



PREVENTION MONTHLY AIRS CALL MINUTES – JANUARY 19TH, 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
ACQC
ACR Health
Action for a Better Community
Albany Damien Center
Alliance for Positive Health
APICHA Community Health Center
BOOM!Health
BronxWorks
CAMBA
CANDLE
Caribbean Women's Health Association
Catholic Charities
Centro Civico
CHASI
Circulo de la Hispanidad
Community Healthcare Network
Cornerstone Family Healthcare
Cornerstone Family Healthcare
Diaspora Community Services
EOC of Suffolk
Erie 1 BOCES: Leaving Our Legacy
Erie County Dept Health
GMHC
Grand Street Settlement
Harm Reduction Coalition

Agency
HMI
Housing Works
La Nueva Esperanza
Latino Commission on AIDS
Long Island Crisis Center, Inc.
Mary Imogene Bassett
Mount Sinai Hospital
Northwell Health
Osborne Association
Oswego County Opportunities
Planned Parenthood (Nassau)
Planned Parenthood (NYC)
Pride Center of Western NY
Southern Tier AIDS Program, Inc.
St. John's Riverside
SUNY Downstate
Syracuse Model
The Door
Translatinx Network
Trillium Health
University of Rochester
Urban League of Westchester County
WJCS Center Lane
Women's Prison Association
Wyckoff Heights Medical Center

AIDS Institute Staff: Beth de Leon Stevens, Dayna Griles-Brown, Don Lee, Holo Toure, Janice Williams, Jeannine Tusch, Maureen Burns, Ron Massaroni, Sheri Friedberg, William McCart

Full Recording

[Full Recording Here](#) (approx. 48 minutes)

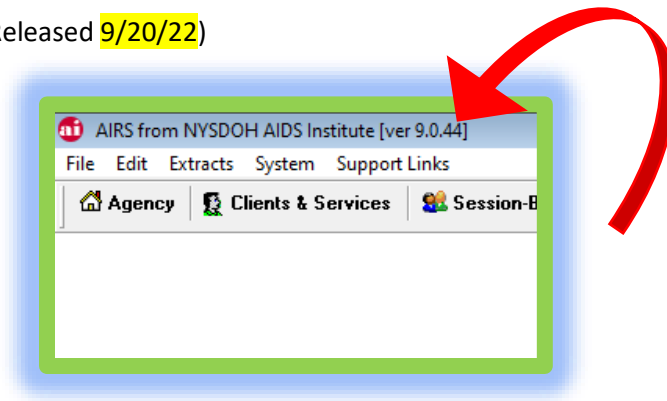
IMPORTANT!!!!

[Did you know you can review past meeting minutes?](#)

Peruse the last 12+ months of meeting minutes at your leisure by stopping over at the [meeting section of airsny.org](http://meeting.section.of.airsny.org)

AIRS and ERA version

1. AIRS current version -- 9.0.44 (Released 9/20/22)



- If you are having any technical issues after upgrading please contact NetSmart
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 for assistance
 3. AIRS upgrade and Utilities Upgrade
 - **AIRS Upgrade** expected January – this upgrade should be performed as soon as possible by all agencies, but RSR agencies in particular will need to upgrade right away
 - **Utilities Upgrade** will follow the AIRS upgrade and improve upon many areas of utilities, including the expanding the character limit of the password field and streamlining the upgrade/patch process
 4. Re-indexing to address and prevent AIRS errors
 - There have been a variety of system errors reported by users across different agencies – System Administrators are **encouraged to do routine Re-indexing of their AIRS system**, which can help prevent these issues from occurring
 - Re-indexing is done in Utilities, so all users must be logged out of AIRS when it's being performed
 - Please continue to report errors via Support Tickets to Netsmart or by reaching out to the data unit
 5. Mapping/Planning files – planning files are pending for contracts/AIRS programs across several initiatives.
 - Contracts are winding their way through approvals and administrative processes and mapping files will be sent out as soon as we are able – there is a very high volume of contracts being processed at this time
 - **We are aware that being unable to enter data into AIRS for one or more programs places strain on agency workflow and sincerely appreciate your patience!**
 - If you have questions about your specific program(s), please reach out to your contract manager
 6. Friendly reminder to remember to backup your system on a regular basis
 - Data loss is \$Expensive\$ and time consuming!
 7. AIRS Redevelopment meeting
 - The process of planning for a new data collection system has begun and the AI would like to hear feedback, comments, suggestions from funded providers
 - Interested staff are encouraged to attend one of the sessions in late January
 - January 24th 10-11:30 am
 - January 25th 2-3:30 pm
 - **Registration is required and will close on Friday January 13th**
 - Both meetings will cover the same content so there is no need to attend more than once
 - If you are unable to attend either of the sessions there will be more opportunities in the future to provide feedback

8. AIRS Training

- AIRS training documentation and videos can be found at www.airсны.org
- Online training is ongoing monthly and it is recommended to sign up to receive notifications of these monthly trainings.

9. Data Unit response times

- The Prevention Data Unit is currently understaffed, so response times may be longer than usual
 - Urgent requests are followed up on as soon as possible
 - Some types of issues that we might ordinarily troubleshoot directly may be referred to Netsmart, depending on urgency and staff availability
 - For less time sensitive issues, if you've reached out and don't hear back within a few days please let us know – we work to respond to all emails, but a gentle reminder is always welcome

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
 - If you have a direct question for William or Maureen
 - William.Mccart2@health.ny.gov
 - Maureen.Burns2@health.ny.gov

Meeting Minutes Attachments and follow up Materials

- Attachments related to this call:
 - Resharing the email that went to providers about the AIRS Redevelopment listening sessions – **don't forget to register by 1/13/2023 if you plan to attend a session!** (shared as 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, February 13th, 2023 at 10am

Suggestions for topics and trainings are always welcome!