

HMIS Meeting Minutes June 2005

DATE:

Tuesday, June 21, 2005

OBJECTIVE:

HMIS Turn away screen / Goals Classifications

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

DISCUSSION POINTS	
1.	Pre Screener data collection form, used for Turn aways: We looked at the initial draft of the form, and deleted some fields, updated some answers. The plan is for this screen to come up by default after the profile screen fields. The new draft of the form will be set up in HMIS training system (http://www3.servicept.com/training/newhampshire/). See attached draft including changes we talked about at the meeting.
2.	Updated entry form – there were a few changes due to SP v. 3.09, and “Program” field added to the right of Entry date. New form is attached, and also on http://www.nh-hmis.org .
3.	Goals definitions - Classification/sub-types: we talked about the draft of new goal classifications, and there were no new additions. Final draft is in production (http://www3.servicept.com/newhampshire/). See attached list.
4.	ServicePoint updated to Version 3.09 on June 1, 2005 – we will be sending out information on the new features.
5.	HMIS user training schedule: so far 21 providers have been trained, which includes 81 different programs. Linda & Henry are doing follow-up calls on data entry for currently trained providers, to make sure they are entering the clients into the program. There were a handful of providers who had not completed their data entry or expressed a need for additional training. Follow-up training sessions for these clients are being done.
6.	Plan to add new providers – we are beginning to make contact with additional providers on the Housing & Activity report. These new providers will be given access to HMIS and we plan to have them trained by September.
7.	Next meeting Aug 16, 1-3 pm, CSCNH, unless otherwise notified.

EXISTING ACTION ITEMS	PERSON	DUE
ATTACHMENTS	AUTHOR	ACTION
Pre Screener data collection form	Henry	
Goal Classifications / Goals	Linda	