PREVENTION MONTHLY AIRS CALL MINUTES – NOVEMBER 13TH, 2023

***Did someone forward you these meeting minutes**? If you'd like to be added to the distribution list to receive the invites and minutes for the Prevention Monthly AIRS call, please email PreventionDataUnit@health.ny.gov*

Attendees

Agency	
Action For a Better Community	Latino Commission on AIDS
AIDS Community Resources	Mount Sinai Medical Center
Albany Damien Center	Osborne Association
Asian & Pacific Islander Coalition	Pathstone Corporation
Bronx Móvil	Planned Parenthood Mohawk Hudson
Bronxcare Health System	Planned Parenthood Nassau
CAMBA, Inc.	Research Foundation of SUNY Brooklyn
Centro Civico Of Amsterdam	Safe Horizon
Circulo De La Hispanidad	South Brooklyn Legal Services
Community Health Action of Staten Island	Southern Tier AIDS Program
Community Health Care Network	St Johns Riverside Hospital
Cornerstone Family Healthcare	The Mary Imogene Bassett Hospital
EOC Of Suffolk	Trillium Health
Erie 1 BOCES	Urban League of Westchester County
Gay Mens Health Crisis	Vocal-NY
Haitian Centers Council	Voces Latinas
Harm Reduction Coalition	Womens Prison Association
Hudson Valley Community Services	Wyckoff Heights Medical Center
La Nueva Esperanza, Inc.	

***AIDS Institute Staff:** Donald Lee, Marum Sadiq, Maureen Burns, Sara Seo, William McCart*

Full Recording

Full Recording Here (approx. 32 minutes)

Important Announcements

AIRS 9.0.60 is here!

Upgrade files can be found at Freshdesk - You must upgrade to AIRS Version 9.0.60 before you will be able to upgrade to any future versions.

Please add PreventionDataUnit@health.ny.gov to your emails Safe Sender list so our emails don't bounce back or go to your junk folder!

Please backup your data and verify that its being done correctly

Guide To Backup AIRS using AIRS Utilities & AIRS Backup Protocols

Meeting minutes from previous monthly conference calls can be found here

AIRS and ERA

1. AIRS current version -- 9.0.60 (Released 12/1/23)

   - You can find instructions for upgrading and upgrade files at Freshdesk
   - If you are having any technical issues while trying to upgrade or after upgrading, please contact NetSmart – SUPPORTAIRS@ntst.com
   - **This version of AIRS is required for the RSR submission**
   - **This version of AIRS is required to have access to the new SDOH mapping required for some initiatives.**
   - Please set aside some time to get your AIRS system upgraded in a timely manner.
   - Please review and share the Release Notes as appropriate
   - **You must be upgraded to AIRS Version 9.0.60 or you will not be able to upgrade to future versions**

2. ERA current version - 1.0.9.8
   - The Data Unit is available to assist you or your IT department with installing or upgrading ERA. Please email: PreventionDataUnit@health.ny.gov for assistance
   - A new version of ERA is underway and stay tuned for a release date!

3. AIRS Training
   - AIRS training documentation and videos can be found at www.airsny.org
   - Online training occurs monthly, and it is recommended to sign up at www.airsny.org to receive notifications of these trainings

4. The future of AIRS is underway
   - At this stage, there are no solid dates we can give you for the timeline of this project.
   - **Comments and questions about the future of AIRS can be sent to** FUTUREAIRS@health.ny.gov

Mapping Updates

1. Most outstanding planning files have been sent out.
   a. The data unit was contacted by a small number of AIRS users who continuing to hold data entry and were unaware that they had already received a planning file
      i. **If you are unsure if your agency has been sent a new planning file**, you can check your RCMR, it will tell you the last time your agency was sent a mapping and the last time a map was loaded into your AIRS system.
      ii. **If you are unsure if your agency has loaded a new planning file**, you can use ERA to look at the *Planning Data Report – Active Services,* please reference the meeting recording for a demonstration on how to do this.

Agency Extract and Mapping Dates

Data below is based on AIRS data entered through -- **09/18/2023**

AIRS Version	9.0.54	
Extract Created	09/18/2023	
Last Backup	09/18/2023	
Mapping Updated	06/06/2023	
Mapping Sent	06/06/2023	Agency should load their mapping file or a new one should be sent for them to load.
Mapping Loaded	01/27/2023	
Target Created	09/13/2023	

2. The new SDOH service category will be available for certain initiatives in AIRS Version 9.060
3. CSP CDI and MSA contracts are going through some naming changes, no changes are required on your side to make this change, the updated names will show when you receive your new planning files.
    a. MSA = DOP MSA
    b. CSP = DOP RPSS
    c. CDI = DOP CDI
4. If your agency has both CDI and MSA funding, the two programs will be collapsed, and data entry will only be needed once under one singular MSA program. If you only have CDI funding nothing will change for you.
5. Making data maps is the last step in the process. Thank you for your patience!

Backing Up

1. Friendly reminder to back up your system on a regular basis.
    - If you lose your data and don't have a backup it can take MONTHS to get it back, and it will not be complete
    - **Please verify that your backups being run through utilities are being saved to the correct folder and then save them on an encrypted external flash drive as well.**
    - **Your IT team is responsible for any nightly server backups.**
    - Be sure to perform a backup before creating and submitting extracts. This way the backup information will be reflected in the data being sent to us in the extracts.
    - Your RCMR will tell you when your last recorded backup was:

Agency Extract and Mapping Dates

Data below is based on AIRS data entered through -- **10/31/2023**

AIRS Version	9.0.54	
Extract Created	10/31/2023	
Last Backup	07/09/2023	Agency should be contacted and asked to perform an AIRS Utility backup.
Mapping Updated	10/20/2023	
Mapping Sent	10/20/2023	
Mapping Loaded	10/23/2023	
Target Created	09/27/2023	

- You can also check when your last Utilities backup was by logging into AIRS, click on system, and then About AIRS. You will see the following information:

Contact the Prevention Data Unit

- If you have any general questions or requests for the Prevention Data Unit, you can direct those requests to PreventionDataUnit@health.ny.gov

Meeting Minutes Attachments and follow up materials

Email attachments:

- AIRS Upgrade Version 9.0.60 release notes

Previously shared but always useful:

Backing up:

- AIRS Backup Protocols
- How To Backup AIRS using AIRS Utilities

Running and submitting your AIRS data extracts:

- **Check out the** video tutorial on the new extracts process here
- **Check out the new guide on** How to Create and Submit Monthly Data Extracts (10/2023)

How to enter HIV testing in AIRS:

  - CTR Module in AIRS: How2 Enter CTR

Getting the most out of ERA for program monitoring and evaluation – Installing, Upgrading and Available Reports

- ERA User Guide

The December Conference Call is Cancelled! Happy Holidays!

Next Prevention conference call is Monday January 8th, 2023, at 10am

Suggestions for topics and trainings are always welcome!

PreventionDataUnit@health.ny.gov