AZBoS HMIS Committee Meeting Minutes

October 2, 2019

Members Present:

Allison Lenocker (*CCJ*)	Jennifer Blomquist (*HH&W*)
Brenda McAdams (*Achieve*)	Maribel Najar (*NCHP*)
Carmen Gontes (*WACOG*)	Marilyn Johnson (*OCCAC*)
Christina Pendleton (*Northland*)	Miguel Villalpando (*NCHP*)
Christopher Moller (*Catholic Charities*)	Patty Heiden (*Catholic Charities*)
Cristina Benitez (*AZCH*)	Sidney Potter (*GNA*)
Darrel Reynolds (*Catholic Charities*)	Tianna Cann (*NCHP*)
Ellen Siegfried-Dodd (*WYGC*)	Tolanda Barnes (*SEABHS*)
Frank Real (Primavera)	Tyler Rosensteel (*CRN*)
Glorianna Vercruyssen (*CRN*)	

Staff & Guests

Melissa Swain (*ADOH*)	Ryan Vernick (*ADOH*)
Karia Basta (*ADOH*)	

Everyone was welcomed, and the meeting started at 10:02 a.m. Roll-call was taken, but about ten callers were not identified. The minutes from the last meeting were finalized.

Updates

Chavon Woods is the new Special Needs Specialist, filling Ryan V's old position. She will be reaching out to people as she gets more situated in her position.

The 2019 HUD NOFA was submitted on September 27, 2019; results are still pending.

In the months of August and September, the majority of the data quality reports have been in the "A" category, with just a couple in the "B" range.

An ADOH bulletin will be issued today regarding the roll-out of the CE hotline on October 1, 2019. The bulletin will highlight the services the hotline will provide. If there are any questions, contact Ryan V. or CRN. According to CRN, the first call has been received, although it was outside the target areas of Gila, Greenlee, Graham, and Santa Cruz Counties.

HUD New Data Standards

There is a fairly substantial update to the street outreach sub-assessment (i.e. broadening who can collect the street outreach contacts). HUD is adding night-by-night shelters, supportive services, and

CE programs to allow them to record a person's current living condition on a consistent basis for better record keeping.

The change is really geared towards CE, but these elements are still in-process, so HUD gave an extension until April of 2020. CRN wants to do a methodological roll-out of the new CE fields in conjunction with ADOH and the vendor to help facilitate a seamless adoption. The paper form was distributed to all agency administrators, and they are also available on the HMISAZ.org website. Mandatory refresher/new information training will be offered as the process progresses.

During October there will be a number of new trainings and roll-outs of new materials, including a schedule of the annual refresher training and when it is required to be completed.

Training Needs
Online training is available at any time at HMISAZ.org; this includes introductory CE training and funding-specific training like SSVF. In-person training is available in rotation monthly at Flagstaff, Tucson, Yuma, and Kingman; notifications are sent out when training will be in your area. Custom training is also available, but requires at least four attendees.

The question was asked about cleaning up data when another agency/provider hasn't added exit dates, so the current agency/provider has difficulty wading through the people who should no longer be on the BNL. HMIS staff answered that the Case Conferencing folks should reach out to the HMIS help desk who in turn will reach out to the other agency/provider- do no create an exit for another agency/provider.

HMIS Document Updates and Review Needs
Privacy policy- the consensus was that the policy needs to be posted somewhere prominently in each office, but it does not need to be posted at each intake station.

Documents that still need updating/review:
- Data Security Policy
- Data Quality Plan
- ROI
- Charter
- Policy and Procedures Manual

Action Item: Ryan V. will resend these documents out for review.

Once these documents have been updated and reviewed they will be posted on both the ADOH website and the CRN website.

With no further business, the meeting concluded at 10:54 a.m., October 2, 2019.

Commonly used acronyms:

Achieve= Achieve Human Services
ADOH= Arizona Department of Housing
AHC= Arizona Housing Coalition
ALIP= Arizona Landlord Incentive Program
AZBoSCoC= Arizona Balance of State Continuum of Care
AZCH= Arizona Complete Health
AZDVS= Arizona Department of Veterans' Services
BNL= By-Name List
Catholic Charities Community Services
CCJ= Coalition for Compassion and Justice
CE= Coordinated Entry
CoC= Continuum of Care
CRN= Crisis Response Network
CRRC= Community Resource Referral Center
FSS= Flagstaff Shelter Services
GEO= Geographic
GNA= Good Neighbor Alliance
GPD= Grant and Per Diem
HH&W= Horizon Health and Wellness
HMIS= Homeless Management Information System
HUD= U.S. Department of Housing and Urban Development
JAVC= Jerry Ambrose Veterans Council
LCEH= Local Coalition to End Homelessness
LIHTC= Low Income Housing Tax Credit
NCHP= National Community Health Partners
NAVAHCS= Northern Arizona VA Health Care System
NOFA= Notice of Funding Available
Northland= Northland Cares
OCCAC= Old Concho Community Assistance Center

OVC= O'odham Veterans Celebration
PIT= Point-in-Time Count
Primavera= Primavera Foundation
PSH= Permanent Supportive Housing
RFP= Request for Proposals
ROI= Release of Information
RRH= Rapid Rehousing
SAVAHCS= Southern Arizona VA Health Care System
SEABHS= SouthEastern Arizona Behavioral Health Services
SMI= Serious Mental Illness
SPDAT= Service Prioritization Decision Assistance Tool
SPM= System Performance Measures
SSA= Social Security Administration
SSDI= Social Security Disability Income
SSI= Social Security Income
SSVF= Supportive Services for Veterans Families
TA= Technical Assistance
TH= Transitional Housing
TIP= Transition in Place
US Vets= U. S. Veterans Initiative
VA= U.S. Department Veterans Affairs
VASH= Veterans Affairs Supportive Housing
VI-SPDAT= Vulnerability Index- Service Prioritization Decision Assistance Tool
VOCA= Victims of Crime Act
VRCA= Veterans Resource Centers of America
WACOG= Western Arizona Council of Governments