

HMIS Advisory Group Minutes - November 2005

DATE:	Tuesday, November 22, 2005
OBJECTIVE:	HMIS Update, Consumer Involvement

ATTENDEES	JoAnn Maynard	Tony Epaphras	Miles Pendry	Joie Finley Morris
Fred Gibbs	Nathan Gilfenbaum	Pam English	Linda Newell	
REGRETS	Marianne Feliciano	Klaas Nijhuis	Donna Juszkiewicz	Russ Bloch

DISCUSSION POINTS			
1.	HMIS Deployment and Implementation: 28 providers have been trained so far, which represent emergency, transitional and permanent housing agencies. In the month of November we ran two user training sessions, one in Concord & the other in Manchester. The next target for implementation & training will be Outreach and PATH.		
2.	Consumer Involvement: JoAnn indicated that we should contact Joyce Jorgensen of the Department of Behavioral Health to check on the possibility of finding interested parties. Tony indicated that he knew of someone in Manchester who was willing to work with the committee, however he is available only early mornings (approx. 8:30) and late evenings (after 5pm). Though he has access to transportation, it is doubtful we could meet at these hours. It was suggested that Donna be asked if she knew of anyone. It was introduced that someone contact Michelle French, as the Concord area has a man who attends LSDA meetings who may also be interested in coming to committee meetings (S.B.).		
3.	Changes to the Entry/Exit Form: The following changes were made to the Entry/Exit form: 1) three additional questions involving Natural Disaster Evacuee status and 2) two questions that involve the primary and secondary reasons for homelessness. Though the last set of questions is not mandated by HUD, they could prove to be valuable in future reports where program/service gaps exist and are potentially gleaned from the collection of this data.		
4.	Licenses, Security, and System Access: It was reiterated to the attendees the importance of maintaining individual passwords and following security protocol, both agency-established as well as HMIS-introduced policies. Much discussion was spent on confidentiality and security. Discussion focused around issues involving a breach of security. The only option CSCNH has is to revoke the HMIS license from the individual/agency. The licensed agency is responsible for any punitive measures taken against individual employees. This is stated on the User Policy Agreement and mentioned in the Agency Participation Agreement.		
5.	Linda and Fred will be working with Jonathan Sherwood, Aids Housing Corporation (Boston) to provide HOPWA training. This has been scheduled for Friday December 2nd, 7 th fl. HUD CR, Manchester.		
6.	Miles added to the HMIS wish list an "All-Program" bed report for larger agencies (like Harbor Homes). When using the custom report generator, the Room field in Services table is missing, so you can't run a report off the field. We have asked Bowman to add the room field, but this is considered an enhancement. We will check in with Bowman Systems again, as this would be a welcomed field. There are other reporting options which the HMIS staff is exploring. One option would be to add a Provider group field to the Daily Bed Report.		
7.	ServicePoint was upgraded to v 4.01 on 16Nov05. Linda talked about one of the new enhancements which is the ability to perform multiple service transactions. Multiple service transactions provide a one step process instead of two. We will be distributing a document containing v. 4.01 Release notes, to all HMIS users.		
8.	Next meeting: Tuesday, 17Jan06, following the close of the BoS CoC meeting (approx. 1:30). However, all members of this committee are invited for lunch and remain until the close of business. This location of this meeting is TBD. JoAnn mentioned that she will investigate the possibility of reserving the room outside the chapel. HMIS staff will follow-up with her and notify members of where it will be held.		
EXISTING ACTION ITEMS		PERSON	DUE
Find out if there are any additional safeguards available to ensure user license compliance and system access.		Fred & Linda	Next meeting
Investigate if Miles' Bed Report is possible and within budget.		Fred & Linda	Next meeting