

Present (please check) • by note-taker		<p style="text-align: center;">CMHAMM</p> <p style="text-align: center;">Work Group Meeting Minutes</p> <p>DATE: 8/24/11 LOCATION: Nefsis Video Conference WORK GROUP NAME: Information Services</p>	cc: Team members Chuck Dougherty Joanne Holland Scott Overfield Lori Richardson Brenda Monk Deborah Cline Randy Betts James Scheide Katherine VanZwoll Fred Feiger	
X	Chuck D Katherine Joanne*		X	D. Cline Randy B.
X	Scott O. James S.		X	Brenda M Fred F
X	Lori R.			
Guests:				
Topics Discussed	Discussion/Decisions		Action/Responsible Party	
Meeting with CEOs and Software search	<p>Chuck met with the affiliation CEOs and a decision was made to not require standardizing software across the affiliation. They did request the work group develop a minimum standards document that the affiliation would adhere to when selecting software. This should include areas like encounter reporting and other DCH required data.</p> <p>Newaygo and Manistee-Benzie are leaning towards using a system developed by Western Michigan CMH. A final decision is still pending. A demo will be provided to IT staff in the near future. All affiliates would like to attend this demo. Newaygo will let everyone know when this is scheduled.</p> <p>CEI will be scheduling software demonstrations in the future. Gratiot and Ionia would like to attend these demos. Chuck will notify everyone when these demos are scheduled in the event others are able to attend.</p> <p>Ionia has a project to look at systems meeting Health Care Reform needs and will start with reviewing the software used by Michigan Health Connect.</p>			
Nefsis	<p>The group successfully held the meeting using the new Nefsis Video Conferencing software. Chuck reviewed some of the features and will schedule a few training sessions with Nefsis staff. He will notify the work group when those sessions will be held. CEI is currently distributing headsets to a core set of staff and in the planning stages for conference rooms. Ionia needs to order headsets, but will discuss with CEO first. Gratiot and Newaygo are in the planning stages. Manistee-Benzie has ordered webcams and headsets and is in the planning stages for conference room setup.</p>			
Zix Email Encryption	<p>All boards can now send their Encounter and QI submissions using the Zix software. Indicators could also be sent via Zix, but this should be verified with Paul Duff. Boards will still send their email notification indicating data has been submitted via Zix.</p> <p>Ionia had a problem with an email only being available for 24 hours the default should be 7 days. CEI will look into this to be sure the settings are appropriate.</p>			
Echo Peer to Peer Conference	<p>Chuck Dougherty and Joanne Holland are attending from CEI. James Scheide and possibly Joe Wager will be attending from Gratiot. No other affiliate members are attending.</p>			
Staff Update	<p>Susan Kilgore is no longer with Newaygo CMH. IS questions can be sent to Debbie Cline, QI questions now go to Cindy Ingersoll.</p>			
Next Meeting	September 28, 2011			