

HMIS Advisory Group Minutes - September 2005

DATE:	Tuesday, September 20, 2005
OBJECTIVE:	HMIS Initial contact screen, HMIS Update

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

DISCUSSION POINTS	
1.	Initial contact screen & form in training system: Donna has given her approval to the screen in training. We discussed the practical use of this screen as a default, instead of HUD minimum screen. I would recommend that we add the screen as an assessment screen, but not change a provider's default unless they ask for it. Normally, HMIS users would not obtain a name or SS# on turnaways, so this information would not be accessed as much as the HUD minimum screen. We can revisit this at a future time.
2.	Adding "Are you a Natural Disaster Evacuee?" to HMIS. Linda has added this to production Entry/Exit screen. I will be notifying all HMIS users.
3.	Diagnostic/Procedure Code on Entry/Exit screen in training system. Linda is checking with Miles for approval before moving it to production.
4.	Consumer involvement: we talked about having a former client start attending the Advisory meetings, and that it would be beneficial to interview a few possibilities first. I showed the DVD "Every Story Makes a Difference", which was shown at the HMIS Nat convention. The video interviews formerly homeless individuals who were/are involved in their community HMIS meetings. I will collect suggestions of questions any of you have for these consumers, such as "How long were you homeless?". Donna suggested that we could hold a short HMIS training for consumers in the future.
5.	Update on HMIS training - Plan to add new providers. New providers which I 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) and Gilpin House. A) Admin training for some of these providers will be Sept 30 th , at CSCNH. B) FIT Manchester User training is scheduled for Sept 27 th , FIT Manchester. C) We will be working with a TA rep to provide HOPWA training, tentatively in Dec 2005. This is provided by grant money that need to be used by Feb 2006.
6.	HMIS User ID update – we will be changing our User ID's in the near future, as to provide a more secure log-in procedure.
7.	Data quality checks – Linda will be running more reports to do some data integrity testing. As of right now, we have a total of 1787 clients in HMIS. Nashua Soup Kitchen has not entered their clients yet, but Donna said they will be entering soon.
8.	Next meeting October 18th, 1-3 pm, CSCNH.

EXISTING ACTION ITEMS	PERSON	DUE
ATTACHMENTS	AUTHOR	ACTION