## iREMS Data Sharing Working Group Meeting
## Meeting Minutes – 02/19/2009

## Attendees

- Wes McAfee, ATS Corporation
- Lynsay Matthews, ATS Corporation
- Kara Penn, ATS Corporation
- Ann Grass, Southwest Housing Compliance Corp.
- Enrique Temes, HDS Software
- Naseem Saab, MF Housing
- Eileen Walker, MF Housing
- Bob Schneider, Georgia HAP Administration
- Tom Prorok, CGI Federal
- Jeff Relkin, Quadel
- Robert Gumenick, Quadel
- Brian Adams, CGI New York
- Marnie Hess, CGI Ohio

## 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?**
    2. **Review the last meeting minutes (refer to the attached minutes.)**
    3. **Review the attached requests & suggestions by workgroup members that were submitted through today's deadline**. See comments below regarding the attached documents.

FROM: Beverly Jackson, Senior Manager, Quadel Consulting Corporation (4 Files Total – one to be sent under a different cover due to size limits)

- Attached proposed PBCA monthly report. The currently existing CAOM report, which is not currently available to PBCAs, should be made available to PBCAs on an as requested basis where the requesting party would enter the date range of data to be included in the report.
- Attached is our requested format for portfolio owner and agent information reporting.
- Wes said that all data requested is in iREMS or available. Need to check with Debbie Lear, and if there is data that should not be available to PBCAs then we could duplicate the reports for PBCAs and eliminating the data. Wes said we need to see what report's or data is made available to the PBCAs before we check with Debbie Lear.
- The excel spreadsheet provided is in the order needed. Wes said we won't be able to please everyone, so the order may vary.

FROM: Thomas Prorok, Business Operations Analyst, CGI Federal (2 Files – one to be sent under a different cover due to size limits)

- Attached two files to document the data request. I have included only data from within iREMS.
- Requested data from eLOCCS or TRACS as well. Naseem said this can be part of this working group and the priority can be determined.
- Need to know what has been changed in the last month, so they can pull it.
- Tom said may need Event Data. Wes said that the data that events are generated on are also available in the other data requested, so this would be redundant.

FROM: Ann Grass, Director of Contracts, Southwest Housing Compliance Corporation (2 Files)

- Attached are screen shots are attached. Underneath each screen shot is a list of the fields we need. Per your request below, I also put that field list in Excel.
- Have 900 contracts to manage and need to make sure the data on the reports (from an Access Database) needs to match IREMS. Need to be able to update access easily so don't have to do it manually. Need a comma delimited file if possible. Naseem said that an ascii comma delimited file would repeat the property info over and over again to get all the contract data for that property. XML allows a one to many. Naseem said possible could be able to provide a choice of a comma delimited file or an XML. iREMS needs to check. Wes said that the XML file has a line in the beginning that is not compatible to office 2007, but if you delete it then it can be imported into Access.

FROM: Bob Sneider:

- Need a contract number to key off vs the property ID. All agree. Wes said that project actions are to a property vs a contract. Tom said that if a project action is associated to a contract the contract number is not capture at this point. Wes said that there is no way of identifying the primary contract.
- A management review is property driven, but the information is duplicated per contract per the users.

**Attached Documents:**
1. Last month's Meeting Minutes. Note: Thanks to Lynsay Matthews, from the iREMS team, for putting these minutes together.
2. Contents & structure of the current PBCA XML DOWNLOAD FILE (discuss on 1/22 meeting and attached for reference)
3. Requests & suggestions by the following workgroup members, that were submitted through today's deadline:

# Action Items

➢ Review the COAM reports and check with Debbie Lear to see if all data can be available to PBCAs.
➢ Tom Prorok will send business needs behind his screen/data request as well as a priority as to which data has a higher priority.
➢ Beverly Johnson to send the COAM data/reports that they get.

# Next Meeting

**Next Meeting:** Thursday March 19th (3rd Thursday) Time:12:00pm - 1:00pm

**Meeting after Next:** Thursday April 16th (3rd Thursday) Time:12:00pm - 1:00pm