**ACHESS Study/DoIT Meeting Agenda   
Brogden Psychology Building  
1202 W. Johnson Street Rm. #311  
August 18, 2016 @ 9:30 a.m.**

* **Brief Review of ACHESS Study and Use of Mobile Phones**
* **The Porting Process**
* **Written Guide**-Is this still being developed by DoIT?  
  -Is the Assumption of Liability form for non-University employees?

-Review/Discuss Current Draft (Pre-Port, Day of Port, and Termination of Service)

-Port must occur on a specific date and time (Intake Appointment)

* **Cancellation of Phone Lines**
* Cancellation of Service at Completion of Study (90 Days)

-Discuss concerns

-Lost/Damaged Phones

* Can Verizon directly pay (and then bill us for) cancellation fees when porting non-Verizon accounts into the study account?

-What about existing Verizon customers?

-Are the phones locked to Verizon?

* **Obtaining Access to Verizon Portal and Individual Verizon Bills-How?**
* **Time-Sensitive Communication between DoIT and Study Staff**
* Preferred Method
* Working out potential issues prior to date port needs to occur