



STEERING COMMITTEE

Tuesday, December 15, 2009
2:00 pm. to 3:00 p.m.
Lincoln Plaza Office Complex
Oklahoma Health Care Authority
4545 N. Lincoln Blvd., Oklahoma City, OK

Minutes

Attendees: Sandra Stokes (DRS), Connie Schlittler (OKDHS), Connie Steffee (OHCA), Fred Oraene (OHCA), Fred Cantrell (OSF), Ray Bottger (ODMHSAS), Dr. Edd Rhoades (OSDH), Dan Ingram (OCCY), Lealah Shahin (OCCY)

I. Call to Order

Sandra Stokes

Sandy called the meeting to order at 2:06 pm.

II. Data Repository

TH

Dan – Mid-January is the goal live date, and mid December is good for getting data from agencies.

Fred O. – Is live data testing good?

Dan – We need data, OSF has a set up testing center, we need names, where the testing center is located and how long it will be available.

Connie Schlittler – Can we just shoot you an email with who we're sending?

Dan – Yes.

Connie Steffee – We need to know when and how long it will take to know who we should send so it will fall compliant with their schedules.

Dan – Yes, we will let you all know once they have that set up. (To Fred O) Have you been able to export the data in xml?

Fred – Yes.

Dan – That's a big step! WID did send live data, OHCA is 2nd. What would be a good, secure transport, Fred? (Fred Cantrell) SSH or maybe SFTP or a secured copy? We're also looking at a building our own FTPS through the application.

Fred Cantrell – some places, like banks and federal government, have a secure login and there is a feature to browse to the directory to upload to.



Dan – With SFTPS we are running into the issue that the file size would be too big, we’re trying to get around that and keep from multiple logins while meeting OSF security standards. This doesn’t affect our Go-Live date because we can still hand over DVDs.
Fred Cantrell – How exciting to have the goal in sight!
Room – sounds of agreement.

III. Brochures **Dan**

Dan – Okay the brochures: we will be changing the subject matter to lean towards the resource directory and eligibility questionnaire, all the graphics and color will be about the same. We have received a quote and it will cost less than \$1500 for about 20,000 brochures.

Connie Steffee – so you will let us proof them?

Dan – Just let one of us know by email if you have any suggestions. At the next meeting we will have a proof and we’ll try and get a quorum and vote on it so we can get a PO in and get them printed out. Throughout the calendar year we’ve distributed about 50,000.

Connie Steffee – So will you be ordering 20,000 or 50,000?

Dan – 20,000.

IV. New Business **All**

Dan - As we finish the data repository, and as budget allows we are looking to expand on the eligibility questionnaire, especially with the progression of No Wrong Door.

Other than that, we will hopefully be in our new building by the next meeting.

Fred Oraene – Where is that again?

Dan – The Pasteur Medical Building on 11th and N. Lee.

Dr. Rhoades – And what day is the projected move?

Dan – January 4th and 5th, which the phones may be down at some point during that time period.

Ray – Ha, so we can have the next meeting there!

Dan – Actually, yes we would really like to, we’ll have to see where we’re at, at that point.

V. Next Meeting Date **All**

January 26, 2009 at 2:00 pm

VI. Next Meeting Agenda Items **All**

Report of web hits.

Proof of brochure

Go-Live report

VII. Adjournment **All**

All motioned for adjournment at 2:31 pm

OKLAHOMA COMMISSION ON CHILDREN AND YOUTH