

# iREMS Data Sharing Working Group Meeting Meeting Minutes – 03/19/2009

## **Attendees** *(in last name order)*

- Kevin Bradford
- Alisa Costello, PSI
- Ann Gass, Southwest Housing Compliance Corp.
- Terrell Graham, HDS Software
- Robert Gumenick, Quadel
- Marnie Hess, CGI Ohio
- Beverly Jackson, Quadel Consulting Corporation
- Lynsay Matthews, ATS Corporation
- Magaly Méndez, San Juan Field Office
- Kara Penn, ATS Corporation
- Tom Prorok, CGI Federal
- Naseem Saab, MF Housing
- Bob Schneider, Georgia HAP Administration

## **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. **Announce upcoming dedicated website that will be under the following main URL:**  
**<http://www.hud.gov/offices/hsg/mfh/rem/rem.cfm>**

This site is almost ready. There are some attachments that have proprietary information so they need to be approved before loading. The meeting minutes will be added here as well.

**4. Continue with Review of the data requests & suggestions by workgroup members.** Some groups have a screen scraping software. However, anything that is implemented should be able to overcome the need for this screen scraping.

The XML should support the task of needing the screens sent by Tom. The next task is dealing with the EH&S process? They can't get it until they get the report. There is a time delay and the inspector needs to post the report. Tom wants to deal first with the data download and getting the data in a timely manner. Being able to get the data out for risk management. Especially, for new properties assigned. Having XML pushed, but also being able to enter parameters to filter the data on the XML file (this could be done via reports??).

Ann – agrees with Tom's goals and priorities.

Jeff – Biggest priority is EH&S and would like something like an email sent that doesn't rely on them to login every day. At one point the email from HUD could not be done.

Beverly – agrees with Tom's goals priorities but adds that the synchronization with owner/agent is a higher priority.

We need analysis on infrastructure and means now and need requirement from HUD/PBCAs. Also, need to think about how we are going to get this data and what means we currently have that can be utilized such as reports.

**Following are reference to the previously submitted files that we started discussing in February:**

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

- The currently existing COAM 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.

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

Per the notes from the last Data Sharing Working Group I have created two files to document the data request. I have included only data from within iREMS. If data from eLOCCS or TRACS would be available please let

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

My 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.

**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 (discussed during the 1/22 meeting and attached for reference)
3. Follow-up document from Thomas Prorok to make the business case for the CGI data requested. He has provided the attached "Data Priority - follow up 2-13-09.xls" to show how the data could be used and the data request has also been prioritized.

**Action Items**

- Group to think about what reports they need vs the data in the XML file
- Lynsay Matthews to provide guidance on the next agenda in terms of analysis/requirements needed.

**Next Meeting**

**Next Meeting:** Thursday April 16<sup>th</sup> (3<sup>rd</sup> Thursday) Time:12:00pm - 1:00pm

**Meeting after Next:** Thursday May 21<sup>st</sup> (3<sup>rd</sup> Thursday) Time:12:00pm - 1:00pm