

HMIS Committee Meeting Minutes

October 11, 2017

1. Attendance: Please see Page 3.
2. Approval of September minutes: Thank you to Maribel Najjar for taking and preparing the September meeting minutes.
 - a. There was a discussion on changing the way minutes are dispersed. The September minutes will be distributed so please respond via e-mail with your approval or any changes. Going forward the minutes will be distributed via e-mail a week prior to the HMIS committee meeting and a response will be needed with your approval or any changes.
3. HMIS Policies and Procedures need to be updated. The last update on this document was in October, 2016.
 - a. Change ninety-five percent (95%) to reflect a grade of ninety-eight percent (98%) or above across the Continuum.
 - b. Change time requirement for HMIS data entry to match DES from seven (7) days to five (5) business days.
 - c. An e-mail will be distributed in regards to the Policies and Procedures. Please review and e-mail any changes, corrections, or suggestions. A vote to approve the revised Policy and Procedures will occur in the near future.
4. PLEASE search carefully for a client; do not create new a client unless you really cannot find yours. Also, when adding new clients, if an error is made, do not create another. CIR is always available to assist. It is important to not create a new client if they are already entered into HMIS. Data is used to track clients over time.
5. HUD HMIS data changes as of October 1, 2017.
 - a. The link to Survey Monkey should allow access to a ten (10) to twelve (12) minute You Tube video. After watching the video, there is a short quiz. Some people did not have or were unable to access the video; others went to the link and did not watch the video at that time and when they went back to the video it disappeared. Please contact CIR for assistance. CIR would like to keep it as a single link for automatic tracking purposes. As of today there were fifty-five (55) users who completed this training.
 - b. Glennifer and Ty Rosensteel will be discussing if this will be incorporated into the required refresher. As of now there is no requirement of a pass for the quiz.
 - c. Agency Administrators are responsible to take the information, updates, etc. from these meetings and share with their organizations.

- d. Gender change. There has been some changes to the verbiage. A handout will be e-mailed.
- e. The move-in date can now be the same date as program entry date. If a client has an old move-in date (due to previously being housed and then experiencing homelessness again), remove the old move-in date and leave blank until a new move-in date is determined and enter as interim (occurrence) update in HMIS.
 - i. There was a question regarding two (2) separate move-in dates from two (2) separate programs. Glennifer suggested to contact CIR for removal. Ty did not believe two (2) move-in dates from separate agencies should not be an issue as the reports are program specific and only looks at the dates in each individual program.
 - ii. If a client moves from moves from one (1) home to another over the years, does the move-in date change? The answer is no; it would be an update but not a change in their original move-in date.
 - iii. SSVF asked about homeless prevention move-in dates. Lawrence shared homeless prevention would not require a move-in date because the client was not literally homeless; it would be considered preventing homelessness.
 - iv. Melissa Fellure asked about the new forms. CIR is still working on updating and eventually a fillable version will be on-line as well. The new forms will be e-mailed when available.
 - v. Please contact CIR or Glennifer with any HMIS problems or questions.
6. The ROI has to match the entry date. This needs to be continuous year to year. If changed to a “no” two (2) years from now, it does not undo the sharing for that entry.
7. FYI for HMIS:
 - a. NEVER use “Data Not Collected”!
 - b. If there is no social security number, use the client’s HMIS ID # preceded by 0’s until the full social security number is obtained.
8. New Business:
 - a. CIR would like to add upcoming trainings for users. This would be users that have started the on-line training; the agency can send that user to an upcoming training in their area.
 - b. Glennifer stated all handouts and links to the HUD Manual will be e-mailed. Please review and e-mail an approval or changes to the September minutes.
9. The next meeting will be November 1st at 10:00 a.m.
10. Melissa Fellure motioned and Megan Lee seconded it to adjourn the meeting. The meeting adjourned.

ACHIEVE	Brenda McAdams
ACTS	Kathleen Heredia
AMERICAN RED CROSS	
ARIZONA YOUTH PARTNERSHIP	Kelly Tanner
BISBEE COALITION FOR THE HOMELESS	
CAHRA	Dianna Guerrero,
CATHOLIC CHARITIES COMMUNITY SERVICES (CCCS)	Chris Moller,
CCCS SSVF	Krystal Semmons
CENPATICO	
COLORADO RIVER REGIONAL CRISIS SERVICES	
COMMUNITY HEALTH ASSOCIATES	
CIR	Ty Rosensteel Lawrence Goshen Thaddeus Gassie
COMMUNITY PARTNERSHIP OF SOUTHER AZ	Melissa Fellure Jacqueline Mills
CORAZON INTEGRATED HEALTHCARE SERVICES	
CORNERSTONE MISSION	Melanie Windecker
CROSSROADS MISSION	
DES/ESG	Adriane Clarke
FLAGSTAFF SHELTER SERVICES	Margay Witzdam
GOOD NEIGHBOR ALLIANCE	
HORIZON HEALTH & WELLNESS	Jennifer Blomquist Linda Northcutt
HOUSING AUTHORITY OF COCHISE COUNTY	
MOHAVE COUNTY COMMUNITY SERVICES	Terry Baughn
NATIONAL COMMUNITY HEALTH PARTNERS	Maribel Najar
VETERANS RESOURCE CENTER	Kathy Tittle
NORTHLAND CARES	
NORTHLAND FAMILY HELP CENTER	Missy Paulsell
OCCAC	
PACHELO MTZ HOMELESS OUTREACH	
PINAL HISPANIC COUNCIL	Elizabeth Flores
SOUTHERN AZ AIDS FOUNDATION	Chris Charles
SOUTHEAST AZ BEHAVIORAL HEALTH SERVICES	
SOUTHWEST BEHAVIORAL HEALTH SERVICES	
SUNSHINE RESCUE MISSION	
US VETS	Lori Morrison
WESTCARE	
WACOG	Romelia Lopez,
WESTERN YAVAPAI GUIDANCE CLINIC	
WTP/CBI	Megan Lee