



**IFMS Advisory Committee Meeting Minutes
November 14, 2019**

ATTENDEES

Region	Name	Present	Region	Name	Present
NAFDPIR	*Mary Greene-Trottier	✓	Southwest/Southeast	*Elliott Sarracino	✓
NAFDPIR	*Jaime Prouty		Southwest/Southeast	*Sam Spang	
NAFDPIR	*Marissa Fuller		Southwest/Southeast	*Anna Sterner, #Julie Shaffer	✓
NAFDPIR	Corrie Jefferson for *Rex Hailey	✓	Western	*Benita Lewis	
Midwest/Northeast	*Joe Van Alstine	✓	Western	*Greg Nothstine	
Midwest/Northeast	*Kris Schwiderson	✓	Western	*AC Sanchez	✓
Mountain Plains	*Red Gates	✓	FNS	*Linda Munday	✓
Mountain Plains	*Brooke Black	✓	FNS	*Mike Baker	✓
Mountain Plains	*Connie Thompson	✓	FNS	*Dennis Sullivan	✓
Southwest/Southeast	*Jerry Tonubbee, #Rachel Yandell, Mary Gates, Jamie Anderson, James Alexander, Tawanna Adams	✓	FNS	Todd Griffith	✓

* Committee Members, # User Forum Members

Action Items from Last Meeting

Action Item	Person Responsible	Completed
None		

IFMS Advisory Committee Meeting Minutes November 14, 2019

I. IFMS Deployment Activities

A. Deployment Planning

The IFMS team is working on the deployment plan for IFMS. Launch is estimated to start in the second quarter of CY20 and be completed in the first quarter of CY21.

Deployment planning takes many factors into account such as: Internet status, user preference, AIS data conversion, tailgating, and the number of distribution locations and participants.

We anticipate having a pilot beginning in April and beginning a rolling deployment in June.

B. Activities to help with Planning

To complete the deployment planning process, the team is working on three priority activities that will require ITO participation:

- Collect information about internet connectivity for each ITO so that the team can understand and recommend internet solutions where needed
- Capture AIS data from each ITO to develop and test IFMS conversion scripts
- Capture launch readiness responses

These activities will be consolidated as much as possible to reduce the burden on ITOs.

C. Launch Readiness Action Plan Next Steps

The next steps in preparing everyone for launch:

- We need everyone who has not already done so to respond to the internet survey.
We are asking that our Committee members engage the remaining non-responders.
- The IFMS team will work with the ITOs that have internet connectivity issues identified in the internet survey and will recommend solutions, and they will request AIS data and ask launch readiness questions.
- For those programs that respond to the internet survey that do not have any internet connectivity issues, the IFMS team will request AIS data and ask launch readiness questions.

The IFMS team would like to complete all of these activities by the end of the calendar year.

IFMS Advisory Committee Meeting Minutes November 14, 2019

II. Demonstration Schedule

In October we demonstrated household functions. Today we demonstrated inventory management functions. In December we will demonstrate reports on December 12th. In January we will demonstrate issuance.

III. Feedback from October User Forum

At the October User Forum, we received the following additional functionality that ITOs would like to see in IFMS.

- View the count of certified households of each household size within my ITO
We are working to include this report in IFMS.
- View how many households have been certified/recertified and by whom within my Ito this month
We are working to include this report in IFMS.
- Inactivate a member for an IPV and still allow children to pick up food
We are adding reason codes for inactivating a household member for a SNAP IPV, FDPIR IPV, and Failure to Pay Claim. Children would still be able to pick up food.
- End certification this month when a household is marked inactive
We will be adding this functionality.
- Create and view certification appointments for all certifiers within my ITO
We will be adding this functionality.

IV. IFMS Demonstration

IFMS has user based roles. The demonstration focused on an inventory management specialist who is responsible for performing inventory functions in the system. The demonstration covered inventory management searching and viewing options and inventory management transactions including receipts, adjustments, physical counts, nutrition education, and transfers.

V. IFMS Benefits

There are some new features in IFMS that are not available in AIS that were demonstrated:

- View and create inventory transactions from the same screen

IFMS Advisory Committee Meeting Minutes November 14, 2019

- Search inventory transactions for a material code
- Data entry validation
- Linked process for inventory transfers. That is, if you indicate that you are transferring inventory to a different warehouse, that warehouse will see what is being transferred to them and accept the inventory into their warehouse. This reduces data entry and data entry errors, and shows traceability of inventory movement.

VI. IFMS User Experience Sessions

User Experience sessions are an opportunity to directly interact with IFMS. For example, the IFMS team previously demonstrated how to create a household and household members and to inactivate members as needed. The User Experience session would be an opportunity for Committee members to create the household and household member themselves in IFMS. There will be similar sessions after inventory, issuance, and other functionality is demonstrated.

This is a great opportunity for our Committee members to participate. To participate:

- Respond to the internet survey – all Committee members have completed the survey
- Meet basic requirements for internet speed and web browser
(The IFMS team will work with participants to address internet issues if needed)
- Participate via WebEx
- Attend multiple 90 minute sessions over the next few months.

The following Committee members volunteered to participate:

- Kris Schwiderson - Bay Mills
- Anna Sterner - Muscogee (Creek) Nation
- Jerry Tonubbee - Choctaw Nation
- AC Sanchez - Coeur d'Alene
- Elliott Sarracino – Pueblo of Acoma
- Joe Van Alstine – Little Traverse Bay Bands of Odawa Indians
- Connie Thompson – Crow Creek Sioux Tribe

VII. Coming Attractions

The next IFMS User Forum will be held on Thursday, December 12, 2019 and will cover reporting.

IFMS User Experience sessions will be scheduled soon for those that want to participate.



**IFMS Advisory Committee Meeting Minutes
November 14, 2019**

VIII. Questions, Comments, and Responses

Receipts

Question: Will the Rapid Transaction we currently use be available?

Response: Instead of having separate screens for individual entry and rapid entry, you will have a single interface screen. You may select the items you want to add quantities for.

Comment: I think it's going to be more labor intensive than rapid transaction, where we can go in and enter inventory without having to check every item individually.

Response: We will look into adding a select all feature.

Question: Will there will be support for hand-held scanners for inventory receiving and physical inventory reconciling?

Response: This is not currently planned due to the ease of quickly searching and adding an item instead of scanning the item to add.

Question: Can we adjust the list according to what we get? If you go into the list of receiving something in, could we get categories or only show what we're receiving? Not showing literally all categories together? Because that is a big list. Is it organized by Group?

Response: Yes, it is organized by food group. A search bar will be added and you will be able to sort, filter, and search a food group. We will look at the ability to look at just produce.

Question: Will this list be able to be sorted by availability like in AIS? That's how my store is set up and how the inventory is set up. My store mimics my warehouse. But I can't put butter, eggs, and beef in that order in my warehouse.

Response: We'll look into that.



**IFMS Advisory Committee Meeting Minutes
November 14, 2019**

Nutrition Education

Question: Is there a way we can search instead of having to go down the list of stuff?

Response: Similar to the other screen, a search bar will be added to this screen.

Question: Could we have a drop-down menu for nutrition education location so that we don't have to type it in every time?

Response: We can look into that.

ACTION ITEMS

Action Item	Person Responsible	Due Date
None	None	

NEXT MEETINGS

The next user forums will be scheduled for December 12 and January TBD.