

# iREMS Data Sharing Working Group Meeting Meeting Minutes – 01/22/2009

## Attendees

- Wes McAfee, ATS Corporation
- Lynsay Matthews, ATS Corporation
- Jed Graef, IPM-Software
- Beverly Jackson, Quadel Consulting Corporation
- Jane Erlandson, MF Housing
- Naseem Saab, MF Housing
- Magaly Méndez, San Juan Field Office
- Tom Prorok, CGI Federal
- Jeff Relkin, Quadel

## 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:**

- a. Transfer to include more elements
- b. Transactional System-to-System data transfer
- c. Expand current file extract or create additional files to share additional business data
- d. Create a new search engine, to control / filter the contents of the file extract
- e. Direct access to iREMS standard reports while restricting the data to PBCA's portfolio
- f. 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

**Meeting Agenda:**

1. **Who's around the (virtual) table?** Introductions were made.
2. **Review the last meeting minutes as of 12/18/2008.** There were no questions or comments regarding the prior meeting's minutes.
3. **Review the contents and structure of the current PBCA XML Download file (refer to the "PBCA XML File.Doc".)**  
The current file is property based and not contract based. It would be helpful to be able to get all contracts for the PBCA organization or on a contract by contract basis. Need to add contract based information such as contract\_number, and contract renewal data. It was noted that the functional area such as 'renewal data' is pretty broad and there could be hundreds of fields.

The actual fields need to be identified for this effort to add to the download. The users stated they could provide screen shots of the data needed since the actual field names are not known.

In addition it was noted that we may want to break up the downloads such as Property Information download, Management Agent Download, Contract Renewal Download etc.

In addition, add data from Project Action screens (contractor administrator items entered/reviewed)

Add additional property information such as unit counts

Add data from REAC Physical Inspection data

All participant (present or not present at this meeting) will be asked to provide the screens or data that they would like to be present on the file. In addition, provide feedback as to the preference of providing the entire portfolio or on a contract by contract basis.

4. **Discuss next steps in the 2009 Goals for Working Group.** Formats of providing the download information was mentioned, such as manually clicking and requesting an XML file, or a Web Services with specific protocols etc and a system to system download will be considered, which could be done at a later time.

Reviewed the 2009 goals which are dependant on Housing's priorities:

2009 2nd<sup>q</sup> quarter goals

1. downloading data from iREMS

2009 rest of year's goal

1. be able to upload data to iREMS

**Attached Documents:**

1. Last month's Meeting Minutes for 12/18/2008.
2. Contents & structure of the current PBCA XML DOWNLOAD FILE

**Action Items**

- PBCA organizations to provide screen prints/or fields for items needed to add to the XML download files by Feb 13, 2009.
- MFH & iREMS Team to provide Agenda and review materials prior to the meeting by the COB the Friday before the next meeting. The prior meeting minutes will be available within one week of the meeting.

**Next Meeting**

**Next Meeting:** Thursday Feb. 19<sup>th</sup> (3<sup>rd</sup> Thursday) Time:12:00pm - 1:00pm

**Meeting after Next:** Thursday March 19<sup>th</sup> (3<sup>rd</sup> Thursday) Time:12:00pm - 1:00pm