

iREMS Data Sharing Working Group Meeting Meeting Minutes – 04/16/2009

Attendees

- Ann Christensen
- Ann Gass, Southwest Housing Compliance Corp.
- Eileen Walker
- Naseem Saab, MF Housing
- Alisa Costello, PSI
- Kara Penn, ATS Corporation
- Zuleika Abdul, ATS Corporation
- Bob Schneider, Georgia HAP Administration
- Tom Prorok, CGI Federal
- Kevin Bradford
- Magaly Mandez
- Lorri Farrell
- Terrill Graham
- Colleen Bloom

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. Continue to discuss data needs with the users for Phase I. This will include the Project Action, Management Review Data and Physical Inspection/EH&S areas of the system.

Minutes from Meeting

The URL <http://www.hud.gov/offices/hsg/mfh/rem/rem.cfm>

- The site has been created to house any documentation associated with this project.
- There are some documents that may not appear because this is a public site.
- The users were asked for feedback regarding their use of the site so far.
 - According to Tom Prorak – the site looked good and he would like to see the additional attachments he and Beverly provided made available via the site.
 - According to Bob Schneider – the site looked good
 - Users suggested that the site include the email and phone numbers of the members on the project
 - Someone also asked if an up to date Data Dictionary could be added to the site as well. According to Naseem adding a Data Dictionary may be a bit of a challenge since there is not a DED for iREMS right now. However, there is one for MRPD that we use for reports. Naseem has offered to make this dictionary available on the site.

Data Sharing

- It was agreed that data needs should be discussed via webinar so that all could review the screens at once. A webinar will be set up for the next meeting by Naseem. If this method does not prove useful Kara and Lynsay will attempt a different approach.
- Reports will be handled in Phase II of this project

Data Transfer to PBCAs

- It was determined that the 3 items of priority for data would be:
 - Project Actions
 - Management Review Data
 - Physical Inspection/EH&S
- Remaining Items
 - Participant Data
 - Contract/Renewal Data
 - Financing
 - Financial Submissions
 - Occupancy/Address Information
 - Additional data not included here

The First Data Need discussed was Management Review Data

- Management Review Data Needs
 - The Data needed from Management Review would be:
 - Scheduled Date
 - Review Type
 - Performed Date
 - Report Date
 - Response Due Date
 - Closed Date
 - Overall Rating
 - Date/Time Range: any review with no Report Date or where that date is within the last 45 days
 - Suggested Fields to add to report would be:
 - REMS ID#
 - Contract #
 - Last time screen updated
 - Field for Appeals
 - Field for Comments
 - Optional Functionality
 - Pick a data range and property ID
 - Request via single contract or property - Several Users felt contract to contract would not be helpful
 - Request entire portfolio – Several Users prefer this option
 - Questions from Naseem to think about
 - How many management reviews would you like to be able to go in and look for?
 - Suggestions were: only one review, the last 6 reviews and an option to search by date range (set parameters)
 - Would you like to search for a specific contract or Property ID or the entire portfolio?
 - Request using zip code type or system to system?
 - General Comments from the User(s)
 - It is possible that the PBCA's could create a program on their side that could pull the data from iREMS.

A review of the Management Review Data will be completed before we go forward with Project Actions and then Physical Inspection/EHS. The data elements for Project Actions will be made available before the webinar scheduled for May 21, 2009.

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 May 21st (3rd Thursday) Time: 12:00pm - 1:00pm

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