

**Arizona Balance of State Continuum of Care
HMIS Workgroup
Minutes: Conference Call on March 2, 2016**

Attendance Committee Members

~~Alan Wentz, Crossroads Mission~~
Barb Blythe, Mohave County
~~Diane Guerrero, CAHRA~~
Glennifer Mosher, ADOH
Julie Montoya, Sharon Manor
~~Karia Basta, ADOH~~
~~Kathy Tittle, Northern AZ Veterans Resource Center~~
Lauren Ramono, Catholic Charities
Lucia Mathews, Crossroads Mission (NEW Member)
Maribel H. Najar, National Community Health Partners (Formerly Border Health Foundation)
~~Marilyn Johnson, OCCAC~~
~~Megan Lee, Pasadera Behavioral Health~~
Michelle Thomas, CIR
~~Richard Parker, Mountain Health and Wellness (MHW), Horizon Human Services (HHS)~~
~~Tricia Cane, CIR~~

Call to Order

- The meeting was called to order at 10:06 a.m. Minutes from January 6, 2016 approved, motion was made by Julie and seconded by Barb.

Discussion

- Because of a small turn out for this meeting, it was suggested that Calendar invites be sent out for each meeting so it is added to people's calendars.
- **HMIS Updates**
 - AHAR has been marked "Useable" for all categories
 - Data sharing will be turned on April 1.
 - The new HIC & PIT reports are out and CIR are testing them at this time.
 - Barb asked if everyone was getting their ROI's signed. She reported Mohave County is about to send out 2nd round of letters and if they do not receive an ROI back, clients will be asked to come into the office to complete one.
- **Policies and Procedures Manual**
 - Glennifer will be working on updating the Policies and Procedures Manual to reflect the new data sharing and use of ROIs.
 - It was stated that the wording is similar between the old Client Consent form and the ROI. If it is not possible to get a new ROI before April 1, and you have a current Consent form, the ROI could still be entered into HMIS.
- **HMIS Officers Length of Terms**
 - Barb reported that the advisory board had said term lengths should be 1 year.
 - It was stated that Barb and Megan have served for 3 years.
 - She asked for volunteers stating that if no one volunteered names would be drawn. No one volunteered.
 - Thanks were expressed for all their years of service.

New Business

- Glennifer reminded HMIS providers that if they are using “Coordinated Entry” there needs to be an ROI in HMIS for Coordinated Entry
- Question was asked about a provider that had been missed in the list of providers on the ROI. That provider has been added but several new will be coming on. It does not affect the current ROI. That one can remain in use until a new one replaces it.
- The question was asked if the committee wanted to go to quarterly or bi-monthly meetings. It was decided that with data sharing and other new things happening, meetings would remain monthly at this time.

Next Steps

- Meeting ended at 10:31 AM.

Next meeting: Wednesday, April 6, 2016, at 10:00am -11:30 [Teleconference info:](#)
(866) 244-8528 Passcode: 840114