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MEMORANDUM

To: D. Painter, CAP Coordinator, Federal Geographic Data Committee

From: R. Chen, CIESIN, Columbia University
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Date: 3 February 2006

Subject: Interim Report, USGS Award No. 05HQAG0113

We are pleased to provide this interim report for USGS Award No. 05HQAG0113, Metadata Training for Public Health Records Data, conducted by the Center for International Earth Science Information Network (CIESIN) at Columbia University (61 Route 9W, Palisades NY 10965, **http://www.ciesin.columbia.edu**).

Project Narrative

Under this project, CIESIN is collaborating with the New York City Department of Health and Mental Hygiene (DOHMH) to improve the department's metadata documentation procedures and to develop and host a series of Train the Trainers workshops tailored to meet the needs of the public health community. CIESIN has begun working with DOHMH to identify metadata needs within the agency, assess responsibilities for metadata creation and oversight, and devise a training program that is well integrated into the department work flows, GIS data creation and analysis and records management operations. CIESIN plans to conduct three in-house training sessions: an Introduction to Metadata, a Train the Trainers session and How to Host a Metadata Clearinghouse. The experience gained from working with DOHMH will serve as the basis for 2-3 additional Train the Trainer courses open to the public health community. CIESIN will also work with DOHMH to prepare a paper on our training experience and training courses for presentation at an appropriate meeting and/or for publication in a professional journal.

CIESIN staff member M. Becker and DOHMH staff member C.Goranson participated in the kickoff meeting in Reston VA on 13 -14 September 2005.

On 17 November 2005, the DOHMH and CIESIN hosted a "round table" discussion on "Metadata for City Agencies" at the DOHMH in New York City. The discussion included 16 participants, with representation from 5 different departments of New York City including the New York Police Department (NYPD), New York Fire Department (FDNY), and the Department of Information Technology and Communication (DoITT). The FDNY

agreed to help host the planned training sessions and the DoITT expressed interest in hosting training materials and announcements.

Metadata Training and Outreach Assistance

The Introduction to Metadata course has now been scheduled for 13-14 February 2006 at the FDNY training facility in Manhattan. A notice is being posted on the FGDC training calendar (http://www.fgdc.gov/calendar). It is anticipated that up to 18 individuals will be trained from New York City agencies and possibly other public health groups if space permits. This course will focus on technical and support staff who already are working with geospatial data and Geographic Information Systems (GIS), and who have basic familiarity with metadata standards.

Status of Metadata Service

We are currently reviewing the inventory of records suitable for listing on clearinghouse services and options for registering metadata records with FGDC clearinghouse nodes.

Next Steps

A second Train the Trainer course is tentatively planned for 11-12 May 2006 in Denver CO. CIESIN is working with S. Shin of the FGDC on scheduling and advertising this event. This course will be targeted to technical staff who have GIS experience in the public health arena.

The remaining training sessions for the New York region are tentatively scheduled for late March, April, and May. We are currently reviewing the schedule of public health conferences to determine the time and place for the final workshop targeted to a national audience. It is anticipated that these sessions will be completed by the summer of 2006.

Because a number of DOHMH and other agency staff will be trained as trainers themselves, the DOHMH and other city agencies will be able to continue training activities after the performance period of this project. Informally, we anticipate that CIESIN may be able to assist the DOHMH in other related areas of geospatial data management and training, e.g., advanced GIS applications.

Feedback on Cooperative Agreement

CIESIN and DOHMH have no specific feedback at this time.

Please feel free to contact me if you have any questions or comments about this report.

cc: M. Becker, J. Scialdone, G. Yetman, M. Golden, H. Smith, CIESIN
     C. Goranson, DOHMH
     M. Respo, LDEO
     V. Murray, Office of Projects and Grants