AZBoSCoC HMIS Committee Meeting Notes

March 4, 2020

Members Present:

Chanania Covington (*Mohave County*)	Jocelyn Muzzin (*VA*)
Christopher Moller (*Catholic Charities*)	Julia De Los Reyes (*WACOG*)
Cristina Benitez (*AZCH*)	Maribel Najar (*NCHP*)
Darrel Reynolds (*Catholic Charities*)	Miguel Villalpando (*NCHP*)
Dianna Guerrero (*CAHRA*)	Nancy Zatarain (*NCHP*)
Dorine Prine (*Gila County*)	Patty Heiden (*Catholic Charities*)
Ellen Siegfried-Dodd (*WYGC*)	Sidney Potter (*GNA*)
Helen Sanchez (*Community Partners*)	Tianna Cann (*NCHP*)
Hillary Evans (*CRN*)	Ty Rosensteel (*CRN*)

Staff & Guests

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

Everyone was welcomed, and the meeting started at 10:02 a.m. Roll-call was taken. Cristina motioned, seconded by Chanania (with no objections) to approve the minutes.

Updates

CRN has added two new positions; an HMIS Manager position, to which Glorianna Vercruyssen was promoted, which will be in charge of the day-to-day operating support for HMIS issues, and a Homeless Initiative Administrator who will provide detailed support for the CoC's. Hillary was recently hired for the Homeless Initiative Administrator position.

Larry Singer is no longer the new director of Good Neighbor Alliance. Brad Roland is filling in as the interim Administrative Director.

Unit Manager Demonstration

A demonstration of the new Unit Manager software that is replacing ShelterPoint will be demonstrated on March 11th from 10:00a-11:00a. Anyone interested in this should contact Ryan so he can send the invitation. April 13th will be a soft roll-out to system administrators to coordinate training, and then a few weeks after that it will be available for everyone who currently uses ShelterPoint.

HMIS Dashboards Tracking SPM & Provider Metrics

CRN is creating two different dashboards; a System Performance Measures dashboard to track the System Performance Measures per LCEH on a quarterly basis, and a Provider Metric dashboard to track data quality based on program type. The SPM Dashboard will be provided once a quarter as a Power Point Presentation. CRN will have a completed version of this dashboard by the end of June.

CRN is working with their Business Intelligence department to solidify the coding around the metrics for the Provider Metric Dashboard. The first two calculations for the dashboard will be completed by the end of the month. CRN will complete two more calculations every two months until the dashboard is complete.

These dashboards aid in the monitoring of data quality for the NOFA and federal reports.

Future Committee Meetings/Schedule/Agenda Items
There was discussion whether to move to bi-monthly or quarterly meetings.

> *Action Item:* *Melissa will send out a poll to get participant feedback on which schedule to use in the future.*

Ryan asked the group to provide agenda item suggestions moving forward (i.e. things that need clarification or support or things on which anyone would like feedback from other users).

- For CRN to disseminate monthly "newsletters" with information, to which CRN replied that they offer monthly webinars for which the notes are posted online; frequently they have to cancel due to lack of participation.

- To have an update on data that is being reported, such as what is being tracked submission of the NOFA.

- How users are doing as a whole on data completeness, securing of ROIs, etc.

- Initiating a standard format/structure for BOS HMIS Committee meetings so that the information being discussed can help guide data discussions at the local level.

> *Action Item:* *Ryan will work on a set of standard agenda topics for HMIS BOS Committee based on the feedback received from the committee members.*

- How to work with the PATH Grant recipients so their data quality doesn't appear poorly compiled.

> *Action Item:* *Ryan reach out to the PATH administrator to see if there are any measures that can be put into place to improve data quality.*

With no further business, the meeting concluded at 10:53 a.m., March 4, 2020.

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
NAVAHCS= Northern Arizona VA Health Care System
NCHP= National Community Health Partners
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
PH= Permanent Housing
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