PREVENTION MONTHLY AIRS CALL MINUTES – AUGUST 14TH, 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
AIDS Community Resources
Alliance for Positive Health
Asian Pacific Islander
BOOM Health
Bridging Access to Care
CAMBA
Caribbean Womens Health Assocation
Catholic Charities
Centro Civico of Amsterdam
Circulo de la Hispanidad
Community Health Action of Staten Island
Cornerstone Family Healthcare
Cornerstone Family Healthcare
EOC of Suffolk
Erie 1 BOCES
Harm Reduction Coalition
Hetrick Martin Institute
Housing Works
La Nueva Esperanza
Latino Commission on AIDS
Long Island Crisis Center
Make the Road New York

Agency
Montefiore Medical Center
Mount Sinai Medical Center
New York University School of Medicine
North Shore University Hospital
Osborne Association
Oswego County Opportunities
Pathstone
Planned Parenthood Mohawk Hudson
Planned Parenthood of New York (Nassau)
Research Foundation of SUNY Brooklyn
Safe Horizon
Southern Tier AIDS Program
St. Johns Riverside Hospital
Syracuse Model Neighborhood Facility
Trillium Health
Turning Point Inc.
United Bronx Parents
Urban League of Westchester County
Vocal-NY
Voces Latinas
Westchester Jewish Community Services
Wyckoff Heights Medical Center

AIDS Institute Staff: *Maureen Burns, William Mccart, Marum Sadiq, Donald Lee, Jeannine Tusch, Ron Massaroni, Sheri Friedberg, Zoe Clandorf*

Full Recording

Full Recording Here (approx. 33 minutes)

Important Announcements

AIRS 9.0.54 is here!

Upgrade files can be found at Freshdesk

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

Backup attestations will be sent out soon.

Guide To Backup AIRS using AIRS Utilities & AIRS Backup Protocols

Sign Up to be Notified of Upcoming AIRS Trainings here: AIRSNY Mailing List

Meeting minutes from previous monthly conference calls can be found here

AIRS and ERA version

1. AIRS current version -- 9.0.54 (Released 6/29/23)

   - You can find instructions for upgrading and upgrade files at Freshdesk
   - Thank you to all 96 agencies who have responded to our requests to upgrade!
   - If you are having any technical issues after upgrading, please contact NetSmart – SUPPORTAIRS@ntst.com
   - **If you upgraded your system on or after 7/13/2023 your about AIRS about section under the system menu should say [*Special build:9.0.54a *] and this special build includes the patch needed for SEP programs within it.**

2. The next AIRS/Utilities upgrade (estimated release October 2023)
   - **Utilities Upgrade** will include improved table repair options, more unified upgrade process, auto generation of Support Tickets (for outlook users), changes to default folder location requirements, password length flexibility, SDOH mappings.
   - 30-40 optional fields will be removed
   - **You must be upgraded to AIRS Version 9.0.54 before you upgrade to this new version**

3. 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!

4. Resolving Duplicate Clients
   - Two separate reports must be printed for the 'Sender' client before merging duplicate clients:
     - The Client Intake (go to the sender client's intake form and print it)
     - The Client Profile report (located under Reporting/Client Information/Client Profile)

- Multiple duplicate clients can be merged in to one single client, but it must be done one at a time. For example, you must merge one duplicate into another and then that merged client can be merged into the next.

5. 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

6. The future of AIRS is underway
    - This is a slow and steady process; we are currently looking for software developers
    - 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

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
    - We will be sending out backup attestations soon to confirm that agencies are following backup protocols

Mapping Updates

1. Half of the year 2 HHS contracts have received their mappings; Brand new contractors or contractors who had a break in funding will receive new AIRS systems, William will be in touch.
2. New YMSM and YHA mappings are making their way through admin, making data maps is the last step in the process. We estimate that these mappings will be sent in a few weeks, thank you for your patience!
3. YMSM, YHA, MSA, CDI, and CSP contracts are beginning a new 5-year cycle. Data entry can continue after you receive a new planning file.

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

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** written instructions on the new extracts process here!

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

Next Prevention conference call is Monday September 11th, 2023, at 10am

Suggestions for topics and trainings are always welcome!
PreventionDataUnit@health.ny.gov