RESEARCH ADVISORY BOARD (RAB)
April 5, 2017
8:30-10am
Medical Sciences Building, Chancellors Conference Room S-118

Attendees: Pam Den Besten, Chip Chambers, Jane Czech, Clarice Estrada, Jim Kiriakis, Steven Lazarus, Wallace Marshall, Teresa Moeller, Suzanne Murphy, Michael Nordberg, Christine Razler, Elizabeth Sinclair, James Sorensen, Matt Springer, Eunice Stephens, Winona Ward
On the phone: Vanessa Jacoby, Jean Jones, Georgina Lopez, Theresa O'Lonergan, Paul Volberding
Not here: John Ellis, Jennifer Grandis, Xiao Hu, Gretchen Kiser, Irene McGlynn, Synthia Mellon, Thomas Neylan, Feroz Papa, Nirao Shah, Brian Smith
Guests: Amabintu Jah, Nilo Mia

RAB Board Updates
- Pam Den Besten is stepping down and Wallace Marshall will be the new co-chair for the committee. Wallace has been a member for many years and is excited to continue to provide support.

F&A Proposal Data Capture Update, Nilo Mia
See PowerPoint presentation attached
- F&A is developing a survey to capture data that will associate functional space with chart strings.
- The survey was supposed to begin in 2017, but due to resource issues the project has been pushed back to Fall of 2018.
- This project is to identify research space that is funded through federal funds.
- Project overview: Functional survey → build functional survey → test functional survey system → training & functional survey goes live.

Questions/Comments:
- What has happened after the task force ended?
  - In response to the UCOP directive, they have reassigned the directive process to campuses. Information can be located on the UCOP Research Analysis office web page.
- What is the timing of the F&A survey?
  - Project will start in Fall of 2018.
- Is there meeting people can attend to ask further questions about the project?
  - Yes, during the training process of the project.
- Who will be involved in identifying the function codes?
  - Anyone who understand federal regulations and some principal investigators.
- How many rooms will be used?
  - There are many rooms across the university. The system will separate space by room type (admin space, academic space, etc.)
- What are the chances this project may not happen?
  - If indirect costs are withheld, this project may not occur.

Mass Notification System, Augmentation Report, H. Amabintu Jah
See PowerPoint presentation attached
- H. Amabintu Jah works with UCPD as the Mass Notification Coordinator.
- Only internal UCSF staff and faculty receive WarnMe notifications.
- WarnMe is currently an opt-in system, that does not collect personal data.
- WarnMe does not reach university guests, visitors, patients, etc.
- An incident takes place with in the span of eight minutes, and it currently takes nine minutes to send communications to the community.
- Ami is currently working to add modalities to the augmentation project to incentivize people to register their phones for mobile notifications.
- Some locations on campus have recently installed an electronic display board (yellow box) that flashes when there is an emergency.
- There is a demand to implement a desktop notification for emergency situations.

These notes are intended to provide a summary of action & follow up items; a few discussion highlights are included

- Ami would like to send out a survey to see how people feel about the impact of desktop notifications for emergency warnings.

Questions/Comments:
- Do we need a notification for everything? (i.e. something happening at a park)
  - No, however time is important and it is sometimes difficult to filter information.

Next Steps:
- Ami to send out video with electronic display board (yellow box)
- Ami to send out survey about desktop notifications.

These notes are intended to provide a summary of action & follow up items; a few discussion highlights are included
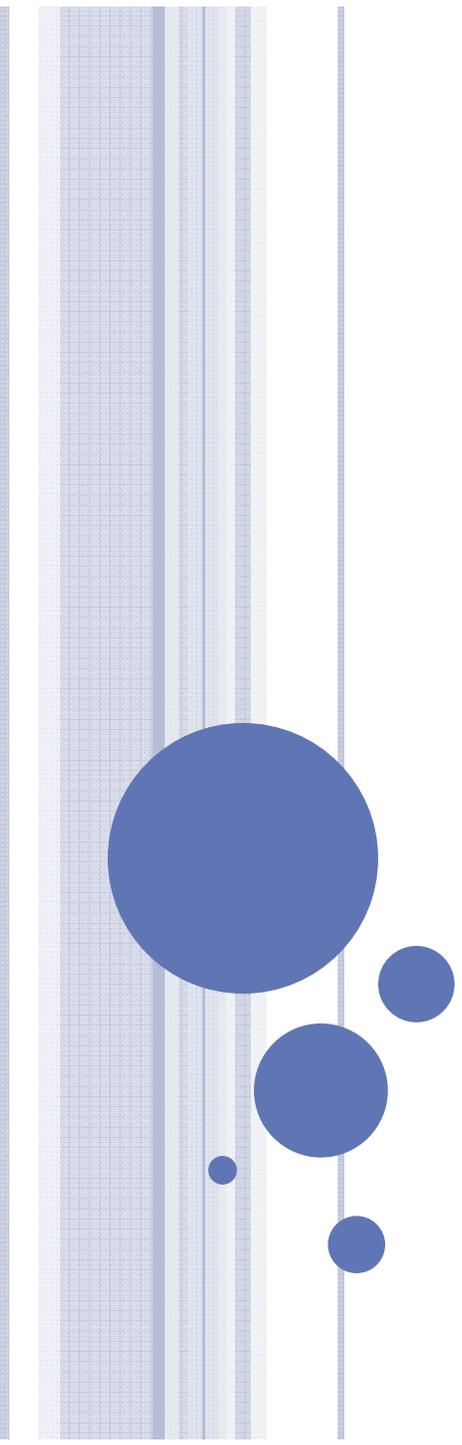
Research Advisory Board
Update on

SPACE MANAGEMENT PROJECT
F&A USE SURVEY

April 4, 2017

AGENDA

**1. Recap of previous meeting**
- **Discussions**

2. Decisions on <u>pause</u> of project timeline
- **Question #1: When will the F&A Survey Occur?**
- **Question #2: How can we simplify chartstring selection?**

3. Next Steps

DISCUSSION RECAP

Design	Direction	Build

- ✓ **Space coordinators should complete the F&A survey because of their knowledge of Archibus and space usage.**

- ✓ **Locating Contracts and Grants. Recommend not entering all awards for a room; options to be vetted further a steering group.**

- ✓ **Annual F&A survey would be a heavier burden on staff. However, this is still a fluid topic with guidance from senior leadership.**

- ❑ What is the timing of F&A survey?

- ❑ Proposed Design Option: Can the system be built to ease the chartstring selection process?

SPACE MANAGEMENT PROJECT
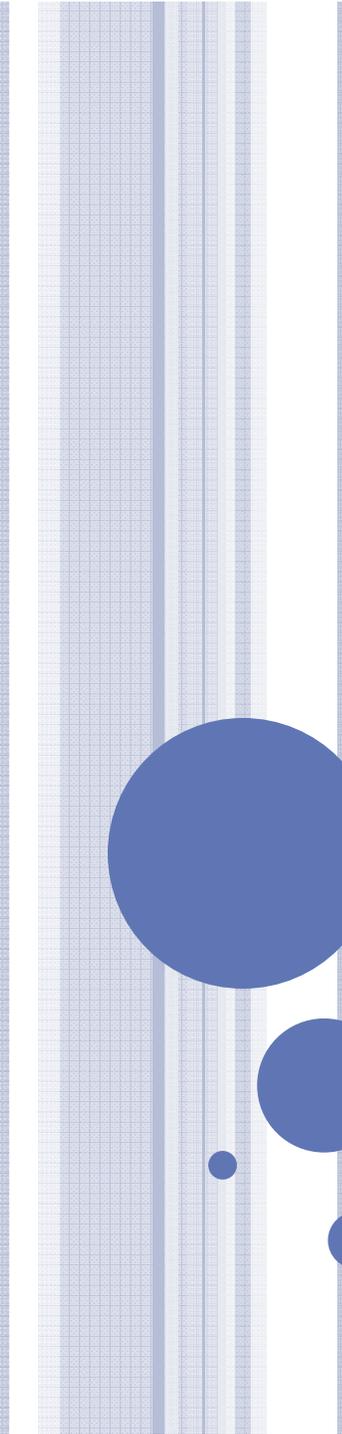
# QUESTION #1: WHEN WILL THE F&A SURVEY OCCUR?

When is the first F&A Survey?

TIMING OF FIRST F&A

Recommendation:

First F&A Survey will be conducted with Space Survey in Fall of 2017

   a. Allows adequate time to build and test the F&A functionality

   b. Training will be done for both the F&A and Space Survey once

   c. Conducting only one "survey period" per year with either 1) Space Survey alone or 2) Space Survey combined with F&A. F&A will only occur with the Space Survey.

April 2016:
Archibus
Implemented

Fall 2016:
1st Annual Space
Survey

Fall 2017:
2nd Annual Space Survey,
With 1st F&A Survey

PAUSE

SPACE MANAGEMENT PROJECT
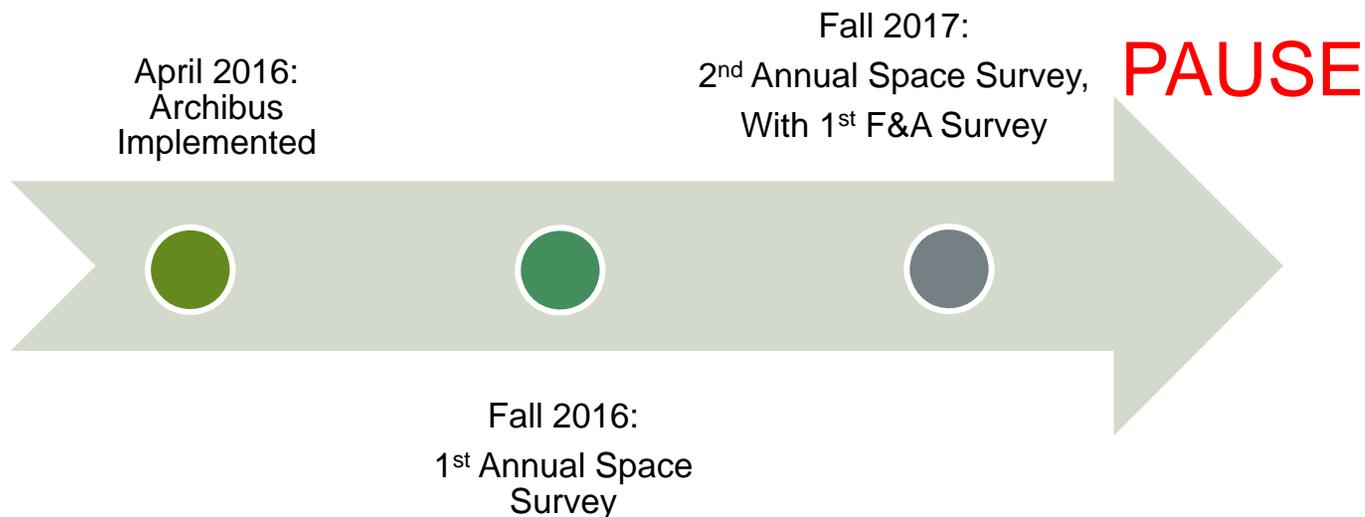
F&A SURVEY: CYCLE

Discussion Point

Recommendation for F&A Survey:

o Base year
  - A base year is the fiscal year from which a formal F&A proposal is developed

o Non-base years
  - Detail will be used to trend use, support projections, bolster calculations and inform space use analysis.
  - Modified requirements will be considered, for example, while functionalization % will be required, chartstrings may not.
  - In non-base years and/or when extraordinary situations exist, there may be an option to skip a non-base year for the survey.
  - If F&A functional use data is updated more frequently, data from previous years will not be wiped for non-base years.

For Archibus Users:
- ❑ **Pro:** Survey may be an easier lift if performed more often because process and terms are more familiar. Data is more current for reporting purposes.
- ❑ **Con:** Annual Survey may be an additional workload burden.

QUESTION #2: HOW CAN WE SIMPLIFY CHARTSTRING SELECTION?

Can the System drive the selection to the PI, to the functional code?

USER SCREEN
FUNCTIONAL USE WINDOW

Tabs will be organized by Dept.,PI

Solution needed to simplify chartstring selection

Accurate & Consistent
Account & Space Coding

| SOM ANESTHESIA ML | ALLERGY CLINIC | DIABETES PRACTICE MZ |

Functional Use Survey   ⇐ PREV   ⇒ NEXT   Save   Close

Jeffrey Smith   **SOM ANESTHESIA ML**

Use	Percent	Chartstring(s)				
OR						
CRC						
SC						
IDR						
OSA						
CT						
OIA						
DA						
▼						

Change column to read "F&A Contact"

Total   0%

Function Contact [   ]   **Status** [Ready for Review ▼]

Close

F&A Notes [   ]

Accountability
Dept. Contact for Space Functionalization

When a F&A survey is required for a room, the user will provide:
- **A percentage against the functional use**
- **Chartstring(s) where applicable**
- **A function contact and any notes for each room portion they own**

SPACE MANAGEMENT PROJECT

NEXT STEPS & PROJECT TIMELINE

| Functional Survey (Design) | Build Functional Survey | Test Functional Survey System | Training & Functional Survey Goes Live! |
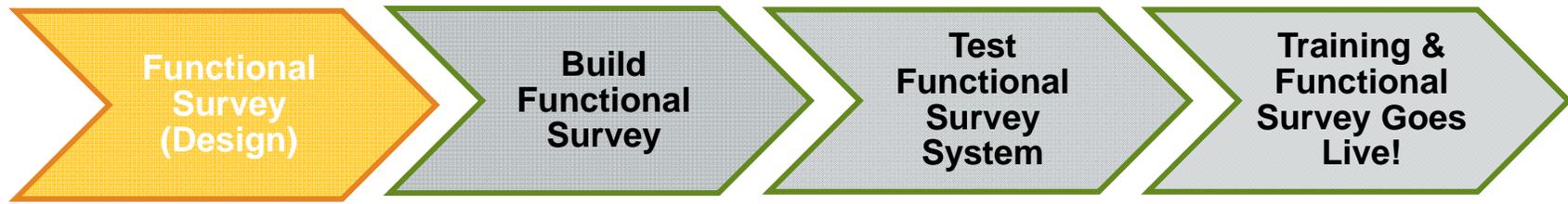
1. Workgroup Finalizes Design Requirements
2. JLL Finalizes Solutions Design Document with Level of Effort.
3. UCSF reviews and approves project document.
4. **Establish <u>new</u> project timeline.**
   - Build
   - User Acceptance Training
   - Training
   - Go-Live (Fall 2018)

SPACE MANAGEMENT PROJECT

Mass Notification System Augmentation Project

WarnMe - the primary emergency notification sent via email, text message, phone and mobile application - is strictly geared toward internal UCSF community members with UCSF IDs: students, faculty, staff and formal affiliates.

It is opt-in for personal contact information.

This augmentation project addresses gaps not handled by traditional MNS/WarnMe modalities or approaches.

# The Clery Act

TIMELY WARNINGS

- Issued in the event of a Clery Act crime that poses an ongoing or serious threat to members of the UCSF community

  – Evaluated on a case-by-case basis

  – From police/security, CSAs or individuals to whom crimes are directed/reported, or local law enforcement

  – Issued in a "timely manner" to aid in the prevention of similar occurrences

- Crime Alerts at UCSF, sent via Police Department listserv

- Includes information that promotes safety; allows individuals to protect themselves; time, location, and type of crime

The Clery Act

EMERGENCY NOTIFICATIONS

- **UCSF-defined as: Imminent threat to life/safety**

- Immediately notify the community of a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus."

- Initiate notification "without delay" unless notification will compromise efforts to contain the emergency.

- ASR lists individuals responsible for carrying out these actions, how the situation is confirmed, and how the system is utilized.
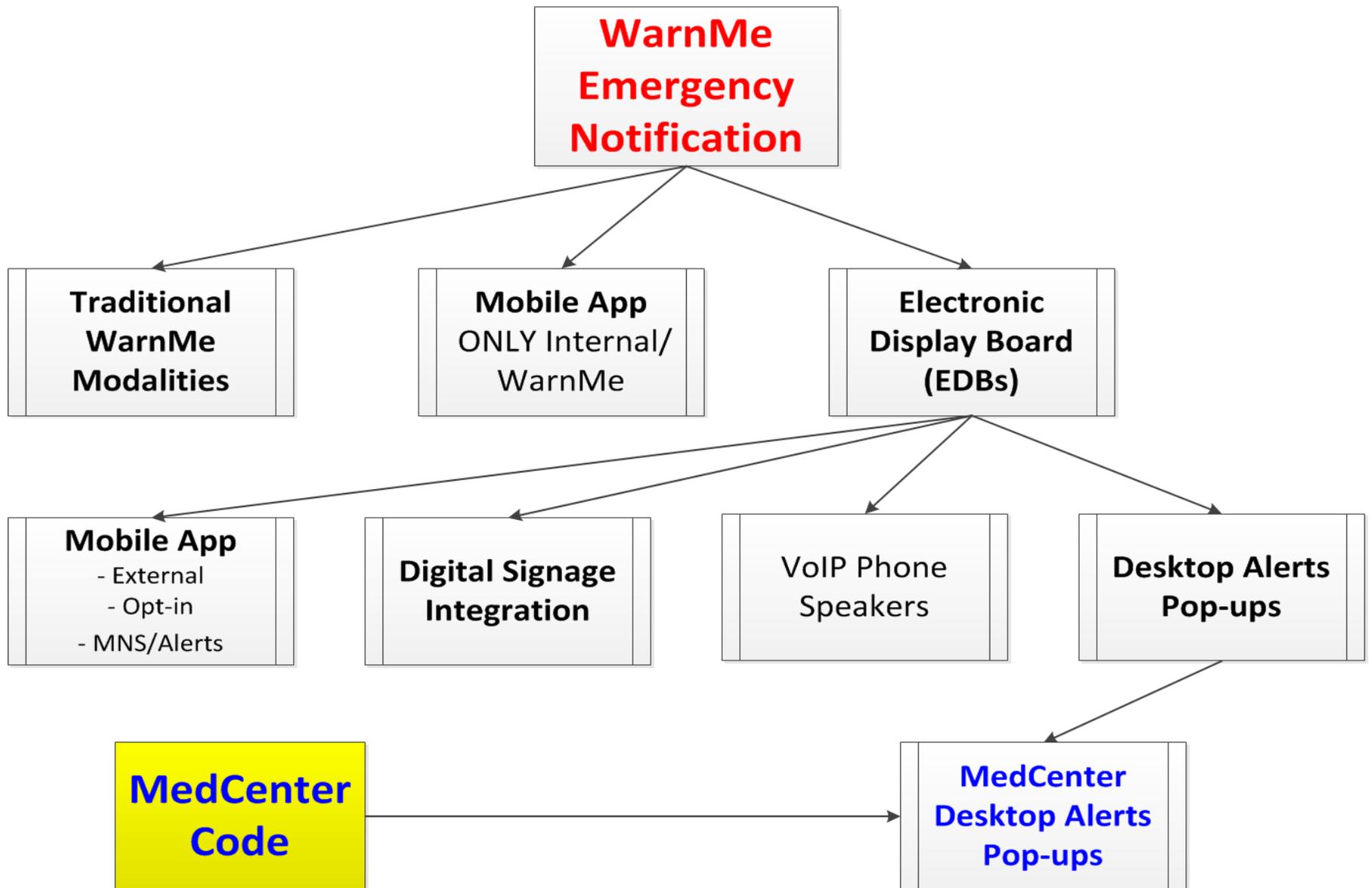
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                        WarnMe
                       Emergency
                      Notification


    Traditional              Mobile App              Electronic
     WarnMe               ONLY Internal/           Display Board
    Modalities               WarnMe                    (EDBs)


    Mobile App          Digital Signage          VoIP Phone        Desktop Alerts
    - External            Integration             Speakers           Pop-ups
    - Opt-in
    - MNS/Alerts


    MedCenter                                                     MedCenter
      Code                                                      Desktop Alerts
                                                                   Pop-ups


            Additionally: CLS RSS Feed/Enhanced Mobile App – still under development
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