Balance of State Continuum of Care
HMIS Workgroup
Minutes: Conference Call on January 6, 2015

Attendance Committee Members

~~Marilyn Johnson, OCCAC~~
Karia Basta, ADOH
Alan Wentz, Crossroads Mission
Megan Lee, Pasadera Behavioral Health
~~Diane Guerrero, CAHRA~~
Glennifer Mosher, ADOH
~~Barbara Blythe, Mohave County~~
Tricia Cano, CIR
Michelle Thomas, CIR
Julie Montoya, Sharon Manor
Richard Parker, Mountain Health and Wellness (MHW), Horizon Human Services (HHS)
Kathy Tittle, Northern AZ Veterans Resource Center
Lauren Ramono, Catholic Charities
Maribel H. Najar, National Community Health Partners (Formerly Border Health Foundation)

Call to Order

- The meeting was called to order at 10:04 a.m.   Minutes from December 16, 2015 approved, motion was made by Karia and seconded by Julie.

Discussion

- **HMIS Updates**
  - AHAR successfully updated, waiting from HUD TA to mark it usable and done for Flagstaff and the state.
- **Policies and Procedures Manual**
  - ROI received feedback and rewrote an entire paragraph. Sent out revisions but didn't receive any feedback over the holidays. Any comments.
  - Do not use the ROI yet until approved.
  - Client Acknowledgment is different than an ROI. The ROI is permitting the agency to share the data, but the CA is asking to put data into HMIS (not sharing related) - but now the ROI will include the Client Acknowledgement info now.
  - There needs to be more use of ROI tab in HMIS – need to be trained on this because few agencies are using this. Need to decide if we want to go this way, it's like a yes, no tab feature.
  - Glennifer sent the screenshot of what it would like if we use the tab in HMIS for ROI if we use that Global share

- If we don't go with the global share option in HMIS using the tab then this has to happen - If a client says no the data can't share then agency must contact CIR to have CIR shutdown the client's records in HMIS from sharing
- Discussed with the committee which options we prefer - Agencies felt it was a fine option to do the ROI tab in HMIS, but ADOH wants to make sure this is a quorum
- **Adopting the ROI Motion** – Megan Motioned and Kathy seconded, no abstain and no no's. Unanimous yes. ROI will go into effect once ADOH rolls out the email and makes the one change about an agency leaving. Roll out on Jan 15, 2016 and all ROI's due April 1, 2015.
- **ROI Tab in HMIS Motion-** Consensus by committee was present to adopt, but CIR and shelters might have some barriers to this adoption that we need to possibly explore. No motion was made, so ADOH will work to improve the status of moving this forward. Bring this up at the next meeting – put this on the agenda to make a motion at next meeting.
- CIR says that the ROI needs to add a blurb that if a new agency joins the network that the ROI state this because if not then we would need to let everyone know that there is a new agency.
  Add statement that if agency leaves the network that they cannot reach the data in HMIS any longer.

- **Data Completeness Report**
  - CIR and ADOH will address with agencies that are struggling to meet data quality expected for the CoC. Asked if anyone had feedback on monitoring form but there was no feedback.

- **HMIS Officers Length of Terms**
  - Nothing in Governance Charter
  - Advisory Board meeting and will discuss the Length of Terms for ALL OF the committees, plus, adding job descriptions. Follow up at the next meeting about this length of time after the Advisory Board Meeting – Just send thoughts to Karia and Glennifer about how long we should serve and how to replace someone. Send out a notice 3 months before someone else's term. And address if we meet monthly or quarterly want to meet every other month at maximum says Karia.

- **Chronic Homeless Definition 2016**
  - HUD webinar on this at 2pm on this definition.
  - Will be covered at regional meetings in Feb which goes into effect on Jan 15, 2016.
    - The 4 episodes in a 3 year period have to equal 12 months.

New Business
- No new topics

Next Steps

- Meeting ends at 11:02 AM.

Next meeting: Wednesday, March 2nd, 2016 at 10:00am -11:30 Teleconference info:
 (866) 244-8528   Passcode: 840114