Balance of State Continuum of Care
HMIS Committee
Minutes: Conference Call on March 1, 2017

Persons in Attendance:

Glennifer Mosher	ADOH, Chair
Brenda McAdams	Achieve
Scott McDowell	American Red Cross
Diane Guerrero	CAHRA
Lauren Randel	Catholic Charities Community Services (CCCS)
Krystal Semmons	Catholic Charities Community Services SSVF
Cristina Benitez	Cenpatico
Shantae Smith	Community Information and Referral (CIR)
Michelle Thomas	Community Information and Referral (CIR)
Charles Arabas	Flagstaff Shelter Services
Sidney Potter	Good Neighbor Alliance
Julie Montoya	Housing Solutions of Northern Arizona-Sharon Manor, Secretary
Terri Baughn	Mohave County Community Services
Jennifer Burch	Mohave County Community Services
Maribel Najar	National Community Health Partners
Kathy Tittle	Northern Arizona Veterans Resource Center
Missy Paulsell	Northland Family Help Center (NFHC)
Skye Biasetti	US Vets
Julia De Los Reyes	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 10:00am by Glennifer Mosher. Minutes from February 1, 2017 were approved. Motion was made by Cristina Benitez, seconded by Jennifer Burch. Unanimous yes vote.

- **Introduction**
  ADOH has purchased more licenses but they only have four left. More agencies are participating but if users are not using their licenses, they could be taken away. Make sure to log in at least one time a month. When an agency signs an agreement with the Continuum of Care, they need to follow the rules of the CoC.
  Data on new clients should be in within 7 days. Moving forward, this will be very crucial to performance measures.
  The NOFA this year showed that the Balance of State CoC received the highest score in the state.
  All PIT information should be in the HMIS system by now. If it is not, make sure to enter it.

- **By Name List**
  The By Name List can be found in the ART folder. Users can use filters to search. It is currently a draft but users can still try it out.

- **Coordinated Entry**
  Currently, global sharing is being done even when clients are saying no to share their information. If they are entered in to coordinated entry, everyone can still see it. Committee members voiced their concern with this occurring. If a client says no, then their information should not be accessible to everyone. Right now we will continue putting them in to coordinated entry but there will be further discussion on whether this needs to be changed.

- **Report Cards/Data Quality Reports**

Although the goal for agencies should be 100%, anything above 95% is acceptable. Agencies should be running monthly reports to ensure that there is no missing data. On past entries, make sure that the boxes in the insurance section are all marked as other options were added in the last update.
If someone dies in your project, email ADOH as they will be tracking how the effect of homelessness may have contributed to their death.

- **New HMIS Data Updates**
  On March 1st, HIC changes can be entered. Some requirements might be changing to the APR as well. On April 1st, changes will be uploaded to a new program called Sage. APR's will be submitted directly from the program. It will be very important not to leave answers blank. HUD will be looking at data to determine what money is given to Arizona.

- **New Business**
  None

- **Next Meeting**
  Wednesday, April 5, 2017 at 10:00am -11:30am
  Teleconference info: (866) 244-8528   Passcode: 840114
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  Meeting adjourned at 11:02am.