Balance of State Continuum of Care
HMIS Committee
Minutes: Conference Call on January 4, 2017

Persons in Attendance:

Glennifer Mosher (Chair)	ADOH
Diane Guerrero	CAHRA
Lauren Randel	Catholic Charities Community Services (CCCS)
Michelle Thomas	CIR
Patricia Scott-Lopez; Cristina Benitez	Cenpatico
Melissa Fellure; Renee Morgan	Community Partnership of Southern AZ (CPSA)
Julie Montoya (Secretary)	Housing Solutions of Northern Arizona-Sharon Manor,
Terri Vaughn; Jennifer Burch	Mohave County Community Services
Kathy Tittle	Northern Arizona Veterans Resource Center
Missy Paulsell	Northland Family Help Center (NFHC)
Romelia Lopez; Carmen Gontes	Western Arizona Council of Governments (WACOG)
Patty Kelly	Western Arizona Council of Governments (WACOG)
Timothy Abraham	Western Yavapai Guidance Clinic
Megan Lee	Women's Transition Project (WTP)

- **Call to Order**
  The meeting was called to order at 10:05am by Glennifer Mosher. Minutes from December 14, 2016 were approved. Motion was made by Megan Lee, seconded by Dianna Guerrero. Unanimous yes vote.

- **PIT (Point in Time) Count**
  The PIT is coming up on January 24, 2017. Many programs are heading up the PIT count in their areas. The PIT count is a way to find homeless individuals and is a good representation over Arizona of the homeless population. PIT numbers are important for funding purposes. Some feel that doing both the survey and the SPDAT is time consuming and is an invasion of the person's time.

- **Positive/Negative Destinations**
  Anything that is not a positive exit in HMIS affects the percentage that we should be meeting. ADOH staff runs monthly reports for the Director on exit destinations. Even though there are only two questions in the exit, they are very important questions. Try to build as good of relationships with the clients so that they do not just disappear. This way we are able to know where they end up going and will have less negative destinations.

- **Running Reports- Report Cards, Data Completeness, APR details**
  There are several reports that should be run on a consistent basis to avoid errors and missing data. The most useful reports are the data completeness report card (0252), the data quality report (0260) and the data detail report (0631) in ART. The data completeness report will show anything missing. The data quality report will show any double entries or mistakes. This report is especially good for service project types. The data detail report looks at all entries in each category. CIR has updated the data quality and has a new chronic report based on updated data standards. The training videos are complete and just need finalizing to get them posted. ADOH is also working on getting requested trainings scheduled. HUD updates the data standards every three years and 2017 is the new year for them to update them again. There doesn't appear that there will be a complete overhaul but special project types might have some changes.

- **New Business**
  None

- **Next Meeting**
  Wednesday, February 1, 2017 at 10:00am -11:30am
  Teleconference info: (866) 244-8528   Passcode: 840114
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  Motion to adjourn meeting made by Glennifer Mosher, seconded by Jennifer Burch.
  Meeting adjourned at 10:51am.