



## PREVENTION MONTHLY AIRS CALL MINUTES – APRIL 10<sup>TH</sup>, 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](mailto:PreventionDataUnit@health.ny.gov)*

### Attendees

Agency
ACR Health
Action for a Better Community
Alliance for Positive Health
APICHA
Bridging Access To Care
Bronx Care
BronxWorks
CAMBA
Caribbean Women's Health Association
EHS
CASWNY
Pride Center of WNY
Centro Civico
Circulo de la Hispanidad
Cornerstone Family Healthcare
Dominican Women's Development Center
EOC of Suffolk, Inc.
Erie 1 BOCES: Leaving Our Legacy
FSNNY
Haitian-American Community Coalition, Inc.
Hispanic AIDS Forum
La Nueva Esperanza

Agency
Latino Commission on AIDS
Long Island Crisis Center / PFY
Make the Road NY
Mary Imogene Bassett
Montefiore
Mount Sinai (IAM)
Osborne
Oswego County Opportunities
Pathstone Corporation
Planned Parenthood of Greater NY
Southern Tier AIDS Program, Inc.
St. John's Riverside Hospital
Syracuse Model
The LOFT
The Research Foundation for SUNY HEAT Program
Trillium Health
Urban League
URMC
Voces Latinas
Women's Prison Association
Wyckoff Heights Medical Center

**AIDS Institute Staff:** Christy Carey, Colleen Flanigan, Donald Lee, Jason Pendergast, Julie Harris, Marum Sadiq, Maryland Toney, Maryline Alexis-Philippe, Maureen Burns, Nkechi Oguagha, Ron Massaroni, Sheri Friedberg, Sue Flavin, Tien-Huei Tung, William McCart

### Full Recording

[Full Recording Here](#) (approx. 58 minutes)

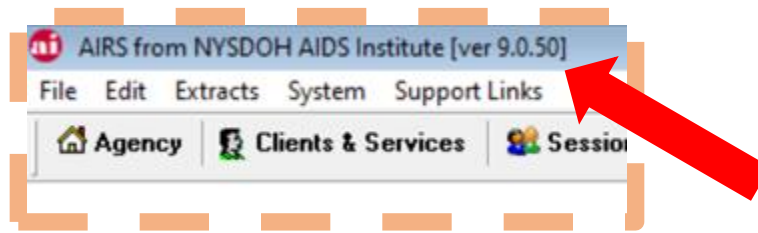
### IMPORTANT!!!!

#### **Upcoming AIRS Basic Training! -- TUESDAY, MAY 16 10:00am-12:30pm – Online**

For new users, folks looking for a refresher or those in search of pro-tips! Included are discussion, demonstration, and the hands-on data entry of client intakes, client historical information, program enrollments, encounter information, group enrollments, group activities and session encounters. An overview of the Agency and Reports modules is also included.

Click [HERE](#) to register. The link to the specific training will be sent a day before the scheduled class date.

### 1. AIRS current version -- 9.0.50 (Released 1/23/23)



- Thank you to those who have responded to our requests to upgrade!
- If you are having any technical issues after upgrading, please contact NetSmart – [SUPPORTAIRS@ntst.com](mailto:SUPPORTAIRS@ntst.com)

### 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.org](mailto:PreventionDataUnit@health.ny.org) for assistance

### 3. AIRS upgrade and Utilities Upgrade

- **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 *This has been pushed back until after the next AIRS Upgrade*
- **AIRS Upgrade** due out in late Spring *Estimated release in June*
  - The problems reported with cutting and pasting into progress notes has been identified, but the fix cannot be deployed in the next upgrade package. It's on the list for the Fall/Winter upgrade
    - If you are experiencing issues with AIRS it's important to let Netsmart know – they need a system actively experiencing an issue as an example to troubleshoot problems and develop fixes

### 4. New mapping files

- YMSM, YHA and HHS mappings are in development – if you have questions, please reach out to your contract manager
  - New mapping options will be available for Social Determinants of Health (SDOH) activities funded under YMSM and YHA
- CHI mappings will be slightly tweaked to add some additional services to the LNS mapping
  - A new set of forms for CHI programs will be going out shortly – these will likely come directly from OCJS

### 5. 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

### 6. Client Close Utility demonstration

- There are hundreds of thousands of clients “open” across all AIRS systems that haven't received services in many years
  - For programs who do data entry for groups (IDG) this can create a huge burden when doing batch group enrollments and selecting group attendees for specific sessions
  - Looking towards to new system that will eventually replace AIRS, it will be important that inactive clients are properly disenrolled/closed prior to any possible transfer of data from the old system to the new
- When you use the utility you can decide how far back you want the system to “search” for activity to determine who to consider inactive – if you aren't sure, start with a longer time period and you can increment up

- The utility allows you to assign a program disenrollment/agency case closure reason of Administrative Closure so that it is easy to tell the difference between a “real” closure reason (Complete Service, Lost to Follow up, etc) and clients closed as part of the bulk process
- Video training is here: <https://www.youtube.com/watch?v=4f7n2pgPTEk&feature=youtu.be>

#### 7. AIRS Training

- AIRS training documentation and videos can be found at [www.airsny.org](http://www.airsny.org)
- Online training is ongoing monthly, and it is recommended to sign up to receive notifications of these monthly trainings.

### **Collecting and entering HCV Status in AIRS**

- We were joined by our colleagues from the Bureau of Hepatitis Health Care to discuss best practices around HCV testing **as well as expectations around entering and updating HCV status for PLWHA served in Prevention Funded programs**
  - Questions on entering HCV status can be sent to the Prevention Data Unit or Colleen Flanigan ([colleen.flanigan@health.ny.gov](mailto:colleen.flanigan@health.ny.gov)) and Jason Pendergast ([jason.pendergast@health.ny.gov](mailto:jason.pendergast@health.ny.gov))

### **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](mailto:PreventionDataUnit@health.ny.gov)

### **Meeting Minutes Attachments and follow up Materials**

- Attachments related to this call:
  - Entering HCV Status Refresher Webinar (email attachment)
  - HCV Lab Test Cheat Sheet for HCV results (email attachment)
  - HCV Status Definitions (email attachment)

Previously shared but always useful:

#### **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!](#)

#### **Ensuring your AIRS Back Up is secure:**

- [How To Backup AIRS using AIRS Utilities](#) document

#### **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 May 8<sup>th</sup>, 2023, at 10am**

***Suggestions for topics and trainings are always welcome!***