

Approved Minutes

***VITAL RECORDS IMPROVEMENT FUND
ADVISORY COMMITTEE***

-MINUTES-

***Thursday
February 17, 2000***

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Vital Records Improvement Fund Advisory Committee Meeting

February 17, 2000

Carriage House
Kimball Jenkins Estate
266 North Main Street
Concord, New Hampshire 03301

COMMITTEE MEMBERS PRESENT:

Patricia Little, Keene City Clerk, City Clerk Appointment
Tom Janosz, Funeral Director Appointment
Sharon Dery, Concord City Clerk, City Clerk Appointment
Thomas A. Andrew, MD, Physician Appointment
Jane Ireland, Rye Town Clerk, Town Clerk Appointment
David Kruger, Public Member Appointment
Frank Mevers, State Archivist Appointment
Debra Eastman, Town Clerk Appointment
William Armstrong, IT Manager, DITM Appointment
William R. Bolton, Jr., State Registrar

COMMITTEE MEMBERS EXCUSED:

Pat Seskes, Health Information Specialist Appointment

STAFF PRESENT:

Rick Bailey, CIO, DHHS
Jesse Greenblatt, Director, Division of Epidemiology and Vital Statistics, OCPH
John O'Neal, Office of Information Systems
Steve Wurtz, Supervisor of Registration and Certification
Mark Andrew, Administrator, Division of Epidemiology and Vital Statistics, OCPH
Don Gerow, Office of Information Systems
Barbara Whittemore, Secretary II, Bureau of Vital Records, OCPH

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Vital Records Improvement Fund Advisory Committee Meeting

1. Approval of Minutes:

The meeting was called to order at 10 a.m. The first order of business was the approval of the minutes from the November Vital Records Improvement Fund Advisory Committee Meeting. Ms. Little suggested several edits. A motion to accept the minutes with edits was made and seconded. The minutes were approved with corrections.

2. Welcome New Members:

Ms. Little welcomed Tom Andrew, who has agreed to serve an additional 2-year term as the representative of the Office of the Chief Medical Examiner. Also being welcomed to the VRIF Advisory Committee was Tom Janosz, the NH Funeral Directors' Association appointment, and Jane Ireland, the new Town Clerk appointment.

3. VRV2000 Update:

Mr. Gerow provided the Office of Information Systems update regarding the VRV2000 project. Talking points included:

- PC rollout completion: 125 machines have been supplied to cities and towns. Seven machines have yet to be placed in sites. Six of the sites are the original pilot sites. Some towns benefited by CompUSA mistakes. We don't want to go back and pull machines from towns that should not have received any, so we have been accommodating these mistakes. The state had the responsibility to install 13 cities and towns. After next week, there will be 2 sites remaining.
- GTE status: Mr. Gerow described how the pilot system is working. A pilot site shall identify who they are and that they are running Vital Records software. The GTE technician would then determine the problem by asking questions from a prepared script. They would then either solve the problem or refer it to either the business side or the IT side of DHHS, and place the call in respective "buckets". As of this date, there had been 1 call from Concord with no ticket being created by GTE. Discussion then centered on the expense of the GTE accounts, and possibly constructing a database of problems for users to refer to in lieu of paying for a GTE-like service. Mr Bailey indicated that the cost per site per month may get down to \$19 versus \$23. This may add up to ~ \$80,00 for 400 sites. Concerns were raised as to where the expenditure for GTE service should come from – VRIF or operating budget.
- Funeral Home and Hospital software rollout: Three Funeral Homes and 2 Hospitals remain to be installed with VRV2000 software. Don and Greg will schedule the installations as soon as the sites get back to them that they meet the minimum requirements for their hardware. It was pointed out that Funeral Homes enjoy a great benefit with the use of VRV2000. The home can get paperwork to the family members in a very short turn-around time.

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- VITTS status: Mr. Gerow has been told that the T1 line has been partially installed at 6 Hazen. He was unsure if the Nashua, Manchester and Keene sites will be receiving a full T1 line as well. The 4th location is still up in the air, but may be Rochester. Once contact has been re-established with VITTS, we will work out these details. It is hoped that the 28 municipal sites of the Department of Safety and the UCC sites of the Secretary of State's office will be included in this rollout. Ultimately, DITM will address all of the state agencies' voice, data and video communication needs through a state-wide service contract. The Bell Atlantic contract that addresses these services will expire on April, 2001, which will give a competitive opportunity for other bidders.
- Y2K recap: The bottom line for Y2K problems was that there were none. All cities and towns had received the new AVRIS software and had new equipment to run it on. The next questionable date will be February 29, 2000, but this date was tested prior to roll-out and no problems were seen with the functioning of the vitals software. The Bulletin Board machines are problematic and will have their dates reset to avoid any leap year problems.
- Software Problems: We are working with our software contractor, ManTech to provide us with fixes for errors with VRV2000. One of the latest problems is with the state Medical Examiner, who gets kicked out of the program when he tries to enter in bona fide causes of death. It was pointed out that the contractor is very responsive to our needs. When a fix arrives, the software will have to be distributed to all sites.

4. Review of Update Implementation Plan:

This item was tabled

5. VRIF Quarterly Budget Review:

Mr. Andrew provided a second quarterly report on the VRIF budget. The "take home" message was that we were on track (albeit slightly below) the \$525,000 revenue projection for the VRIF.

There was a general observation that much of the funds expenditures appeared to be operational costs. Discussion was initiated regarding the applicability of this fund in covering operational expenses versus expenses toward records improvement.

6. Budget Priorities:

This item was tabled, but 2 items were discussed. Mr. Bolton indicated that the proposed enhancements needed committee action in order to comply with federal time limits imposed on modifications to the birth file. After discussion, the proposed enhancements received committee approval. The priority to web enable the VRV2000 application was discussed as well. A suggestion was made to bring this forth as a capital budget item in the next departmental budget. Mr. Bolton offered to draft a couple paragraphs to initiate this process. Mr. Bolton

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pointed out that an order for 10 printers was made against the VRIF budget. These printers will be used for replacement of malfunctioning printers in the field. Discussion regarding what types of users may benefit from this reserve will be heard at the next VRIF Advisory Committee meeting in March. Dr. Mevers moved that a sum of \$50,000 be used as a placeholder in the budget item labeled "Budget preservation contracts" for budget year SFY01 and beyond. After some discussion, this motion was approved.

The meeting was adjourned. Next meeting will be at 10 a.m. on March 15, 2000 at the New Hampshire Municipal Association Building, 25 Triangle Park Drive, Concord, NH.

Minutes respectfully submitted by William Bolton.