

## Meeting Summary

**Public Reporting Subcommittee – December 16, 7:00am – 7:50am**

**Telephone Access: 866-910-5406 Participant Passcode: 8625307**

**Attendees:** Carole Moss (Chair), Annemarie Flood, Cheryl Kalson, Mary Mendelsohn, Roberta Mikles, Daniela Nunez, Jorge Palacios

**Absent:** Ray Chinn, Alicia Cole, Enid Eck, Frank Myers, Shannon Oriola, Dawn Terashita  
Francesca Torriani

**Handouts:** None.

### **Summary:**

Jorge worked with Roberta on the MRSA page; he asked three people to review the pages. Although computer savvy the volunteers did not have a medical background. Feedback regarding comprehension and ease of reading was provided. The volunteers reported that although the information was readable, comprehension was difficult. Jorge made adjustments and brought the reading level down from 8<sup>th</sup> grade to 6<sup>th</sup> grade for key paragraphs.

Jorge will be attending SharePoint web training in January.

There are about 23 slides to work on, 20 of which are just MRSA; Jorge and Roberta worked on approximately 5-8 slides thus far. The Subcommittee wants to see what has been done thus far and requests a due date. Cheryl will be leaving for vacation on January 2, so December 30 is the goal. The Subcommittee would like to have everything submitted by then.

Cheryl explained the approved process for the reports. Currently, both the Influenza and Infections report are currently at the Agency level. They first go to Center level, which is Loriann, then to the Departmental level (Mark Horton), then on to Agency, which is CHHS, for final approval.

Carole questioned whether Jon had made any headway with the slides, as Jon was working with Jorge. The Subcommittee would like a final draft by Christmas Eve; if necessary, each Subcommittee member can take a slide.

Carole requested that the reporting graph go on a spreadsheet with a Pagemaker overlay. That way, all hospitals will be on one page. Carole reiterated the changes to the graph (change information is available in the 12/9 AC meeting Action Items).

Cheryl reported that the HAI Epi group is working on whether we can apply OSHPD's methodology for reporting. Carole wondered if there was something similar, in the event that we cannot apply OSHPD's method. The group agreed that there should be a disclaimer re the quality of the data, as it is not good. The Subcommittee would like to see Lynn Janssen's alternative proposal.

The Subcommittee discussed the PR aspect of the report. Cheryl reported that a vanity URL can be done in-house, called a "virtual redirect." She is unsure of the turnaround time for this to be done, including whether this can be assigned before the website page is up. The Subcommittee would like to try the vanity URL to see if it links properly to the page.

The Subcommittee would like to provide a "feedback" button or a "We Want to Hear From You" link for the public to access with ideas and comments about the website, i.e., how it can be improved. The comments would go directly to Cheryl. In January 2011, Cheryl will be sharing comments received.

Daniela would like to know what type of outreach the Department will be doing, particularly Public Service Announcements, pre-report alerts and what plans there are for the Department to use the listserve that she generated.

Roberta asked if the Subcommittee could revisit the Subcommittee's meeting schedule for 2011. We will revisit this in 2011.

Next Meeting: Monday, December 27, 7:00am.

**Action Items:**

- Jorge can have the MRSA slides completed by Monday, December 27
  - Cheryl will continue to monitor the report approval process and update the Subcommittee
  - Cheryl will send Jon an email stating our deadline and asking him for an update. Included will be an offer from the Subcommittee as to which pages the Subcommittee can help with.
  - Roberta, Annemarie, and Mary volunteered to help CDPH with the slides.
  - Cheryl will get an update from Lynn.
  - Cheryl will contact IT for the turnaround time for a virtual redirect request. Cheryl will set up a “dummy page” attached to the URL to see if it works and contact the Subcommittee for immediate review. After it is confirmed working, she will take it down until the report and education piece are ready. Cheryl will also find out if and when Webtrends is available for use.
  - Cheryl will check into the public feedback request.
  - Cheryl will call Public Information to find out about a pre-report alert to the media and public service announcements (who reserves airtime).
- Cheryl will send out the meeting announcement today.