HMIS Implementation Team Meeting #4
December 18, 2007
9:00 a.m.—11:00 a.m.

In Attendance: Christopher Moore: Amethyst; Beverly Wilkes, Brandon Woodward: CHN; Linda Hedges: Lutheran Social Servies/Faith Mission; Gail Meyers: NCR Commons at Grant; Kevin Wampler: YMCA; Julane Goodrich: YWCA Columbus; James Alexander: Maryhaven; Tamara Tebben, Carrie Mularz: Huck House; Stephen Wilson: Pater Noster House; Beth Urban: CIS; Barbara Maravich, Catherine Kendall, Lianna Barbu: Community Shelter Board.

1. Welcome: Lianna greeted everyone and thanked Maryhaven for hosting. Then she thanked participants for their work throughout the year.
2. Catherine presented the QA schedule for the rest of the FY and pointed out the SPIR release dates. Then she gave a short update on where we are with our current implementation process. No delays are foreseen at this point, we are on target so far. Lianna welcomed our newest partner agency, Communities in School and Beth Urban, their new HMIS Administrator who will act as the new program director as well.
3. Lianna gave an update on discussions with Bowman Systems.
   a. They did a first test upgrade of our current data (excluding worksheet information). All HMIS Administrators should check their own data and let CSB know if they see any inconsistencies. Responses are expected by January 22nd.
   b. Our attorneys sent Bowman a first version of the update contract; we are waiting for Bowman's response.
   c. Bowman sent their Tech Notes related to the HUD APR. Agencies are asked to look over the documents and let CSB know if they see any inconsistencies or problems in the way data is reported. Responses are expected by January 22nd.
4. Catherine asked for feedback on the HMIS training days and for the team to look over a set of questions that came out during the training. The team was asked to split in groups, read through the questions, try to answer them and come up with new questions that were missed but need to be addressed.
   a. After the group reconvened CSB received feedback on the training days and ways to change future trainings
      i. The training felt more like an in-depth overview of the system than a training. The trainer was not prepared to answer 2.05 related questions. It was a good intro to the system and it fulfilled the purpose of being able to ask the correct questions and to know what the system can do. Team members also noted that it was a lot of time commitment from their part.
      ii. Prior to implementation the end users will be trained based on the specifics of the programs they are working on (PSH training days, shelter training days, etc)
      iii. HMIS Administrators will receive a one-day refresher that will focus on changes that occurred from the 2.05 to 4.04 version, rather than a "more in-depth" overview of the system

b. The team started to answer the questions raised during the training, made decisions on some of them, deferred some for a later time and will tackle the rest of them on January 22nd.

c. Lianna asked the team to check out both the training and test sites for ServicePoint 4.04 so skills gained during the training will not be lost.

d. Lianna proposed that the PSH providers should have a separate meeting where they can discuss the new data elements to be collected at this system level.

5. Lianna continued with a discussion on the new privacy and security settings:

a. The team agreed that the ROI feature will be turned off and our continuum will not use that as part of our system. The explanations given by the trainer were sufficient to ensure that this feature will not negatively affect the overall system security.

b. Lianna proposed a customization for the new system. For the SS number field, the proposal was that all agencies will continue entering full SS #s in HMIS. However, after the entry, the first 5 digits of the SS # will be masked so they will not be visible for any of the users of the system. If the user knows the full SS # he/she will be able to look up the client based on the full data field but for look-up purposes only the last 4 digits of the SS # will be showing, in all instances. The team agreed that this customization should be pursued.

6. The discussion on the desired data elements as postponed for January 22nd

7. The next Implementation Meeting is scheduled for January 22nd, at CSB. If CSB will not have the conference room ready than Maryhaven will be asked again to host. Lianna thanked again for hosting and for the team participation in the process.

NEXT MEETING: January 22nd, 9:00 a.m.—12:00 p.m., CSB