

AZBoS HMIS Committee Meeting Minutes

September 4, 2019

Members Present:

| | |
|------------------------------------|-----------------------------------|
| Albert Moreno (NCHP) | Jennifer Blomquist (HH&W) |
| Allison Lenocker (CCJ) | Jocelyn Muzzin (SAVAHCS) |
| Anna Lucero (Primavera) | Laurie Morrison (US Vets) |
| Chanania Covington (Mohave County) | Marilyn Johnson (OCCAC) |
| Charles Arabas (FSS) | Miguel Villalpando (NCHP) |
| Chris Moller (Catholic Charities) | Patty Heiden (Catholic Charities) |
| Claudia Morales (Cochise County) | Ryan Louis (NAVAHCS) |
| Cristina Benitez (AZCH) | Sidney Potter (GNA) |
| Glorianna Vercruyssen (CRN) | Tyler Rosensteel (CRN) |

Staff & Guests

| | |
|----------------------|---------------------|
| Melissa Swain (ADOH) | Ryan Vernick (ADOH) |
| Karia Basta (ADOH) | |

Everyone was welcomed, and the meeting started at 10:02 a.m.

Review of Committee for 2019

The committee has been working to ensure compliance with HUD policies pertaining to HMIS, for which the CoC is responsible for approving (data quality plan, security plan, privacy plan, coverage policy). The committee also is involved in workflow changes, data entry/quality issues, refresher training, if additional fields need to be added, and licenses.

Action Item: Ryan V. will resend the attachments that were on David Bridge's original calendar invitation.

Privacy Policy Discussion

An HMIS notice requires a privacy policy be posted on the wall where intake is being performed, so clients are aware that private information will be discussed. However, since all new clients are given the ROI to fill out prior to information being entered into HMIS, is this considered redundant? Should this be optional or required?

Action Item: A vote regarding posting the privacy policy will be taken at the next HMIS Committee Meeting on October 2, 2019.

Action Item: Ryan V. will re-write item number 3 on the privacy policy to make it more clear that if a person wants a copy of their information, the request must be submitted to CRN, and number 2 will be rewritten so that if corrections need to be made, the local agency can make the changes. Also, section F: Complaints and Accountability will be updated to have a parallel avenue for clients to submit complaints (i.e. both the local agency and ADOH will be the avenue for submitting complaints).

HMISaz.org/privacy will maintain the policy for ease of access.

Trainings

Let CRN know if there are specific training needs.

With no further business, the meeting concluded at 11:15 a.m., September 4, 2019.

Commonly used acronyms:

ADOH= Arizona Department of Housing
AHC= Arizona Housing Coalition
ALIP= Arizona Landlord Incentive Program
AZBoSCoC= Arizona Balance of State Continuum of Care
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
OVC= O'odham Veterans Celebration
PIT= Point-in-Time Count
Primavera Foundation
PSH= Permanent Supportive Housing
RFP= Request for Proposals
ROI= Release of Information
RRH= Rapid Rehousing
SAVAHCS= Southern Arizona VA Health Care System
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