

**Balance of State Continuum of Care  
HMIS Committee  
Minutes: Conference Call on October 5, 2016**

**Persons in Attendance:**

Glennifer Mosher	ADOH, Chair
Diane Guerrero	CAHRA
Lauren Randall	Catholic Charities Community Services (CCCS)
Patricia Scott-Lopez	Cenpatico
Michelle Meyerkorth	CIR
Melissa Fellure	Community Partnership of Southern AZ (CPSA)
Julie Montoya	Housing Solutions of Northern Arizona-Sharon Manor, Secretary
Barbara Blythe	Mohave Community Health Partners
Maribel H. Najjar	National Community Health Partners
Bekki Dupras	Northland Cares
Marilyn Johnson	Old Concho Community Asst Center (OCCAC)
Romelia Lopez	Western Arizona Council of Governments (WACOG)
Megan Lee	Women's Transition Project (WTP)

- **Call to Order**

The meeting was called to order at 10:03am by Glennifer Mosher. Minutes from September 7, 2016 were approved. Motion was made by Bekki Dupras, seconded by Barbara Blythe. Unanimous yes vote.

- **Intake Changes**

The last question should be fixed by October 10<sup>th</sup>. The data standards video should be out by the end of today. The Forms are almost complete. An email will go out saying when they are available. Updates of the APR have not been tested yet. If there are any issues, email the Help Desk. The new version #28 will be available. The new date will be on there so you know which one is the correct one to use.

- **Agency Report Cards**

Glennifer asked the committee if program report cards should be shared among all programs. There were mixed responses. The Continuum of Care should be working together and the programs cannot be having a lot of missing data. The AHAR is coming up and it affects the whole Continuum. The system knows if a program is not required to enter certain information so it does not reflect badly on a program that they are missing information.

Glennifer said that she had ran the exit destination report this morning and that it showed that there was 3,007 exits in September and that there were 2,507 of those exits that had no exit interviews completed. Agency administrators are responsible for communicating to the HMIS users and making sure that the information is getting put in.

- **Coordinated Entry-Referrals & ROI's**

Next month, agencies will be able to say who they serve in the system. Agency Profile sheets will be sent out in a couple of weeks to programs so that they can put their contact information, units and bed availability, and what kind of program they are.

A reminder was given that agencies need to inform ADOH when a staff member leaves so that they can clean up the licenses.

- **New Business**

Regional meetings will no longer be occurring quarterly. ADOH will be holding the meetings in Phoenix and someone from each local Continuum of Care will represent at the meeting.

- **Policies and Procedures**

A motion was made by Barbara to approve the changes made in the Policies and Procedures. Bekki seconded the motion. Unanimous yes vote.

ADOH will send out the Policies and Procedures updates and post them on their website.

- **Next Meeting**

Wednesday, November 2, 2016 at 10:00am -11:30am

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

Meeting adjourned at 11:20am.