

**Balance of State Continuum of Care  
HMIS Committee  
Minutes: Conference Call on September 7, 2016**

**Persons in Attendance:**

Abby Villescaz	Corazon Integrated
Barbara Blythe	Mohave County
Brenda McAdams	Achieve Human Services
Camie Rasband	Catholic Charities
Carol Benedict	US Vets
Courtney Wofford	ACTS
Darrel Reynolds	Catholic Charities Path Program
Diane Guerrero	CAHRA
Glennifer Mosher	ADOH, Chair
Gregg Donnell	CIR
Jennifer Burch	Mohave County
Julie Montoya	Sharon Manor, Secretary
Krystal Semmons	Catholic Charities
Lauren Romano	Catholic Charities
Liz Flores	Pinal Hispanic Council
Margaret Stansbury	ACTS
Maribel H. Najar	National Community Health Partners
Melissa Fellure,	CPSA
Michelle Thomas	CIR
Patricia Scott-Lopez	Cenpatico
Sarah Roluffs	ACTS
Scott McDowell	Tucson SVF
Shantae Smith	CIR
Skye Biasetti	US Vets

• **Call to Order**

The meeting was called to order at 10:00am by Glennifer Mosher. Minutes from August 3, 2016 were approved, motion was made by Diane Guerrero, seconded by Maribel Najar. Unanimous yes vote.

• **HMIS Updates**

First round of data quality reports for the AHAR were sent out last month. All data entered through September 30, 2016 should be complete. Any missing data (ie. Refused, don't know) on the reports should be corrected. Another round of reports will go out after October 1, 2016. CIR also sends out reports quarterly to all HMIS user agencies.

• **Data Standards Updates**

Received notice from Bowman that data changes in Servicepoint will be updated by September 15, 2016.

- Changes effective October 1, 2016
- CIR will update video training after September 15, 2016
- New intake forms will be available after September 15, 2016

• **Bowman Conference**

Glennifer and CIR staff will be attending next week. They will hear about any updates for reporting at the conference.

• **Refresher Courses**

HMIS users should be taking a refresher course every fiscal year (7/1-6/30). All users need to take the updated data standards training, which will be released in a few weeks. A list of who has not done this will be passed on to ADOH. Those users could be deleted from the system if not completed.

- **Importance of ROI**

Many agencies are having trouble getting clients to agree to share information. Agencies should be presenting to the clients that by sharing information, we will be able to serve them better by seeing what services they have already received.

Agencies should also be putting the clients' ROI in each project. The client only has to sign one form, but it needs to be put in HMIS under each project and dated the same day as the entry date.

- **HMIS Policy and Procedures**

Glennifer has been working on updating changes. She would like everyone to look over the changes and email her with any comments. We will discuss it at the next HMIS committee meeting.

- **Provider Profile**

Each agency needs to update their profile in ServicePoint and send back.

- **License Fees**

Currently, ADOH is charged \$250/license. An ART license is \$100. The majority of agencies is covered through ADOH and is getting their licenses for free. More people are coming on to HMIS and the money for the licenses is going faster.

Each agency should evaluate how many users they actually need so that ADOH can cut back on unneeded licenses.

If someone leaves the agency, ADOH needs to know within 24 hours of them leaving.

- **NOFA**

ADOH is in the process of working on the NOFA.

- **AZCEH**

Conference is on September 21-22, 2016 at Black Canyon Conference Center. The BOSCOG Statewide meeting will be held on September 21<sup>st</sup>. There are a couple of items that agencies would like to see discussed at the meeting:

- Coordinated Assessment-process of entry/exit
- Waiting List-how to get clients off the list after they have been housed

- **New Business**

None

- **Next Meeting**

Wednesday, October 5, 2016 at 10:00am -11:30am

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

Meeting adjourned at 10:57am.