

## Governance Advisory Board Meeting Minutes

November 14, 2018

### *Members Present:*

Adriane Clarke (DES)

Barbara Mikkelsen (Health Choice Integrated Care)

Camie Rasband (Catholic Charities, Coconino County)

Carole Benedict (U.S. Vets, Yavapai County)

Cristina Benitez (AzCH)

Karia Basta (ADOH)

Ricardo Fernando (DHS)

Suzanne Payan (CAHRA)

Valarie Donnelly (WACOG)

### *Members Absent:*

Lizbeth Fullbright (Verde Valley Sanctuary)

### *Staff & Guests*

David Bridge (ADOH)

Helene Schneider (USICH)

Janelle Johnson (ADOH)

Joy Johnson (ADOH)

Melissa Swain (ADOH)

Ryan Vernick (ADOH)

Brenda McAdams (Achieve)

Candee Stanton (Consultant)

Ty Rosensteel (Crisis Response Network)

David introduced Janelle as the new Arizona Department of Housing (ADOH) Public Information Officer; if you have any noteworthy items, let David know and he can forward them to Janelle for inclusion in ADOH's outreach efforts. David also introduced Helene as the United States Interagency Council on Homelessness (USICH) regional coordinator for Arizona and California.

Everyone was welcomed, and the meeting was called to order at 3:39 p.m.

### **Approval of Minutes from Meeting on 07/16/18:**

The minutes were approved with a motion by Cristina, seconded by Ricardo, with unanimous acceptance.

### **Governance:**

The Conflict of Interest Policy was sent previously to the meeting as well as provided at the meeting, for members to accept or reject. The form will need to be signed annually.

***Action Item: Each member will be asked to vote on acceptance or rejection of the Conflict of Interest Policy, which will be sent by email after the meeting***

*with a due date of the week after Thanksgiving. [Update: the email was sent out the week of Thanksgiving, with a due date of November 24<sup>th</sup>, 2018]. **Any comments should be sent directly to David.***

***Action Item:** Each member is required to sign the Conflict of Interest form and send it to David.*

There is still one open spot on the Board for someone with lived experience, as required by the charter. If anyone knows of a candidate, let David know.

#### **AZBoSCoC Standards:**

The proposed Rapid Rehousing (RRH) Standards were discussed.

***Action Item:** Each member will be asked to vote on acceptance or rejection of the Proposed RRH Standards, which will be sent by email the week after Thanksgiving. [Update: the email was sent out the week of Thanksgiving, with a due date of November 24<sup>th</sup>, 2018]. **Any comments should be sent directly to David or Karia.***

#### **AZBoSCoC Committee Updates:**

##### Homeless Management Information System (HMIS) updates

- Training has been revamped; additional local training, updated training, ongoing refresher training, etc.;
- Launch of a required Permanent Housing (PH) training;
- Bringing on new partners, the Northern and Southern Veterans Administration (VA) Coordinated Entry Coordinators and Regional Behavioral Health Authority (RHBA) partners;
  - A major achievement was to allow limited data entry of the VA Domiciliary Program participants into HMIS

***Action Item:** David will send out Partnership Agreements for signature to the VA and RHBA partners before the end of November, with a tentative due date at the beginning of 2019.*

- The Annual Homelessness Assessment Report (AHAR) is being cancelled by Housing and Urban Development (HUD), but it is being replaced by a different report called the Longitudinal System Analysis (LSA) report; if you do a Supportive Services for Veterans Families (SSVF), a Consolidated Annual Performance and Evaluation Report (CAPER), or Sage reporting, the data will be uploaded to HUD from HMIS without a chance for cleaning up the data before it's sent, so it's important to make sure your data entry is done correctly the first time.

- The Arizona Health Care Cost Containment System (AHCCCS) has requested for access to the By-Name List (BNL) on a weekly basis to be able to share specifically with the eligibility team so they can identify Seriously Mentally Ill (SMI) persons and other persons who should be being served by the RHBAs, so he can help coordinate services. The HMIS committee approved this, but with a very clear Memorandum of Understanding (MOU) that this information can only be used to the very limited purpose.
  - Should the Governance Advisory Board (GAB) approve this; and
  - What specific terms/limitations should we set?

Ty expressed concern that the work requirement around Medicaid be exempted if AHCCCS is given access to the BNL.

Cristina pointed out that the RHBAs don't have the resources to find people; so if AHCCCS wants to add services to someone who qualified on the BNL, how are these people to be located, since they are homeless and not easily reachable?

Carole expressed concern that the Release of Information (ROI)'s are specific to providers in HMIS, so for AHCCCS to have access would require a second ROI with the client. Getting the BNL will just show AHCCCS who ISN'T their client. Will they start recruiting clients for services? Maybe these people don't want to be on AHCCCS- will there be an option for a client to turn down additional services through AHCCCS?

Ricardo asked if there are additional housing resources through AHCCCS, or is it just providing another layer for AHCCCS to monitor people?

There are housing resources available through the RHBA that are exclusive to SMI and in some cases General Mental Health Substance Abuse (GMHSA) in Balance of State (BoS) communities, so we can't put them into the pool of Coordinate Entry (CE) resources because they have the extra eligibility requirement (i.e. HMIS doesn't allow for medical diagnoses because it would be in violation of Health Insurance Portability and Accountability Act (HIPAA)).

The second part of this is the service coordination piece; ADOH is funding the Continuum of Care (CoC) through almost exclusively housing units, so any additional funding through AHCCCS for non-housing services these people might need is beneficial.

Josh Crites', with AHCCCS, ultimate goal is, to try and have a 24-hour response if a person on the BNL falls back into homeless system, so these additional resources can be wrapped around them.

Carole asked if HIS list can be shared the other way, but David pointed out HIPAA rules would definitely apply going from AHCCCS to the RHBAs, since ALL of the AHCCCS clients have medical issues. The liability would be greater on our end; it's better if the liability is on AHCCCS's end, since they control the diagnosis information. The only SMI information we have in HMIS is self-reported information, not an official medical diagnosis.

Ty would be interested to hear directly from AHCCCS what they intend to do with this information, since they do not provide direct services but contract out with the RHBAs, who are already at the table.

Carole pointed out if AHCCCS actually came to the case consulting meetings, they would have this information already.

Cristina again pointed out how are these individuals to be found if they become homeless again.

***Action Item: David will sit down with AHCCCS and make a clear list of how the information from the BNL will be used, who specifically it will be shared with, and the specific uses they intend.***

***Action Item: David will also coordinate with HMIS to develop specific privacy notices.***

Any action that is taken or access granted will need to be time-limited (i.e. reviewed on an annual basis), and a clause with details on how/why to end the agreement.

#### Coordinated Entry Committee updates

A policy was added:

- Wherever possible, keep families together
- LGBT/Transgender policy was added that allows people to gender self-identify and to treat them as the gender they wanted to be treated as
- CE access points and services will be compliant with Violence Against Women Act (VAWA);
  - Have safety planning in place
  - No DV victim information added to HMIS
- The policy was realigned with the new HUD outline for CE

***Action Item: Each member will be asked to vote on acceptance or rejection of the Coordinated Entry policy, which will be sent by email after the meeting with a due date of the week after Thanksgiving. [Update: the email was sent***

*out the week of Thanksgiving, with a due date of November 24<sup>th</sup>, 2018]. **Any comments should be sent directly to David.***

**CoC Coordinator Report:**

David will start to bring to each meeting a “snapshot” CoC Coordinator report to keep the GAB updated on what the other committees are doing.

**PIT Count Preparations:**

The Point-in-Time (PIT) count is coming up on January 22, 2019; there will probably be another GAB meeting in January prior to the PIT count.

*Action Item: Each member, if you have not already confirmed who your lead is, please let David know.*

With no further business, the meeting was motioned for conclusion by Cristina and seconded by Valarie, with a unanimous vote, and was concluded at 5:02 p.m.