

iREMS Data Sharing Working Group Meeting Meeting Minutes – 12/18/2008

Attendees

- Wes McAfee, ATS Corporation
- Alisa Costello, ATS Corporation
- Lynsay Matthews, ATS Corporation
- Ann Gass, Southwest Housing Compliance Corporation
- Jed Graef, IPM-Software
- Jeffery K. Werrick, Georgia HAP Administrators, Inc.
- Bob Schneider, Georgia HAP Administrators, Inc.
- Terrell Graham, HDS Software
- Beverly Jackson, Quadel Consulting Corporation
- Michael Johnson, Alco Management Inc.
- Eileen Walker, MF Housing
- Naseem Saab, MF Housing
- Magaly Méndez, San Juan Field Office
- Lanier Hylton, MF Housing

Glossary

- Downloading data – HUD data and getting the data to PBCAs
- Uploading data – PBCAs data getting the data to HUD
- Reports – formatted entities with data embedded into them and pre determined with business rules and data represented in a specific way (not downloads or uploads)

- Read only view- data on a URL or website (publicly assessable data available as of the day of searching)

Background

What is the *iREMS Data Sharing Working Group*? Multifamily Housing (MFH) is establishing a working group to support as well as map out future requirements for sharing data files between the PBCA organizations and HUD's Integrated Real Estate Management System (iREMS).

What does MF Housing currently have in-place for iREMS Data Sharing? Currently, we create an XML file with some basic property information and make this single file available for download.

What are the goals of the *iREMS Data Sharing Working Group*? Our vision is to expand on the current capabilities for data sharing between HUD and its partners.

How can MFH help? Requests that we have received and ideas that we have discussed:

- Transfer to include more elements
- Transactional System-to-System data transfer
- Expand current file extract or create additional files to share additional business data
- Create a new search engine, to control / filter the contents of the file extract
- Direct access to iREMS standard reports while restricting the data to PBCA's portfolio
- Expand this concept further by providing an XML template allowing organizations to create data files (via automation) and upload them into the iREMS database

Items of Discussion

Who's around the (virtual) table? Introductions were made.

Review the meeting minutes from 11/20/2008. There were no questions or comments regarding the prior meeting's minutes.

Continue discussion of the priorities of members of the Working Group. A review of the ownership of the data and the resolution of contention of updates as mentioned in the prior meeting's minutes were discussed. It was noted that what the PBCAs and Field Office's (FO) enter are generally not the same fields. However, for any direct updates in the future there would be a need to define the fields and who owns them.

All individuals stated their priorities as introductions were made. A summary of Lanier Hylton's priorities as he sees it for the PBCAs are as follows:

1. Downloading data via a file or Web Services. In the download the PBCAs would need to confirm their own data accuracy as well as the data on the download to ensure no data updates are needed.
2. Then there is the maintenance nightmare of updating their own systems, so uploading data from iREMS to their systems. This data would include management reviews and physical inspections as well as others.
3. Then to define transactions that property management agents need to do have to successfully management and update the property. *Regarding this priority it was mentioned that the mgmt agent doesn't always know who has updated the data such as HUD or the PBCA Office, but sometimes find out that the data is incorrect. However, they don't find out until there is another problem. So...they need the ability to be able to see the data even if it's read only.*

Naseem Saab added that there is another priority besides the three listed above that can also be done to help facilitate data sharing. Let's add to the priorities a list of reports that can be done for PBCAs. *Regarding this priority it was discussed as to which medium is best for reports? Do all offices have access to excel? It seems that this is an available tool. Viewers are available and offices can also convert to another similar tool. Is there a limitation of volume of data to export to excel? In new versions there should not be. Wes McAfee indicated that Actuate has a feature to convert to excel and there is a limitation on Actuate and the conversion, but if iREMS creates the excel directly there is no limitation. This is already done for the DEC.*

The above priorities were agreed upon as the top priorities by the group.

Start discussion on establishing the 2009 Goals for Working Group.

2009 2nd^l quarter goals

1. downloading data from iREMS – iREMS is currently providing data. Before the next meeting a list of what data is being provided and the current format will be sent out to the participants. Then in the next meeting the group can come up with additional data that needs to be added. In the next meeting we can discuss frequency, and in what format the data is going to be sent.

2009 rest of year's goal

1. be able to upload data to iREMS

Another priority for 2009

1. reports

Action Items

- A list of data fields currently provided through an XML download will be sent out prior to the next meeting.

Next Meeting

Next Meeting: Thursday Jan. 22nd Time:12:00pm - 1:00pm; Room: 5155.

Meeting after Next: Thursday Feb. 19th (3rd Thursday) Time:12:00pm - 1:00pm; Room: _____.