

HMIS Meeting Minutes August 2005

DATE:

Tuesday, August 16, 2005

OBJECTIVE:

HMIS Initial contact screen, HMIS Update

ATTENDEES	Klaas Nijhuis	Tony Epaphras	Pam English	Linda Newell
Russ Bloch	Henry Vincent	JoAnn Maynard	Donna Juskiewicz	
REGRETS	Joie Finley	Miles Pendry		
Marianne Feliciano	Morris			

DISCUSSION POINTS	
1.	Initial contact screen & form in training system: Joann will test this form by 8/23. Henry gave her a training ID/password. We discussed the profile information for tumaways, most of the time a client will not be asked their race & gender over the phone. If a provider can obtain the Name, gender & date of birth, this would be beneficial, because these are the fields used to create a unique ID in ServicePoint.
2.	Updated entry form - new form is attached, and also on http://www.nh-hmis.org . Discussion regarding gender and other fields. It was asked if we could take off "(HUD)" in answers – we will update form. Campground – use "Other" category. "Hotel/Motel w/o emergency" is short for "Hotel/Motel w/o emergency shelter voucher". The category was shortened due to space limitations. Juvenile facility – should we list DCYF? Henry is testing whether we can change description on drop down for Juvenile & group home. Zip code – Henry tested if foreign zip code is allowed; yes, it is. Other questions included: What is the HUD definition of homelessness? The definition of a "homeless person" found in the Stewart B. McKinney Homeless Assistance Act of 1987 shows just how complex the issue is: <i>"An individual who lacks a fixed, regular, and adequate residence or a person who resides in a shelter, welfare hotel, transitional program or place not ordinarily used as regular sleeping accommodations, such as streets, cars, movie theatres abandoned buildings, etc. In addition, individuals who are staying in their own or someone else's home but will be asked to leave within the next month are considered homeless. People in jail are not homeless."</i> Pam is going to send the DV definition of homelessness.
3.	Diagnostic/Procedure Code on Entry/Exit screen in training system. Linda is checking with Miles for approval before moving it to production.
4.	Advanced Reporting Tool (ART) – ServicePoint v. 4.0. We discussed whether we should purchase ART, and Henry recommended that we wait, because of the additional fees. We are only aware of one reporting issue so far with the current system. There is a one time setup fee, and each viewer license is an additional \$75 per provider, so we need to weigh whether the benefit is worth the cost. There are DV security concerns because HMIS data would be copied into a datawarehouse in order to use ART, and this would be another system to secure. The advantage of using a datawarehouse for reporting is that it would not impact the speed of ServicePoint.
5.	Update on HMIS training - Plan to add new providers. New providers which we have made contact with are as follows: Franklin Falls, NH Hospital, Mental Health Center of Greater Manchester (Gemini House), Seacoast Mental Health, Community Action (BM Counties) – New Start, Southern NH Services, Community Partners (formerly Developmental Services of Strafford County). Next step is Admin & User training for these providers.
6.	Next meeting September 20, 1-3 pm.

EXISTING ACTION ITEMS	PERSON	DUE
ATTACHMENTS	AUTHOR	ACTION
Initial contact form	Henry	
Updated entry form	Henry	