

**Balance of State Continuum of Care
HMIS Committee
Minutes: Conference Call on April 5, 2017**

Persons in Attendance:

Glennifer Mosher	ADOH, Chair
Joy Johnson	ADOH
Brenda McAdams	Achieve
Diane Guerrero	CAHRA
Lauren Randel	Catholic Charities Community Services (CCCS)
Krystal Semmons	Catholic Charities Community Services SSVF
Cristina Benitez	Cenpatico
Patricia Scott-Lopez	Cenpatico
Michelle Thomas	Community Information and Referral (CIR)
Melissa Fellure	Community Partnership of Southern AZ (CPSA)
Enrique Inocencio	Community Partnership of Southern AZ (CPSA)
Melanie Windecker	Cornerstone Mission
Charles Arabas	Flagstaff Shelter Services
Sidney Potter	Good Neighbor Alliance
Mariela Maldonado	Housing Authority of Cochise County
Julie Montoya	Housing Solutions of Northern Arizona-Sharon Manor, Secretary
Terri Baughn	Mohave County Community Services
Ashley Prunty	National Community Health Partners
Kathy Tittle	Northern Arizona Veterans Resource Center
Missy Paulsell	Northland Family Help Center (NFHC)
Marilyn Johnson	Old Concho Community Assistance Center (OCCAC)
Skye Biasetti	US Vets
Tim Bree	US Vets
Romelia Lopez	Western Arizona Council of Governments (WACOG)
Carmen Gontes	Western Arizona Council of Governments (WACOG)
Wendy Villareal	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)
Laura Gastelum	Women's Transition Project (WTP)

- **Call to Order**

The meeting was called to order at 10:03am by Glennifer Mosher. Minutes from March 1, 2017 were approved. Motion was made by Skye Biasetti, seconded by Lauren Randel. Unanimous yes vote.

- **Coordinated Entry**

Flagstaff is currently doing case conferencing but all agencies participating are not covered on the ROI. There are a couple of options to address this. We can either keep adding agencies to the list on the ROI or add a statement that says that client information might be shared with other agencies not in HMIS but that are participating in case conferencing. The complete list would be put on the ADOH webpage. We would also need to have an MOU completed between all agencies. Glennifer will send out an email regarding the options. Please respond before the end of the week.

The entire CoC is participating in coordinated entry. CIR can help train users if needed. Make sure to put in the ROI when entering. The date should be the same as the coordinated entry date. Exit them out of coordinated entry on the same day.

- **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. If you are adding a SPDAT, you can enter in the county. You can look at

who is entered in your county or filter by interviewer. It can be changed to be out of draft whenever. We should see that happening soon.

- **Report Card/Data Quality Reports**

Agency administrators should be running reports monthly to ensure that there is no missing data. 100% is the goal. If you are not collecting data, you are hurting the whole Continuum. Version 6 will be coming out soon and should be easier to use. We should know by next week when it will be available. ADOH is hoping to see it available by the end of the year but it may not be available until the beginning of next year.

- **New APR**

The current (old) APR will be used until July. Anyone in HMIS can pull APR reports even if you do not receive CoC funding. Those with contracts send their APR's to ADOH every year with their program information. The new APR will be submitted through SAGE. If data changes are made, it will show the changes immediately when you run your report. Currently, you have to wait a day for the changes to show on the reports. On the new APR, live links will appear as blue. It will show any errors and how quickly data is being entered. Agencies should still run the detailed APR because the new APR is still being worked on.

If you have a contract with ADOH, run your reports and ADOH will upload it and send it to HUD. If you receive money directly from HUD, agencies will upload the reports and send them to HUD.

- **New Business**

None

- **Next Meeting**

Motion to end the meeting was made by Skye Biasetti and seconded by Dianna Guerrero.

Next meeting:

Wednesday, May 3, 2017 at 10:00am -11:30am

Teleconference info: (866) 244-8528 Passcode: 840114

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Meeting adjourned at 11:00am.