IPG Development/Support Work

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# IPG Website Updates

The IPG website is run on Drupal and development is done in Drupal, HTML, PHP, JavaScript, and CSS.

## To develop for the IPG website

You will need:

* Acquia Dev Desktop: <https://www.acquia.com/drupal/acquia-dev-desktop>
* Access to the code on BitBucket: <https://bitbucket.org/ahrq/hitgov_drupal7>
* A staging environment set up
* A database snapshot

ESAC’s development work for the IPG is done on an ESAC specific branch of the bitbucket repository, the 5493-IPG-Post-Deployment branch. We follow the following process to deploy code to the live website:

1. Development is done locally by a software engineer and checked on the local Acquia Dev Desktop
2. Code is committed to the 5493-IPG-Post-Deployment branch in bitbucket where it is automatically deployed to our staging site
3. Changes are checked on the staging site and confirmed to be bug free
4. A pull request is made to merge the 5493-IPG-Post-Deployment branch with the staging branch: legacy-stg
5. An email is sent to Ashish Pagar at DSFederal ([ashish.pagar@dsfederal.com](mailto:ashish.pagar@dsfederal.com)) to confirm the pull request and deploy the changes onto the live staging site
6. Changes are confirmed to be bug free in the staging environment at which point the pull request is made for the live branch: legacy
7. Another email is sent to Ashish Pagar to confirm the staged changes and request a deploy of the live site, which is usually completed at the end of the work day
8. Changes are confirmed to be bug free on the live site

Changes for the Drupal setup can also happen outside of the bitbucket code respository. Additional Drupal settings can be found by logging into an administrator account to the IPG itself, <https://www.healthit.gov/techlab/ipg/>

Menus to enable, disable, and edit modules and page layouts can be found in the Content, Structure, Appearance, and Modules menus that appear for administrators logged into the IPG.

# Weekly IPG Metrics

Every Friday an automated email is sent out from the IPG to anyone who would like to be on the list. Email addresses can be added/removed in the file found in the bitbucket: docroot/sites/ipg/settings.php

The email contains metrics of Total and Unique Views for the Homepage and the Map, for the past week as well as the Year-to-date.

Elizabeth Ramsey sends out a spreadsheet with the metrics logged and graphed. Due to a couple small problems with the metrics, the spreadsheet numbers do not come from the email.

* There is an internal server which is a "crawler" used for searching and indexing the website, which causes a large number of non-relevant hits.
  + When trying to disclude this crawler’s numbers from the weekly email another crawler began representing a number of hits as well.
  + The team at DSFederal who manage the database and hosts the website were able to identify these 2 specific hosts as internal crawlers (not external or harmful) but were unable to provide information on how to preemptively identify the crawlers to unilaterally exclude them from the metrics reported.
* The email has unexpectedly not been sending since June 22, 2018. The team at DSFederal is aware of the problem but unable to identify the problem.

Because of the above problems, the metrics have been acquired using direct queries from the database using the following procedure:

1. Determine the hostnames that are not valid metrics
2. Run the week’s sql queries excluding the hostnames from step 1
   1. Steps 1 and 2 SQL queries in the attached “SQL for Correct IPG Metrics” Spreadhseet
3. Copy the metrics into a new column in the excel spreadsheet “Weekly Data” tab
4. Move old weeks into “older data” tab so there are only 52 weeks in “Weekly Data” tab
5. Make sure that the “Max” column is correctly pulling data from all 52 weeks in the “weekly data” tab
6. Make sure that the “Yearly Comparison” tab is correctly pulling data from the “Older Data” and “Weekly Data” tabs
7. Check the graphs for any obvious errors
8. Send out the updated spreadsheet

# Weekly IPG Spotlight Project

Every Monday a new IPG Spotlight Project is selected on the IPG based on certain criteria. The process for this is as follows:

Monday:

* Remove the “ONC Official Spotlight” tag from the current spotlight project on the IPG
* Add the “ONC Official Spotlight” tag to the new spotlight project on the IPG
  + **Note. Adding and removing tags on the IPG through the list of available tags can delete all tags associated with a project unless the “Command” key (MAC) or the “Ctrl” key (Windows) is held during the selection/deselection process**

Friday:

* Run the SQL query to determine the next spotlight project (this will be the project starting in just over 1 week, not the project for the very next business day)
* Update the spreadsheet with the selection for the appropriate week
  + The SQL queries and list of spotlight projects can be found in the excel spreadsheet “IPG Weekly Spotlight Projects”
* Go to the project page and summarize the project in a blurb for the weekly newsletter explaining who/what the spotlight is
* Email the selection, the start date (the Monday after next), and the blurb to Sarah Harper and Anastasia Perchem ([Sarah.Harper@hhs.gov](mailto:Sarah.Harper@hhs.gov), [Anastasia.Perchem@hhs.gov](mailto:Anastasia.Perchem@hhs.gov))
  + Sarah and Anastasia will include this blurb in the appropriate ONC newsletter