

CDC Liaison Manual

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Introduction

The Centers for Disease Control and Prevention (CDC) Liaison role started as a student project in the Fall of 2017 with the goals of:

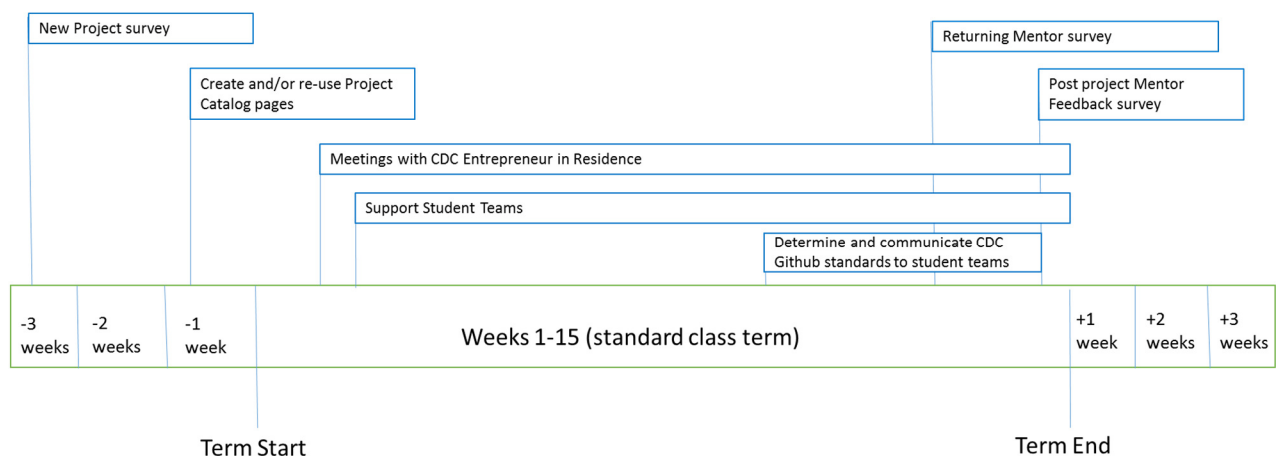
- 1) creating processes that supported the CDC's need to have project deliverables made available to the public;
- 2) gathering new project information, mentor information and publishing this to the class website;
- 3) automating these processes;
- 4) planning for next term's projects; and
- 5) working with the CDC to share success stories with Georgia Tech's communication department.

In Fall 2017, 50 unique projects were available to Introduction to Health Informatics (IHI) student teams. The CDC submitted 13 projects for consideration representing 26% of the total projects offered to students. Ultimately 9 projects were selected by student teams to research and partner with a CDC mentor.

The CDC Liaison goals evolved from two sources: feedback from the CDC to Dr. Mark Braunstein on previous student projects with a CDC mentor and the recommendations of a Georgia Tech special project team assisting Dr. Braunstein in the relaunch of the IHI class during the Spring and Summer of 2017. Going forward, the assumption is that an IHI Teaching Assistant will fill this role.

Timeline of support

This is the semester calendar for the CDC Liaison role. The IHI class is offered in Fall and Spring terms. The calendar includes work that is done prior to the semester starting as well as work needed after the semester ends. This may present a few challenges as TA's typically are not hired until the start of term.



Surveys

Three surveys were created in support of this class. Prior to class starting in Fall 2017, a Word template was used to gather new project information from the external mentors. A new project survey was created to replace the template; however, both the Word template and survey were used at the same time. Consolidating these two sources of project information into one survey will lessen the confusion of the location of project information. GeorgiaTech uses Qualtrics as its survey tool. The three surveys, originally created in SurveyMonkey were migrated to Qualtrics. These surveys can be viewed in the project documents.

1. New Project Survey
2. Returning Mentor Survey
3. Mentor Post-Project Survey

Catalog Pages

The new project information was consolidated from the Word Template or survey into a catalog page. These pages were linked to the class website and students could view more details on the project and the external mentor. The catalog page template and example can be viewed in the project documents.

Working with Dr. Braunstein and the Head Teaching Assistant

For this project, I spent most of my time working with Dr. Braunstein directly with support from Head TA, Tia Pope.

98% of communication between all of us was done via email with 2% being phone calls.

Dr. Mark Braunstein, mark.braunstein@cc.gatech.edu

Tia Pope, tiapope@gatech.edu

Meetings with CDC Staff

I worked with Paula Braun, Entrepreneur in Residence at the CDC on a regular basis. We met at least every other week via phone call and in most cases weekly depending on her travel schedule. Yaremis Sola is the CDC Github administrator and I worked with her to determine the best approach for setting up the Github for the student projects in the last five weeks of the term.

Paula Braun, pax1@cdc.gov

Yaremis Sola, kyr6@cdc.gov

CDC Github organization

Because the CDC is a government agency and the external mentors are being paid by the government while the student teams are being mentored, all project information including code must be made

available to the public. The CDC github site is the place these files are stored and made public. Student teams were requested to use the following organization structure in those repositories:

Team Name Final Project – (Directory)

- |--Deliverable 1 presentation (.pdf) and link to narration (on Youtube)
- |– Final Project Presentation – <Team Name>.pdf” and link to narration (on Youtube)
- |– Final Application – (Directory)
- |– |– catalog.pdf
- |– |– Special Instructions – <Team Name>.pdf
- |– |– Final Gant Chart – <Team Name>.pdf
- |– |– Manual – <Team Name>.pdf
- |– |– Research – (Directory)
- |– |– Application – (Directory)

Student Team organization

A spreadsheet was created to track student teams during the term. Initially, I reached out to the Teaching Assistants via Piazza and email for student team information including the project manager’s name. However, this provided inconsistent results. Some TA’s responded to me and some didn’t. The best way I found was to post a message in Piazza asking the CDC teams for the information. This then became a way for the student teams to communicate any questions they had with me and for me to communicate directions to the teams. Piazza worked very well for this task. This spreadsheet can be viewed in the project documents.