HMIS Committee Meeting Minutes

August 2, 2017

I.   Call to order

Glennifer Mosher called to order the regular meeting of the HMIS Committee at 10:00 a.m. on August 2, 2017.

II.   Roll call

Glennifer conducted roll call. When entering the meeting late, please let Glennifer know via e-mail. Attendance to committee meetings is part of the agency agreement. The following persons were present:

Ashley Cornelius	Melissa Wessels	Nancy Zatarain
Brenda McAdams	Kelly Tanner	Dianna Guerrero
Chris Moller	Krystal Semmons	Cristina Benitez
Jennifer Blomquist	Linda Northcutt	Jennifer Burch
Laura Gastelum	TJ Howard	Margay Witzdam
Melanie Windecker	Adriane Clarke	Sidney Potter
Michelle Thomas	Thaddaeus Gassie	Melissa Fellure
Romelia Lopez	Patty Kelly	Timothy Abraham
Sara Sweeney	Missy Paulsell	Tim Vree
Sarah Roluffs	Courtney Wofford	Melinda Castillo
Terry Baughn	Maribel Najar	

III.   Approval of minutes from last meeting

Maribel Najar motioned to approve the minutes from the previous meeting; Cristina Benitez seconded the motion. The minutes were approved as written and distributed.

IV.   Open issues

A. The committee needs a volunteer to take minutes of the meeting as Julie Montoya will no longer be attending the meetings. Please e-mail Glennifer know if you are interested.

B. CIR updated the Committee on staff changes. Thaddaeus Gassie will start on August 14th. Tricia Cano (now Gipson) will be assisting CIR a few hours a week on a contract basis. The office has moved to Washington at 56th Street in Tempe.

C. HMIS duplicate clients: If you have duplicate clients, please contact CIR or Glennifer so they can merge them. When entering new clients, search to ensure that client is not already in HMIS. Review the bottom of the screen and click "next page" to verify. If members of the household are not being serviced, do not check their name. Click on the "manage household"

button to remove or add household members. There are 992 duplicate clients in the system as of today.

D. The Date Quality Multiply Entries Report is distributed by CIR; however, anyone can run this report. This report should be run often, reviewed, and duplicate entries fixed. The report card will also show multiple entries. ***Our system performance measures depend upon your correct data.***

E. The rapid re-housing move-in date is important. Clients will not be counted if the move-in date is the same as the project entry date. Effective October 1, 2017, all permanent housing must have a move-in date. The entry date can be the eligibility date. When referred, the entry date is the date an agency began working with the client; the move-in date will be after that. If a client moves in the same day an agency began working with them, the move-in date is should be one (1) day later. The RRH forms were distributed for review.

F. As SSVF does not have to collect disability information, it may be collected as this data may be required at a later date. This topic will be discussed at a future Committee Meeting.

G. Housing Status is only required for HOPWA, RHSAP, and PATH. Starting October 1st, it will no longer be required by any project.

H. SSOM is not required; it has been replaced with VI-SPDAT.

I. The Client Acknowledgement Form has been replaced with the ROI (Release of Information). The client's information needs to be entered into HMIS; however, their information does not have to be shared. Additionally, **the ROI and the entry date have to be the same.** Every ROI has to be entered into HMIS.

J. ADOH is tracking how long it takes to enter data into HMIS. The COC requirement is seven (7) days; ESG recipients have five (5) days; Pima County has two (2) days. What is an appropriate length of time? This topic will be discussed again at a future Committee Meeting.

K. There was a question about housing first and entering universal data. It was agreed a partial social security number should be entered and then fixed once all paperwork has been received.

V.   **New business**

A. Cristina Benitez thanked the behavioral health agencies who participate with the HMIS committee call.

B. Please e-mail Glennifer any items to be added to the agenda.

VI.   **Adjournment**

Melanie Windecker motioned and Dianna Guerrero seconded it to adjourn the meeting. The meeting adjourned at 10:55 a.m.