

**Balance of State Continuum of Care
HMIS Committee
Minutes: Conference Call on December 14, 2016**

Persons in Attendance:

Glennifer Mosher	ADOH, Chair
Karia Basta	ADOH
Brenda McAdams	Achieve
Diane Guerrero	CAHRA
Krystal Semmons	Catholic Charities Community Services SSVF
Michelle Thomas	CIR
Patricia Scott-Lopez	Cenpatico
Christina	Cenpatico
Melissa Fellure	Community Partnership of Southern AZ (CPSA)
Jeff	Flagstaff Shelter Services
Anita Baca	Housing Authority of Cochise County
Julie Montoya	Housing Solutions of Northern Arizona-Sharon Manor, Secretary
Terri Vaughn	Mohave County Community Services
Jennifer Burch	Mohave County Community Services
Maribel H. Najjar	National Community Health Partners
Greg Billi	NAZCARE
Missy Woods	Northland Family Help Center (NFHC)
Marilyn Johnson	Old Concho Community Association Center (OCCAC)
Romelia Lopez	Western Arizona Council of Governments (WACOG)
Carmen Gontes	Western Arizona Council of Governments (WACOG)
Patty	Western Arizona Council of Governments (WACOG)
Timothy Abraham	Western Yavapai Guidance Clinic
Laura Gastelum	Women's Transition Project (WTP)

• **Call to Order**

The meeting was called to order at 10:04am by Glennifer Mosher. Minutes from November 2, 2016 were approved. Motion was made by Brenda McAdams, seconded by Patricia Scott-Lopez. Unanimous yes vote.

• **PKI Certificate**

A new certificate was sent out to all users at the beginning of the month. The old certificates no longer work as of December 7th and should be removed once the new certificate is downloaded. Call or email the help desk if you need help downloading or removing the certificates.

• **AHAR (Annual Homeless Assessment Report)- Data Complete vs. Quality**

The AHAR goes to Congress. They look to see what capacity we have to serve the homeless. It is very important to have all the information filled out. Some programs received emails to complete their data. Agency administrators can run data completeness and data quality reports to monitor their own programs' data completeness. Access to these reports is in the ADOH folder. Some programs do not have to complete all the answers depending on the type of program they have. There are also APR reports that CoC funding requires every year. ADOH recommends running these reports at least monthly. There is a detailed APR that shows specific data that might be missing. Joy Johnson and Glennifer will start to monitor all the providers eventually. Once they do this, programs will be contacted when they have missing data. Currently CIR sends out data quality reports periodically for programs to follow up on.

Reporting training will be scheduled after the first of the year. CIR is also available if agencies want to schedule them to come out and do training in person. A new training schedule for trainings occurring at the Phoenix office was just sent out and basic user trainings will be up by the end of the month.

• **ROI for Coordinated Entry**

ROI's are not being entered. The yes or no options need to be marked in order to be shared. Separate ROI's are not needed once someone enters a program. ADOH will be monitoring this to ensure that users are remembering to do this. The VI-SPDAT should be done at least every 6 months.

- **2017 PIT (Point in Time) January 24**

On January 24th, the Point In Time (PIT) count will be completed. Various counties are beginning the process of coordination to complete the PIT.

The Housing Inventory Chart (HIC) shows the capacity that each program has to serve. We need accurate information to accurately reflect our utilization percentage.

- **New Business**

ADOH will be increasingly tracking negative exits. For example: If a client is living with family or friends, do we know if it is temporary or permanent.

Sub-recipients will be moving to ShelterPoint from ServicePoint this upcoming year. It will be a tab on the left side of the home page. It will allow for entering in the addresses where clients are housed. More information will be coming about this.

- **Next Meeting**

Wednesday, January 4, 2017 at 10:00am -11:30am

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

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Meeting adjourned at 11:06am.