

**Balance of State Continuum of Care  
HMIS Committee  
Minutes: Conference Call on May 4, 2016**

**Attendance Committee Members**

~~Alan Wentz, Crossroads Mission~~  
Barbara Blythe, Mohave County  
Diane Guerrero, CAHRA  
Glennifer Mosher, ADOH, Chair  
Julie Montoya, Sharon Manor, Secretary  
~~Karia Basta, ADOH~~  
Kathy Tittle, Northern AZ Veterans Resource Center  
Lauren Ramono, Catholic Charities  
~~Lucia Mathews, Crossroads mission~~  
Maribel H. Najar, National Community Health Partners (Formerly Border Health Foundation)  
~~Marilyn Johnson, OCCAG~~  
Megan Lee, Pasadera Behavioral Health  
Michelle Thomas, CIR  
~~Richard Parker, Mountain Health and Wellness (MHW), Horizon Human Services (HHS)~~  
Tricia Cano, CIR  
~~Anita Baca, Cochise Housing Authority~~  
~~Laura Gastelum, WTP~~  
Missy Paulsell, Northland Family Help Center  
Carmen Gontes, WAGOG  
~~Crystal Simmons, Catholic Charities~~  
Ken Ripkie, Flagstaff Emergency Shelter  
~~Romelia Lopez, WAGOG~~

• **Call to Order**

The meeting was called to order at 10:03am by Glennifer Mosher. Minutes from April 6, 2016 were approved, motion was made by Barbara Blythe, seconded by Ken Ripkie. Unanimous yes vote.

• **HMIS Updates**

- The BOS has entered the chronic homeless report.
- 2016 HMIS data changes- Some changes will occur including prior residence question and homeless duration question.
  - Users will have to answer the yes/no disabled question for both adults and children.
  - IHS will be added to the health insurance options.
  - Changes should be available on 9/1/16 and will go live 10/1/16.
  - Unless disability is a requirement of the program, programs should be checking yes or no based on client self-reporting. Only those programs requiring a disability should have documentation in the file.

Tricia explained that HUD is dictating what changes need to be made in order to make questions more clear. CIR is going off what HUD is saying but won't know exactly until the software comes out.

• **Coordinated Entry & Referrals**

- Regardless of clients' status, agencies should be interviewing, creating the coordinated entry, completing the UDE, referring, and exiting immediately.
- Agencies should only be entering referrals for housing or shelter.
- Agencies need to do VI-SPDAT for everyone that walks in the door, even if they do not qualify for our services.
- HUD is very interested in how coordinated entry is looking. Tier 2 funding announcement just came out and the BOS lost money this year.

- **Agency Licenses**

How many licenses should each agency get for free? Some agencies have 1 and others have more than 10. Some users have not logged in in over a year but ADOH is still paying for the license. Agencies should monitor their users and if someone leaves the agency, they need to inform ADOH & CIR so that the license can be used elsewhere.

- **HIC & PIT**

- Data was submitted.
- Clients' data needs to be entered within 7 days.
- Update regularly.
- Data quality is improving, but agencies need to concentrate on timeliness.
- Overall numbers went down, transitional housing numbers went up, shows that we're housing people.

- **Data Sharing**

- Are agencies seeing clients being served at other agencies? **Yes**
- Are agencies finding it helpful? **Yes, seeing what clients are being served and what they are being helped with.**
- Are clients saying yes to the ROI? **Most are saying yes. If ROI is presented appropriately and we let them know that we can provide more assistance to the client by data sharing, it is a good selling point.**

- **Report Cards**

- Ran all programs, did not come out good. Funded programs all received an A. Areas of most problems are chronic homeless questions, HUD verification, and length of time on streets.
- Funding is getting tight; CIR will be keeping an eye on agencies and sending out data quality reports.
- If you answer "data not collected", this is considered a negative outcome and shows as missing data. Better not to leave unanswered.

- **New Business**

None

- **Next Schedule of meetings**

Glennifer will be having back surgery on 6/13/16 so we will not have a meeting in July. Karia will lead the meeting in August.

Motion to adjourn by Ken Ripkie, seconded by Maribel H. Najjar. Meeting adjourned at 11:07am.

**Next meeting:** Wednesday, June 1, 2016 at 10:00am -11:30am [Teleconference info:](#)  
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