

## **SHELTERNET NEWSLETTER**

### **Introduction**

It has been a long time since we have communicated with the executive directors of the agencies participating in the HMIS project. This newsletter is to update you on our activities.

### **New Name Chosen**

Our first announcement is that we have given the project a name: ShelterNet, and have created a website under the domain name Shelter-Net.org. We hope to develop this site over the next few months.

### **ShelterNet Team Hard at Work**

Following the execution of a contract with Data Systems International (DSI), we have been working steadily at learning the software's capabilities and customizing it for implementation at our agencies, the first of which is Fairview's Addiction Crisis Center. This has turned out to be a fairly involved undertaking giving us lots of opportunity to familiarize ourselves with ClientTrack since the ACC is a state regulated program providing medical services. We began the process by learning everything we could about the paper system currently in use, and the processes the ACC staff use to develop a chart for each client. Our systems administrator, Jim Hulse, and Project Assistant, Justin Hoch have studied the ACC's processes by observing an intake live, and undergoing a mock intake (it took a whole morning to get Jim "admitted", but we stopped short of putting him to bed!) Armed with this understanding of the process, Jim has put in many hours working with the database and with DSI to translate our paper system to a computerized system. Justin and Mavis Beacon have been training approximately 15 people in keyboarding, Windows operation, and general computer skills.

### **ACC Schedule**

Following is a rough timetable for implementation at the ACC:

March 7	Complete customization of software for ACC
March 7	Create a "training database" and start training staff in the ACC's module of ClientTrack
March 7-31	Training, testing, developing written procedures
April 1	Go live at the ACC

### After the ACC

We have climbed a long way up the learning curve as we have worked on the ACC implementation. This experience will greatly expedite the installation of ClientTrack at the other residential providers. Following is a very rough plan for the continuation of the ShelterNet project following implementation at the ACC:

March	Meet with Executive Directors to discuss and execute agency agreements
April-May	Install Hardware at YWCA and Volunteers of America so that they can access the internet
April-May	Study intake and case management processes at the YWCA and customize database accordingly
May	Train YWCA staff
May-June	