

**Balance of State Continuum of Care
HMIS Committee
Minutes: Conference Call on May 3, 2017**

Persons in Attendance:

Glennifer Mosher	ADOH, Chair
Brenda McAdams	Achieve
Kelly Tanner	AZYP
Diane Guerrero	CAHRA
Lauren Randel	Catholic Charities Community Services (CCCS)
Cristina Benitez	Cenpatico
Patricia Scott-Lopez	Cenpatico
Michelle Thomas	Community Information and Referral (CIR)
Shantae Smith	Community Information and Referral (CIR)
Melissa Fellure	Community Partnership of Southern AZ (CPSA)
Charles Arabas	Flagstaff Shelter Services
Margay Witzdam	Flagstaff Shelter Services
Sidney Potter	Good Neighbor Alliance
Jennifer Blomquist	Horizon Health & Wellness
Mariela Maldonado	Housing Authority of Cochise County
Julie Montoya	Housing Solutions of Northern Arizona-Sharon Manor, Secretary
Terri Baughn	Mohave County Community Services
Maribel Najar	National Community Health Partners
Missy Paulsell	Northland Family Help Center (NFHC)
Marilyn Johnson	Old Concho Community Assistance Center (OCCAC)
Skye Biasseti	US Vets
Kristen Gomes	US Vets
Romelia Lopez	Western Arizona Council of Governments (WACOG)
Patty Kelly	Western Arizona Council of Governments (WACOG)
Timothy Abraham	Western Yavapai Guidance Clinic
Barbara Maretinez-Maley	Women's Transition Project (WTP)

- **Call to Order**

The meeting was called to order at 10:04am by Glennifer Mosher. Minutes from April 5, 2017 were approved. Motion was made by Cristina Benitez, seconded by Skye Biasseti. Unanimous yes vote.

- **CIR Report on Data Quality**

Michelle and Shantae attended the HMIS data conference in Salt Lake City last week. HUD is developing a new quality framework, a tool that the Continuum will need to help everyone look at their data quality and system performance measurements. Data will be directly reported into the Sage system. As long as the data quality is under a 5% error rate, HUD is okay with it.

The report will now show the timeliness of data being entered. Data should be entered within 7 days. Interims also need to be completed. The timeliness affects overall numbers for reports such as the AHAR. Areas of data that need to be worked on are social security numbers, veteran status, income at entry, annual assessment and exit. Length of stay for certain program types, such as street outreach and emergency shelter, should not be long-term. Those programs with longer stays might have to reconsider their program type.

ADOH will be creating a form that agencies will fill out with the grade on our agency report cards and send back to ADOH bi-monthly. The grade will need to be 98% or higher. HUD is looking to cut funding and low performing continuums could receive less funding if numbers are low.

- **Coordinated Entry- Revisited**

When you have a client who needs housing, the first thing you do in HMIS is go to the “enter data as” and put them in coordinated entry, entering in this order: 1) Household, 2) ROI, 3) Entry/Exit, 4) VI-SPDAT, 6) Service Transactions-Referrals.

Referrals need to be done in coordinated entry. You can check the box that will send an email to the agency being referred to.

ADOH is considering adding a statement to the ROI that states that other agencies participating in case conferencing might have access to clients’ information. The full list of agencies would be posted on the ADOH webpage.

- **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. Annual assessments need to be updated. Any missing or partial data comes up as an error. Chronic Homeless numbers are being looked at by HUD. If you serve a lot of chronic clients, email ADOH and let them know how many chronic specific beds you have in your programs.

- **New Business**

None

- **Next Meeting**

Motion to end the meeting was made by Skye Biasetti and seconded by Marilyn Johnson.
Meeting adjourned at 11:10am.

Next meeting:

Wednesday, June 7, 2017 at 10:00am -11:30am

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

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