

Logistics Committee

Date 7-15-09

In Attendance:

- Mary Bell, Nancy Edtl, Joan Fisher (joining a large group of interagency participants for Clark Middle School tour and meeting with Principal)
- Mary Bell, Nancy Edtl, Tari O'Conner (at DHHS, Insight review)

- **Goals:**
 - Visual tour of clinic space and its adjoining structures (nurses office, bathroom, entrances, location in relation to outer building doors)
 - Meeting with Principal to discuss School Based Health Center goals/objectives, community engagement, and potential services

- **Objective 1: Determine records needs, costs, and resources for records system**
 - Discussion – Sandra Chelf presented a review of Insight electronic records system used by DHHS in their clinic which is geared toward public health but has options for tailoring needs for SBHC.
 - Overview – Insight EMR is produced by Netsmart which is widely used by larger municipalities and states; updates are provided on a regular basis; not web-based; is provided by server with administrator; billing and insurance data collection available as well as medical records; modules with templates for data input (for example vital signs, immunizations, etc.) with potential for module design based on need (such as behavioral health)
 - Further capabilities –
 - Compiling of families together as group # (ex: only have to change one client's address and all are automatically changed)
 - Historical tracking of name/addresses; also tracking of EMR changes via provider identification, time/date, and addendum notes without ability to delete unless administrator permission obtained
 - Documents can be scanned and attached; can also be faxed to another provider for record sharing capability; scans both sides at once and can batch scan
 - Bi-directional flow with VacTrak for immunization documentation and tracking
 - Form letters can be sent out with "tickler" function; language variety exists
 - Photos of clients are attached to records
 - EMR "Dashboard" is summary of all modules for overview of client health records
 - HIPAA concerns were addressed; there are HIPAA consent forms that parents could sign with conjunction with initial permission for treatment forms; different security groupings are available that can be locked by provider; each provider has his/her own login/password which is changed every 90 days

- Recommended provision by wireless with software package; DHHS has had positive experience with tablets with leash-attached stylers for writing vs. keyboarding
 - Discussion included the positive of using a system already successfully in place
 - Cost involved would be fairly minimal; Muni would need to upgrade their licensing agreement which could cost ~\$10,000.
- **Objective 2: Identify equipment needs, donors**
 - Discussion
 - Updated equipment list attached.
 - No further discussion of donor possibilities at this time
- **Objective 3: Determine space usage and needs**
 - Discussion
 - Space available appears to meet needs if only one provider at a time
 - No need for 2 bay curtain as designed as provider would not be seeing more than one client at a time.
 - Space and flow concerns include:
 - No area for reception – concerns regarding records use and check in by school district employee vs. receptionist hired for SBHC
 - Confidentiality of potentially families/students moving through nurses office to access SBHC
 - Potential of traffic and crowding through nurses office
 - Positive is the closeness to outside access if open after hours or if need for EMS; close to nurses office and shared bathroom
- **Assignments**
 - Mary will write up summary, submit to Sarah, and set up next meeting
- **Next Steps**
 - Future meeting – Monday July 20 3:30-4:30 at Fairview Clinic
 - Other notes

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