Meeting Minutes

HMIS Implementation Team Meeting #9
5/28/2008
9:00 am – 12:00 pm
CSB

Attendees: Christopher Moore, Amethyst; Meredith White, CATF; Kevin Ballard, GCH; James Alexander, Maryhaven; Carl Landry SE; Vicky Joe, VOAGO; Kevin Wampler, YMCA; Beverly Wilkes, Branden Woodward, CHN; Jennifer Kowalski, FM/FH; Gail Myers, NCR/CAG; Beth Urban, CIS; Julane Goodrich, YWCA; Linda Leclerc, David Tebben, Tammy Tebben, Huck House; Erin Maus, HFF; Kara Hill, Salvation Army; Keiko Takusagawa; Barbara Maravich, Catherine Kendall, Lianna Barbu, Community Shelter Board.

1. Welcome
Catherine welcomed attendees and walked through the day's agenda.

2. Data Elements
   a. CSB Response
      Lianna solicited comments in response to CSB's changes made to New Data Elements in Columbus ServicePoint (CSP). Concerns were raised regarding the time and cost associated with additional data collection. Lianna clarified that no additional funding is available for that purpose. Attendees reviewed where the changes were made. Huckleberry House asked if exporting existing data to a new system is possible. Lianna said that it would be a possibility but very costly and technically difficult according to Bowman. Several clarifying questions were addressed by both Lianna and Catherine. Participants agreed that CSB made several concessions to the initial new data collection requirements. The only issue that still needs to be clarified relates to the S+C programs – it is not clear if the S+C sponsors have access to yearly update information on residents, given that CMHA is conducting the yearly recertification and not the sponsors. CSB will check with CMHA and ADAMH on data availability.
      Lianna asked attendees to start collecting the new data elements once the CSP is up and running. Quality Assurance on the new data elements will start for the 2nd quarter of the fiscal year so agencies will have time to get accustomed with the new data requirements. Lianna showed where the updated Data Dictionary and quick reference guide on data requirements can be found on CSB's website.

3. HMIS Administrators Update
   a. Training RSVPs
      Catherine thanked for attendees who already RSVPed and asked those who have not given RSVP to do so ASAP. She will also send out training reminders to the

Team shortly. Lianna asked that for the ART training days agencies to send only those users that have solid computer skills.

b. Training Logistics
Training will take place at Devry Polaris from 9 am to 4 pm for each scheduled day. Lianna and Catherine informed attendees about the "Post Test" in order to receive CSP certification and access and the availability of virtual training in August if users fail the test. Agencies expressed the need for training prior to August for people who failed the test. CSB will offer a test re-take option for those that failed the first test prior to the "go live" date on July 14, with the understanding that CSP Administrators will have to work with these users to help them pass the test. CSB needs to discuss with each agency what to do with employees who will be hired after the training in June – the new P&P manual addresses that issue but at this point CSB will treat it on a one-on-one basis. Attendees expressed concerns about the test and its level of difficulty. Lianna assured everybody that it is the intention of CSB to have all end-users certified, however no end-user with minimal CSP knowledge will be allowed in the new system.

c. User Buy-in Campaign
Lianna informed attendees that between June 23 and July 14 when the new system goes live, end users will be emailed weekly with a question on a demo client set-up in CSP. CSB will select each week a number of end-users from those who responded correctly and give them a gift card. It was pointed out that Closed Agencies must be handled separately.

d. Final license status for FY2009
Lianna explained that returning of licenses to Bowman or purchasing new licenses at this point will not be necessary for the next FY. All agencies will be invoiced for their maintenance fee for the next FY according to the hand-out.

e. QA Policy and Procedure
Attendees received the new QA Policy and Procedure, modified based on the attendee agreement at the last Implementation meeting.

f. CSP new forms
Lianna showed where new CSP forms are found on CSB's website. The updated Policy and Procedure Manual is also on the web site and agencies are encouraged to read through it and give feedback to CSB. Lianna showed attendees the updated Client Acknowledgement form that will take effect as of July 1st. Attendees agreed that changes made are appropriate.

4. Update on Bowman Systems work
a. Schedule through July
Lianna went through the schedule. Attendees were encouraged to check out their migrated data on the demo sites based on the schedule that Bowman provided to make sure that migration is working properly.

b. Income migration
Catherine mentioned the migration work around income. She emphasized that on the live site, if an income is in the system without end date, users must enter an end date prior to entering new income in CSP, unless the first income source and amount are still accurate.

5. Issues to address before implementation
Attendees requested that CSB create a chart showing what information needs to be updated for existing clients vs. new clients, as it related to the new data elements requirement.

6. Assessment
    a. HUD 40118 Assessment
    Catherine presented the work on the HUD 40118 Assessment. Attendees gave feedback to multiple data elements on the best workflow options. CSB will make the changes as proposed. Several decisions were made regarding data elements that will be collected in a sub-assessment vs. directly in the HUD 40118, color of the required data elements. Attendees suggested changing the wording of the Veteran question. Catherine will reword it to "Have you ever served on active military duties of the United States?" or similar.

Lianna proposed the next meeting for July 29 at 9:00am. The date might have to be changed due to the National Alliance conference.