

Department of Health Meeting – May 3, 2004

Attendees: Janice Stanger, Kathy Dunaway, Gerald Skerbitz, Mike Convery, Erin Hultgren, Beth McInerny

Goal of meeting: Touch base with DOH regarding Well Certificate on Deed Schema. It is likely that the Deed will be the first document in Phase II to be submitted. The CRV and Well Certificate are ancillary documents that are associated with the Deed.

Comments from meeting:

Current Process:

Currently all Well Certificates are submitted by counties as paper documents via ground mail. Occasional faxes are accepted.

20% of all Well Certificates contain errors. DOH is able to correct 10% of these errors themselves with research on the document or making a few phone calls.

All documents are manually indexed with required information. Maps are scanned and stored as an image.

Pilot Process:

Well Certificate is an imbedded image in the Deed schema. That is still a workable solution for DOH. There are concerns about who will be responsible for printing the Well Certificate if it is stored as an image. Currently, the certificate is printed by the originator and sent to the county and then to the DOH.

DOH is also interested in the required data on the Well Certificate and would like to see how much of their required fields are XML data in the Deed (See attached matrix). By providing the DOH with the data they need in an XML format, they may eventually be able to store Well Certificates using a paperless process. XML schema can also reduce data entry errors of submitters.

DOH is concerned about establishing a connection to 87 counties who wish to submit the image or XML and image if they move to that option at some time.

Security at DOH is not as tight as in private sector and there is a concern over security of transmissions.

Next Steps:

Erin was asked to develop a matrix showing how many required field on Well Certificate are already XML data fields in the Deed.

DOH will take some time to discuss the process of receiving the Well Certificate as a electronic document from the five pilot counties.

After the fate of the ERERTF has been determined they would like to begin discussions with the ERERTF regarding the acceptance of Well Certificates from Pilot Counties.