the issues, so there hasn’t been a recent analysis of the call log.

**NEXT CALL  
Nov. 10, 2011  
1 p.m. EST**

Topic

Discussion

Action