Balance of State Continuum of Care
HMIS Committee
Minutes: Conference Call on November 2, 2016

Persons in Attendance:

Glennifer Mosher	ADOH, Chair
Scott McDowell	American Red Cross
Diane Guerrero	CAHRA
Lauren Randall	Catholic Charities Community Services (CCCS)
Krystal Semmons	Catholic Charities Community Services SSVF
Michelle Meyerkorth	CIR
Renee Morgan	Community Partnership of Southern AZ (CPSA)
Melanie Windecker	Cornerstone Mission
Charles Arabas	Flagstaff Shelter Services
Julie Montoya	Housing Solutions of Northern Arizona-Sharon Manor, Secretary
Barbara Blythe	Mohave County Community Services
Jennifer Burch	Mohave County Community Services
Maribel H. Najar	National Community Health Partners
Missy Woods	Northland Family Help Center (NFHC)
Skye Biasetti	US Vets
Romelia Lopez	Western Arizona Council of Governments (WACOG)
Carmen Gontes	Western Arizona Council of Governments (WACOG)
Timothy Abraham	Western Yavapai Guidance Clinic
Megan Lee	Women's Transition Project (WTP)

- **Call to Order**
  The meeting was called to order at 10:02am by Glennifer Mosher. Minutes from October 5, 2016 were approved. Motion was made by Maribel Najar, seconded by Megan Lee. Unanimous yes vote.

- **AHAR, Training Videos, Qlik Reporting and ServicePoint 6 Updates**
  AHAR- The draft was sent to HUD on 10/31. Initial response from the technical provider says that it looks good. If there are areas that have 5% above the allowed allotment of missing data, programs will be contacted to complete the missing data. If those areas are not corrected the CoC could be in danger of those areas not being used. The final AHAR is due on 12/1/16.
  Training videos- The training videos and forms are now on the website. All HMIS users are encouraged to complete the data standards training.
  Qlik Reporting and ServicePoint 6- A Bowman upgrade will be occurring in the next year. In January, a new reporting tool, Qlik, will begin to be used in conjunction with the current system. The expected transition to ServicePoint 6 should be complete in the summer.

- **HUD Data Standards**
  Current clients as well as any client entered into HMIS on or after 10/1/16 should include the updated data standards. Exited clients prior to this date do not have to be completed.

- **Housing Inventory Chart and the Point In Time Count**
  In January, the Point In Time (PIT) count will be completed.
  On 10/18, Glennifer sent out an email regarding each program's Housing Inventory Chart (HIC). She still needs responses back from many of the programs. The deadline will be extended to this Friday, 11/4. The HIC shows the capacity that each program has to serve. We need accurate information to accurately reflect our utilization percentage.

- **HMIS Data Usage Capabilities**
  HMIS Data could be used in a more efficient way if users had a better understanding of its capabilities. Would it help if every project was monitored, if there was more training and if agency administrators had better training?

Agencies should send an email to Glennifer and copy Michele on the emails if they are interested in having training.

- **New Business**
  Some agencies are concerned about having the HMIS meeting the day prior to the annual sub-recipient meeting in Phoenix since some people might be traveling that day. Glennifer will send out an email regarding the December 7th HMIS meeting to see if people will be able to make it.

- **Next Meeting**
  Wednesday, December 7, 2016 at 10:00am -11:30am
  Teleconference info: (866) 244-8528   Passcode: 840114

  Motion to adjourn meeting made by Barbara Blythe, seconded by Scott McDowell.
  Meeting adjourned at 10:39am.