

Meeting Minutes

HMIS Implementation Team Meeting #7

3/19/2008

9:00 am – 12:00 pm

CSB

Attendees: Christopher Moore, Amethyst; Meredith White, CATF; Kevin Ballard, Gladden; James Alexander, Maryhaven; Carl Landry, Carla Jackson, SE; Lisa Hall, Vicky Joe, VOAGO; Kevin Wampler, YMCA; Beverly Wilkes, Branden Woodward, Susan Dowling, CHN; Jennifer Kowalski, FM/FH; Gail Myers, NCR/CAG; Erin Maus, HFF; Beth Urban, CIS; Julane Goodrich, YWCA; Stephen Wilson, PNH; Kara Hill, Salvation Army
Barbara Maravich, Catherine Kendall, Lianna Barbu, Community Shelter Board.

1. Welcome

Catherine welcomed attendees, walked through the day's agenda and asked for Administrators updates.

Catherine provided the finalized version of the training schedule and answered clarifying questions. Agencies were asked to send in their training requests for the specific days. Administrators were asked to attend the refresher training, the ART training and if possible their specific end-user training. Then the final version of the quarter 4 and Annual QA schedule was reviewed as well and all participants were reminded to do their QA work ahead of time, in June.

2. Update on discussions with Bowman Systems

Lianna informed attendees that Bowman Systems had done three test upgrades since the last meeting. CSB is continuing to review the tests. CHN and CATF tested their data and shared concerns about the completeness of the migrated data. CSB will address those concerns with Bowman. Participants were asked to let Catherine know if any other data inconsistencies are found.

Lianna also noted that Bowman is working on the SSN customization, based on the changes that the Implementation Team agreed on.

3. Licensing/Costs

Lianna presented 4 options to cover the CoC SC agreed contribution of \$11,000 for the new annual maintenance costs of ServicePoint, through partner agency contributions. CSB responded to several questions regarding:

- CSB not participating in the \$11,000 coverage
 - CSB is covering the rest of the fee up to \$41,000
- PNH not being charged for their usage

- PNH participation is voluntary, thus the team agreed they will not be charged
- Changes to occur in the fees if the number of licenses used fluctuates
 - The fees will be reassessed every year based on the number of licenses distributed at that time to cover the \$11,000 fee
- ART related costs
 - Each agency will receive 1 ART Ad Hoc license and 1 ART Viewer license for the fees already included in the maintenance costs; additional licenses will be available to be purchased
- License related costs
 - New licenses will still have a \$225 fee attached to them, in addition to the annual maintenance cost

The team then voted on the 4 options. The option with the most votes (7) was the one that has a fixed cost of \$250 for the first license and \$65 for each additional license. The \$65 fee is a flexible fee that will fluctuate based on the current number of licenses. The costs per agency will be reviewed each year by the Implementation Team. The group did not reach consensus on this option, 3 attendees voted “no”. The proposal will be presented to the CoC SC for approval.

4. Data Elements

Lianna presented a new spreadsheet with CSB-proposed new required data elements that would be tracked in CSP starting July 1, 2008. The data elements were broken down by specific types of programs. Lianna explained that in order to plan soundly for the future, the community needs more data so that it can accurately assess needs. . For the most part, the additional data elements would affect the long-term programs like supportive housing, direct housing and shelter plus care. CSB is asking that changes that occur in the clients' lives as they pertain to data points be captured in CSP at the intervals they are reported to case managers rather than simply at entry and at exit. The topic generated a lot of discussion. The Team considered the additional data elements as spilling over too much into case management and CSB dictating agency operations. The participants expressed concern that the additional data collection requirements would not only come at an increased cost (both time and money) to the agencies but also the timing would deny them an opportunity to budget for the additional costs. Furthermore, participants objected to the new data elements on the grounds that they would require a change in current data collection and case management processes. Other concerns were voiced around client privacy (it was suggested that the consumers be asked for their input), agency policies regarding data collection, HIPAA regulations related to some of the data elements and around expected intervals for the collection and entry of these data elements.

Carl Landry asked CSB to prepare for the next meeting a document to reflect the perceived benefits of the additional data collection. Lianna asked attendees to consider the additional data elements and to come back for the next meeting prepared to discuss the problems around collecting each of the specific data elements.

5. Next meeting is scheduled for April 29, 2008, at CSB from 9:00 am – 12:00 pm