

## **COMMUNICATION W/PARTNERS – August 18, 2010**

This communication is to update you on the latest developments for the Employment Indicator Decision Support System (EIDSS).

### **Technical Partner Contract Approved**

Last week, the Governor and Council approved the contract for the Community Health Institute (CHI), the technical partner responsible for delivering user training, user management and application support for EIDSS. CHI has extensive experience serving in this capacity for a variety of federal agencies and non-profits. The project welcomes Paddy DiPadova, Project Coordinator, and Priscilla Davis, Data Coordinator, to our team. Over the next few weeks they will be working closely with Tobey Partch-Davies, EIDSS Project Manager, and David Barache, Developer, to become fully oriented to the EIDSS application, the network of community employment providers, and project related documentation necessary to fully implement the system. For more information about CHI, please visit [www.nhchi.org](http://www.nhchi.org).

### **Finalizing Agreements and Roll-Out Materials**

The project team, EIDSS partners, and the Oversight Committee are in the process of finalizing agreements and language for several important items necessary for roll out, including the following:

- The Business Associate Agreement (BAA) for use by covered entities
- The Participation Agreement, which is the agreement between individual organizations and CHI, documenting roles and responsibilities of the parties
- Policies and procedures for the EIDSS; and,
- The inter-agency Memorandum of Understanding between NH Vocational Rehabilitation, Bureau of Behavioral Health, and Developmental Services for operationalizing and sustaining the EIDSS.

### **Testing**

Many thanks to all of the agencies and personnel who have participated in initial Phase I orientation and testing (Seacoast Mental Health, Monadnock Family Services, Riverbend, Northern Human Services, NH Vocational Rehabilitation, Gateways, Monadnock Developmental Services, Chesco, and Plus Company, OneSky Community Services, and NH Vocational Rehabilitation)!

On the data entry side, Phase 1 testing has included everything from establishing user names, organization and staff pages, client assignments, referrals, population of client records, and basic functionality issues. IT managers representing the Area Agency system, NH Vocational Rehabilitation, and four community mental health centers have participated in web-casts on the Data Import Application, and initial testing of the Import Application has begun.

Phase II testing is now underway and will include a variety of specific procedures necessary to fully operationalize the system and highlight any adjustments needed to the security configuration related to the intra-agency relationships involved with client records and data transfers. We look forward to reaching out to Phase I test sites so that you can assist us in making any further adjustments that are needed before the system goes live.

### **Training materials**

Help guides for the Data Import Application, the EIDSS system, and HIPAA compliance have already been produced. Our next step is to translate the materials into a variety of training products to meet your face-to-face and remote training needs.

### **Next Steps**

Many sites have indicated their eagerness to draw down the funds to get started on implementation efforts. Detailed information will be released as soon as all the attorneys involved have signed off on the Business Associate Agreement and Participation Agreement. The information will include how and when these funds can be drawn down and how the funds may be utilized.

This is a tremendous milestone for New Hampshire. We look forward to introducing you all to our Technical Partner and releasing the project timeline for implementation.

Stay Tuned....