## **Multimedia in Government** Sheila Nair Public Affairs Specialist OIG-HHS

#### U.S. Department of Health & Human Services Office of Inspector General



OIG.HHS.GOV/Recovery

#### Quick Links

- What's New
- Exclusions Program
- Online Exclusions Database
- E-mail List Sign-Up
- News Room

- Report Fraud
- Fight Back Against Medical Identity Theft
- Self-Disclosure Information

Stop Medicare Fraud

- Enforcement Actions
- RSS Now Available! S

#### Mission

The mission of the Office of Inspector General (OIG), as mandated by Public Law 95-452 (as amended), is to protect the integrity of Department of Health and Human Services (HHS) programs, as well as the health and welfare of the beneficiaries of those programs.

OIG has a responsibility to report both to the Secretary and to the Congress program and management problems and recommendations to correct them. OIG's duties are carried out through a nationwide network of audits, investigations, evaluations and other mission-related functions performed by OIG components.

- Learn more about HHS Office of Inspector General.
- Learn more about other Federal Inspectors General <sup>a</sup>.

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October 15, 2013

Advisory Opinion 13-13

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October 18, 2013; U.S. Attorney; District of Kansas

Indictment: Wichita Chiropractor Defrauded Health Insurers

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#### Recent Podcasts

Family Day Care Home Providers and State Health and Safety License Requirements

#### October 21, 2013

Tammy Levesque, a senior auditor for the Office of Audit Services, is interviewed by Cathy Warren, auditor for the Office of Audit Services in Boston.

- Listen to the Podcast
- Read the Related Report
- Read the Transcript

#### First Level of the Medicare Appeals Process

#### October 3, 2013

Maria Maddaloni, a team leader for the Office of Evaluation and Inspections in Boston, is interviewed by Joyce Greenleaf, Regional Inspector General for the Office of Evaluation and Inspections.

- Listen to the Podcast
- Read the Related Report
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#### September 2013 OIG Update

#### September 30, 2013 Podcast

Mike Kane, Office of External Affairs, discusses enforcement actions, OIG's testimony on Capitol Hill, and reports that were released in September 2013.

- Listen to the Podcast
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**Transformed Medicaid Statistical Information System** 

#### September 19, 2013

Nicole Hrycyk, a team leader for the Office of Evaluation and Inspections in Chicago, is interviewed by Ann Maxwell, Regional Inspector General for the Office of Evaluation and Inspections.

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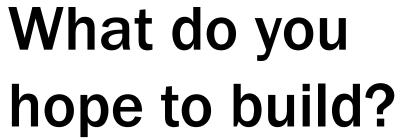
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## Taking the plunge









## Get approval from agency leadership & resolve security concerns

PPROVE

Determine security requirements for new equipment, hard drives and social media accounts

#### Match resources with media goals

- Time
- Effort
- Staff

#### Do you need to hire someone?

- Skill Set
- Experience
- Temperament



# New equipment needs & limited budgets

#### **Estimated start-up costs**

EL-1701V

2 caron

Video Cameras: \$100 - \$3000 Audio Recorder: \$100 - \$300 DSLR Still Camera: \$500 - \$2000 Off-Network Computer: \$1000+ Portable Hard Drives: \$400+ Editing Software: \$600+ Accessories: \$100-\$500

## Sample Low Budget

- Flip Camera/Camcorder (\$100)
- Audio Recorder (\$100)
- Point and Shoot Still Camera (\$150)
- Off-network Computer (\$1000)
- Editing Software (iMovie is free with Macs)

EL-1701V

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- Tripod (\$50)
- Hard Drive (\$100)
- Accessories (\$100-\$200)

## **Start simple**

#### don't bite off more than you can chew





# Follow the success of others

## Don't re-invent the wheel





# Figure out what processes work best for your organization



## How did HHS-OIG start?

- Support from leadership
- Hire a multimedia specialist
- Determine duties and responsibilities for new/current employees



## How did HHS-OIG start?

- Aimed for 1 podcast per month
- Videos for external website
- Internal video messages from the IG
- Photos & videos to build up 'stock' library

## **Content for OIG's Website**



## Requirements

- Title
- Description
- Thumbnail image
- YouTube embed code
- Transcript (508 compliance)

## **Content for OIG's intranet**



What are the requirements to post to your intranet?

## Maintenance

## Troubleshooting

**Upgrades** (software, applications, etc)

**General upkeep** (web content, photos, video)

## Before diving in, remember...

- Identify goals
- Manage resources
- Order equipment
- Create efficient workflows
- Keep content relevant

## **Questions?**