

**Balance of State Continuum of Care
HMIS Committee
Minutes: Conference Call on August 19, 2015**

Attendance

Alan Wentz, Crossroads Mission
Megan Lee, Pasadera Behavioral Health
Anne Scott, ADOH
Tricia Cano, CIR
Michelle Thomas, CIR
Julie Montoya, Sharon Manor
Richard Parker, Mountain Health and Wellness (MHW), Horizon Human Services (HHS)
Kathy Tittle, Northern AZ Veterans Resource Center
Lauren Ramono, Catholic Charities

Call to Order

- The meeting was called to order at 10:001 a.m. Minutes from June 3rd, 2015 approved, motion was made by Kathy and seconded by Alan.

Discussion

- **HMIS Updates**
 - Discuss NEW 2015 HMIS Data Standards. See four attachments in email. Here is a link to the entire 2015 manual (version 3): <https://www.hudexchange.info/resource/3826/hmis-data-standards-manual>
 - Data Standard updates, one change to point out is Length of Time – it is not for “all persons” it is “adults or head of household” CIR talked to HUD about that and clarified.
 - The Agency Admin trainings, they did four, sent out all the handouts. May make a video to help those that missed the meeting. Seemed to be good response to the trainings.
 - HMIS has standing monthly training in Phoenix that they mail out quarterly. But CIR can do trainings based on request and they can travel to outside locations.
 - Anne suggests that we share on the HMIS committee who attended the Agency Admin training, so that we can monitor who is attending and make sure agency admins have all the current info to train their staff
- **Policies and Procedures Manual**
 - Discuss amendment to the policies and procedures from an “opt-in” data sharing policy to an “opt-out” policy. May require *language that would exempt HOPWA and RHY programs*
 - There has been talk of doing data sharing and wanted this established by October for the big annual meeting.
 - Suggested by HUD TA is to add a policy of “opt-in or opt-out” - No one has opted out of Coordinated Entry, and this covers more the general accounts.
 - Some agencies are showing big interest in data sharing. Catholic Charities seems interested to see more detailed information, especially SSVF.
 - Kathy asks if this is just Arizona data sharing. It was clarified this is just for BoS data sharing.
 - Motion to approve: Kathy motioned to approve; Lauren seconded. All yes votes, no nay votes.

- This change will go to vote at the October meeting in Phx.
- Kathy had a question about Client Acknowledge is optional to sign – so if someone doesn't sign then CIR will close the record, but the agency can see their information
- **Monitoring Form**
 - Asked if anyone had feedback on monitoring form but there was no feedback.
- **Agency Administrator Training**
 - Completed this discussion in the HMIS Updates section of the meeting.

New Business

- Anne regrets to announce she is leaving ADOH. She will be moving to Maricopa Association of Government and taking over Brande Mead's job. She appreciates the committee and the committee has moved things forward and the progress. And we will do great things.
- Discussed when to meet next. September do feel if people will want to do data sharing. Don't need to meet for the NOFA.
- Set the meeting in November 18, 2015.
- HMIS committee is suppose to be reviewing the Data quality/completeness reports for each agency IR will start by sending "trends" they see in the Data Completeness report.
- Meeting ended at 10:35 – Motion to adjourn, Julie and second to adjourn by Kathy.

Next Steps

- Meeting ends at 10:35 AM.

Next meeting: Wednesday, November 18, 2015 at 10:00am -11:30 [Teleconference info:](#)
 (866) 244-8528 Passcode: 840114