Balance of State Continuum of Care
HMIS Workgroup
Minutes: Conference Call on June 3, 2015

Attendance

> Marilyn Johnson, OCCAC
> Alan Wentz, Crossroads Mission
> Megan Lee, Pasadera Behavioral Health
> Anne Scott, ADOH
> Barbara Blythe, Mohave County
> Tricia Cano, CIR
> Michelle Thomas, CIR
> Julie Montoya, Sharon Manor
> Sandi Flores, Catholic Charities
> Kathy Tittle, Northern Arizona Veterans Research Center

Call to Order

- The meeting was called to order at 10:03 a.m.   Minutes from April 8, 2015 approved, motion was made by Anne and seconded by Julie.

Discussion

- **HMIS Updates**
  - How are the trainings helping? Anne said that she is getting rave reviews from online training.
  - Compliments to CIR for making so much progress with our HMIS in such a short time.
  - Is there training for exits only was asked, but there is an entry/exit training video not just an exit video.

- **Policies and Procedures Manual**
  - Reviewed the PATH and RHY changes for the Policies and Procedures and the Data Quality Plan. Attached to the email under file name "June 2015 Meeting_HMIS P & P Proposed Amendments 5_15"
    - Runaway and Homeless youth programs and HUD is issuing guidance on how to address youth in HMIS. HUD has said to entry data into HMIS for the youth and post the privacy notice near the terminal of data collection. The issue is that you can't ask youth under 18 to sign a release.
    - The data sharing guidance isn't coming out until next month and when the data sharing comes out then we will restructure our P/P as needed to mess with the data sharing policy. Right now we only data share for VI-SPDAT and Coordinated Entry. In phase 1 of our implementation of runaway and

homeless youth, will likely need to make changes as HUD issues further guidance.

- o Right now youth are open and shared for VI-SPDAT and Coordinated Entry (CE).
- o Bowman has a youth VI-SPDAT that is in production, not released yet.

- o Page 11, "Privacy Management",

Policy:

Revise the sentence to read "Agencies will be solely responsible for ensuring clients understand privacy. With the exception of agencies providing services solely to children and youth, all agencies must obtain a signed Client Acknowledgement Form and a Release of Information form from each client before entering data into the AZBOSCOC HMIS. Clients in Runaway and Homeless Youth Programs and private programs that serve only children and youth will NOT be asked to provide a Client Acknowledgement Form or a Release of Information form. All HMIS agencies must post a Privacy Notice at all intake locations. A copy of the Privacy Notice will be made available to all clients at the client's request.

Procedure:

Revise sentence to read "Upon Recertification of client, new Client Acknowledgement Form must be signed for all programs except those serving solely children and youth."

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Client Release of Information

Procedure:

Revise sentence to read "Users in all agencies with the exception of those that provide services to Runaway and Homeless Youth must obtain a signed Client Acknowledgement Form for each client prior to entering data into AZBOSCOC HMIS."

- o Issue with PATH grants for the renovation. We can't realistically expect PATH employees to gain all UDE's from a field encounter. We need to implement a different protocol for PATH to have a "data engagement" then once trust is built then gain more info on UDE's. The change we need to make to our P/P possibly, and we had a policy in our P/P that we do not allow aliases, but now we want to make sure we allow aliases to be used for PATH. See the tables below.

- o Motion to approve the amendments made by Barbara, Anne seconds. No debates or issues brought up by committee. Yes unanimously. No, no disagrees. Motion was approved to make the changes on the "June 2015 Meeting_HMIS P & P Proposed Amendments 5_15" for P/P manual.

- **Monitoring Form**
  - o Reviewed the desktop monitoring form*. **BE PREPARED TO PROVIDE FEEDBACK ON THE MONITORING FORM,** attached in the email as "June 2015_Review Monitoring Form"*
  - o Barbara has made changes to the monitoring form to include more detailed information. Committee did not seem to use the form, but Anne points out that Agency Admin must have monthly checks on the files. Agency Admin will need to keep on file that they are monitoring the programs monthly, Barbara monitors her weekly.
  - o Cannot use the VI-SPDAT to enter in your homeless cert information. VI-SPDAT is only to determine eligibility.
  - o How does ADOH want to track the AA's use of this form monthly?
  - o It may not be realistic that the Emergency Shelters do monitor every file each month.   Alan representing his ES, that right now auditing 10% is realistic but during busy times might be a bit more difficult.
  - o Tricia has comment about form, on the second page, Item 2 SPDAT, or VI-SPDAT?
  - o The Monitoring form will be part of the AA training. Distribute at AA meeting in July.

- **Agency Administrator Training**
  - o Mentioned at May meeting that we would begin developing an Agency Admin training and try it out on the HMIS Committee before launching at July Regional Meetings
  - o CIR developed AA training/guide. Is the Guide on the website?   NO, but CIR will put the guide on the website today.

New Business
- PIT/HIC – we need to know that we must report all the beds we operate not just reporting how many beds are in the contract.
- AHAR is taking quarterly and we need people on top of the numbers. The quality of the individual data affects the whole CoC numbers.
- Need a good strong PIT and numbers need to go down.
- Need to get a PATH provider on the committee. Sandi is a PATH provider, but maybe Austin can attend each month.   Other PATH provider is GNA. Also, have a person from Runaway and Homeless youth on the committee, maybe Barbara or Sandi can do this. Name: Kelly Tanner, should talk with her to be part of the committee.

Next Steps

- Meeting ends at 11:02 AM.

Next meeting: Wednesday, August 19, 2015 at 10:00am -11:30 Teleconference info: (866) 244-8528   Passcode: 840114

Page three, change the table to:

PROGRAM TYPE	DATA ELEMENT	TIMEFRAME ENTRY
Emergency Shelters:	Universal Data Elements, Housing Check-In/Check-Out	7 calendar days after the check-in/check-out time
Transitional and Permanent Supportive Housing Programs:	Universal Data Elements, Program: Check-In/Check-Out	7 calendar days
Rapid Re-Housing and Homelessness Prevention Programs:	Universal Data Elements, Program-Specific Data Elements	7 calendar days after enrollment/ eligibility is established
Outreach Programs:	Limited data elements; non-identified client information or aliases are allowed while outreach staff develop client relationships and when client refuses to provide information. Programs are required to keep track of non-identified client and alias information and must not create a new record if one already exists.	7 calendar days of the initial encounter. Upon engagement for services, the client record must be amended with individually identifiable information, all remaining Universal Data Elements, and all Program Specific Data Elements and be entered within 7 calendar days of client engagement.

Page four, change the table to:

Acceptable Missing or Unknown Response Range by Program Type

Data Element	TH, PSH, RRH, HP		ESG, Non-HUD SSO		OUTREACH-date of engagement/enrollment	
	Missing	Unknown	Missing	Unknown	Missing	Unknown
First & Last Name	0%	0%	0%	0%	0%	0%
SSN	0%	0%	0%	5%	0%	5%
Date of birth	0%	0%	0%	2%	0%	2%
Race	0%	5%	0%	5%	0%	5%
Ethnicity	0%	5%	0%	5%	0%	5%
Gender	0%	0%	0%	0%	0%	0%
Veteran Status (Adults)	0%	5%	0%	5%	0%	5%
Disabling Condition (adults)	0%	0%	0%	5%	0%	5%

Residence Prior to Entry	0%	0%	0%	0%	N/A	N/A
Housing Status (Entry)	0%	0%	0%	0%	N/A	N/A
Housing Status (Exit)	0%	5%	0%	30%	N/A	N/A
Income & Benefits (Entry)	0%	0%	N/A	N/A	N/A	N/A
Income & Benefits (Exit)	0%	5%	N/A	N/A	N/A	N/A
Add'l PDES (Adults, Entry)	0%	5%	N/A	N/A	N/A	N/A
Destination (Exit)	0%	5%	0%	30%	N/A	N/A