

VDL Manager User Quarterly Meeting - Minutes

Date: Aug 11, 2021

Facilitator: Cindy Lowery

Scribe: Maggie Clark

Timekeeper: Julie Uppendahl

Attendees: David Blalock, April Bryant, Deborah Glass, Susan Heiress, Edna Jackson-Jones, Cindy Kaplita, Kimberlee Mann, Jennifer Marquez, Lori Masucci, Edward Micys, Kerry Milligan, Susan Moody, Jennifer Penfield, Kayte Robbins, Radhika Sahay, Julie Tracy

- Denotes Information/Presentation
- Denotes conversation/discussion

Presentation/Discussion Points:

I. Announcements

- Meeting forwarding:

Attendees were asked not to forward the meeting invitation to others. While the meeting audience is intended for the VDL Manager users, others can receive the invitation from one of the VDL Admins. This is asked of attendees to ensure whoever is invited receives all meeting updates, minutes, and other pertinent information.

- VDL revamp:

The VDL site is getting a make-over. Items are being removed, renamed, and recategorized. Part of this process includes creating ARCHIVE folders for each application. Changes in artifact locations will occur in a collaborative effort between the VDL Admins and the VDL Manager users (SMEs).

The goal of the changes is to make VDL more user-friendly and improve navigation.

II. Versioning

- The VDL Admins would like the VDL to be cleaned up and all old files moved to the archive folder. The application or package owner will need to perform this action. That will help users to know that they are only seeing the most current information/process.

- The VDL Admins are researching how long they need to keep documents. At the present time, artifacts are only moving into an Archive folder. The naming convention will remain the same. Cindy clarified that they are not creating any new documents. Rather, they are only moving the existing documents.
- There will be an archive folder for each package, not each release. There will be 1 archive and 1 active folder per package
- Mark Dawson pointed out that there are some documents in VDL that are also posted in VistA and have formerly been managed by patch number. He asked how those will be addressed.
- The VDL Admins are working to consolidate the information and standardize the naming conventions. There may be a few changes later due to system limitations (character limits, etc.) of VDL. As much as possible, the naming convention will be standardized.
- The VDL Admins are open to further discussion on the naming conventions and Cindy will set up additional calls as necessary when they are further along in the process.
- Mark stated that they have received inconsistent direction in the past on how to use VDL and requested consistent guidance and enforcement. Cindy concurred and stated that their goal is to provide clear and consistent direction.

III. Redaction and 508 tasks

- There are a lot of documents on VDL that were not redacted and there was not consistent enforcement. Going forward, all documents will have to meet the standards.
- There needs to be an effort to protect employee information, as well as PHI and PII. Any identifying information must be removed. It will be available internally and some information will be available on the anonymous server or thorough a FOIA request.
- We must ensure that all documents are 508 compliant. The VDL Admins will ask everyone to use an accessibility checker before publishing their document. The tool in MicroSoft is available to almost everyone but there are other tools that can be used. If a user does not choose to utilize the MicroSoft accessibility checker, they may be asked to produce the accessibility report documentation.
- Common Look is another accessibility checker that is commonly used.
- The 508 Compliance concern is not about warnings. It is only about errors.
- Thom pointed out that the information from the accessibility checks from session to session.
- Every document must meet the 508 Compliance standards and it is the publisher's responsibility to do this. If a document does not meet the standards, it will be returned to the publisher for correction. If the document is not corrected within the allowed time, it will be removed from VDL.

- Kayte Robbins noted the EPMO file naming standards have been adopted by their group. Cindy said they will follow up to see if this is something they can use or if there is inconsistency.
- There can be no internal VA information posted and no 800 phone numbers.
- The group requested instruction on how to fix a document, i.e. correct 508 compliance issues. The VDL Admins will research training for this area.

IV. Open discussion/chat window items

- Mark expressed concern that the edits he submitted were not included in the document updates. He asked if there will be an opportunity to discuss possible edits. Cindy will be scheduling future calls to address possible edits to the VDL User Guide. They did not have adequate time to vet all the suggestions that were received. There will be future versions of this document. The current document is Version 3.
- Cindy stressed that they do want input for editing the VDL User Guide, but they will not be able to accept every suggestion as they need to keep the document universal.
- Cindy requested feedback on the current document and process. Please bring all questions and ideas. Let them know if the process is cumbersome. They are all working on a learning curve.
- Cindy would also like feedback on the meeting. Please send a chat or email to the VDL software admin group. She wants to know both what went well and what could be improved from this meeting. She will use the input as lessons learned to improve future meetings, both flow and content.
- April asked a question about whether we were retaining the redacted or unredacted version of a document. Mark said that we must maintain the redacted version.
- April asked if team members updated both the redacted and unredacted versions of a document when needed. Mark replied that the groups he supports have all agreed to update only the redacted version.
- Susan asked what if sites need redacted info that has been removed.? Mark said this question came up during pharmacy discussion and the answer was that it could be maintained and disseminated through other channels. It is gone from VDL and possibly there is a SharePoint site or training channel. Cindy said there is not another place for the information.
- VDL Admins will research to learn the process for a product release and if the process includes moving the unredacted information to an anonymous directory as well as the location of that directory. April said her group stores it on GitHub and Software Anonymous. On patch description, there is a link to the information and to the redacted version on VDL. However, if the unredacted information is not stored then they lose valuable details.

- Meeting minutes will be posted on SharePoint and emailed to participants. Cindy will attempt to post the recording.

Action Items:

VA Software Document Library Admins:

- Research and set-up training for fixing 508 Compliance issues (both MS and Common Look tools – Susan Heiress)
- Schedule future calls to vet/discuss possible edits to the VDL user guide
- Create and distribute instructions for use of the archive folders
- Follow up on naming convention used by EPMO (Laura Manning)
- Research archiving/artifact shelf life for VDL and FOIA needs
- Research and learn the process for a product release to determine if the process includes moving the unredacted information to an anonymous directory, as well as the location of that directory.

Attendees/VDL Manager Users:

- Provide feedback to VDL Admins on what went well/what could be improved for future calls
- Provide feedback and input for revisions to the VDL Manager User Guide