

HMIS Meeting Minutes January

DATE:

Wednesday, January 19, 2005

OBJECTIVE:

Status Update, Training Review, Policy Issues

ATTENDEES	Donna Juskiewicz	JoAnn Maynard	Klaas Nijhuis	Joie Finley Morris
Henry Vincent				
REGRETS				

DISCUSSION POINTS	
1.	Two Agency Administrator Sessions have been held. This allowed us to train an Agency Administrator in 12 of the first 16 agencies.
2.	We have decided to begin to use the Agency Participation agreement V-1-21-2005. This version is available on the NH-HMIS web site (www.NH-HMIS.org). Note that this document still may change as new providers are brought on and additional comments are received.
3.	DEMO of NH-HMIS, Home – Information page, HMIS Participation Agencies – A list of participating agencies and HMIS contact information, HMIS Links – Links to other Homeless resources, HMIS Schedule – While not up to date I will attempt to keep the schedule of events posted here. HMIS Documents – Download area for HMIS documentation, HMIS Discussion – This is a forum area to have open discussions about HMIS, Social Services, Provider Events, and Funding Opportunities, HMIS Search – Keyword search of this web site, HMIS Contact – HMIS Administration contact information.
4.	Discussion of how to manage a room that has four (4) beds when you have assigned a family of three (3). Talk of using a Not-Available to assign to the bed. As it turns out ServicePoint 3.07 (we are 3.05) has a HOLD function that does just this.
5.	Discussion of Emergency Shelter and input requirements. I have learned that a client will not have to be entered into a program to assign a bed and get the correct statistics for the use of the bed for reporting. An assessment can be taken at any time or not at all.
6.	We have interviewed four people for the Program Coordinator position (Steve's position) of the four two I would consider making an offer to. We have three more candidates to interview before we make an offer or have them in for a second interview.

EXISTING ACTION ITEMS	PERSON	DUE
Continue to interview for Steve's position.	Henry, Dalia	NOW
Finalization of User Training Course	Henry	NOW
Schedule first user training session.	Henry	NOW
NEW ACTION ITEMS	PERSON	DUE
Get ServicePoint upgraded to at least 3.07 but preferably 3.08	Henry	1/28/05
Get Signed agreements back to CSCNH for Executive Director signature	Providers	