

# HMIS Advisory Group Minutes - October 2005

<b>DATE:</b>	Tuesday, October 18, 2005
<b>OBJECTIVE:</b>	HMIS Initial contact screen, HMIS Update

<b>ATTENDEES</b>	JoAnn Maynard	Tony Epaphras	Linda Newell	
<b>REGRETS</b>	Joie Finley Morris	Miles Pendry	Pam English	Russ Bloch
Marianne Feliciano	Klaas Nijhuis	Donna Juskiewicz		

DISCUSSION POINTS	
1.	Consumer involvement: Discussed having a former client start attending the Advisory meetings, and that it would be beneficial to interview a few candidates first. I have started collecting suggestions of questions to ask these consumers, such as "How long were you homeless? What obstacles did you face on your journey to obtain permanent/stable housing? What agencies were helpful to you? Are you working with any other agencies related to homelessness now, or have you in the past?" We will need to see if money is available to offer a mileage stipend. Joann will check for a possible source for a former client of PATH program. The purpose for consumer involvement would be to give input on forms, Standard Operating procedures and new areas of HMIS implementation, ie: Outreach. It was suggested that we could hold a short HMIS training for consumers in the future. Please think about possible candidates, and other questions we might ask.
2.	New HMIS Employee: We talked about the new HMIS team member, Fred Gibbs. Fred will be starting next week as HMIS Project Coordinator. Fred comes to us with many years of experience in the Human Services and Information Technology fields. Currently Fred is teaching courses at The New Hampshire Institute of Art and is a Tech Ed Teacher at the Odyssey House.
3.	Update on HMIS training: The following providers will be participating in User training in November: Franklin Falls, NH Hospital, Mental Health Center of Greater Manchester (Gemini House), Seacoast Mental Health, Southern NH Services, Community Partners (formerly Developmental Services of Strafford County) and Gilpin House. Tentative training dates for these providers are 11/3/05, Manchester, and 11/17/05, Concord training.
4.	Bowman User group – next scheduled release of 4.01 in Nov 05. A few of the changes included in the release are: Improved Service Transactions, Unnamed client record. Documentation will be forwarded when we receive it from Bowman.
5.	We will be working with Jonathan Sherwood, Aids Housing Corporation, to provide HOPWA training. This has been scheduled for Friday December 2nd, HUD office, Manchester.
6.	NH HMIS SOP – Standard Operating Procedures – we talked about User access levels. We will be updating the SOP document, Linda will work with Fred, and the updated copy will be presented at a future Advisory meeting.
7.	ServicePoint sites were down on 10/18, from 5-6 pm, to put in a new build (fix).
8.	Next meeting November 15th, 1-3 pm, CSCNH.

EXISTING ACTION ITEMS	PERSON	DUE
ATTACHMENTS	AUTHOR	ACTION