

**Balance of State Continuum of Care
HMIS Workgroup
Minutes: Conference Call on February 4, 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

Call to Order

- The meeting was called to order at 10:02 a.m. Minutes from Dec 3, 2014 approved, motion was made by Julie and seconded by Barbara.

Discussion

- **HMIS Updates**
 - AHAR Presentation by Michelle.
 - AHAR Due once a year to HUD.
 - AHAR looks at 4 points in time, each month of each of each quarter.
 - Total of 24 reports and in BOS & Flagstaff separately. - Emergency Shelter - Transitional Shelter -Permanent Supportive Housing – Individuals - Families
 - AHAR does not include DV, VASH, SH
 - AHAR process is long, begins with CIR in September, prefer to start in August but a little later this year due to implementing data standard.
 - Enter the data into HDX, Nov 14 draft due, ABT TA reviews, then final due date Dec 19 & Confirmation date of Dec 26.
 - Most common data quality issues: Adults with an age under 1; children showing as individuals b/c households are not set up correctly or children info is not complete; Missing data
 - HMIS Coverage is high in Flagstaff 94-100%; In BOS it varies some 58%-100%
 - Graph data is used to shown numbers such as Persons in ES, TH, PSH – CIR has graphs for every single division in that big AHAR report.
 - Request to isolate data on disability since so much is contingent upon disability requirements.

- **Policies and Procedures Manual**

- Discuss Agency Administrator duties as outlined in the Policies and Procedures (Barbara)
- Discuss training Agency Administrators so that AAs understand what is expected of them per the P/P Manual.
- Small agency admin manual so that AA's know how to check the data, and how to do monthly quality reports and reviews, etc....
- Step by step instruction on how to run reports for
- In the manual says all AA's receive annual training on duties. Maybe CIR can do a training per year where all agency admins attend. For the July/April regional meetings we will have HMIS break-out sessions and could do AA training at those.
- All HMIS Users must do HMIS refresher training each year.
- The AA's have varied levels of skills so it depends where the AA's skillset are at, and CIR wants to ensure that AA's are very well trained to make changes to Provider Profile. The Provider Profile is currently available to AA's, but most AA's don't know where to find this.
- Aim for July and try to get AA training schedule organized. WE can use the April refresher meeting to get people ready for training.
 - Send an email to AA's to get an idea if they understand their responsibilities, etc....to figure out what is needed.

- **Monitoring Form**

- Internal Monitoring Checklist Draft to review and Committee provide feedback. Please find the Monitoring form attached in the Agenda related email.
- Discuss an alternate way of checking systems since the jump drive security program ran by Anne may not work.
- Anne provided the agency driven from ADOH on monitoring the agencies, "Arizona Balance of State Continuum of Care HMIS-Monitoring AGENCY CHECKLIST" was adopted last month
- TA helped develop tool.
- ADOH working under budget to find ways to 30 recipient and more sub-recipients. Trying to figure a way to monitor both remotely and on-site, would visit agencies every other year or so (budget dependent) - compare the physical files looking at the HMIS quality.
- Anne is asking that we approve the revised HMIS Monitoring Form – check to see if it needs to go to Governance committee, will check with Karia. Megan seconds the request, motion to approve, no debate, no – no votes, unanimous yes votes. Motion accepted to adopt HMIS ADOH Monitoring Form.
- Barbara's internal agency monitoring form is for the agencies to use internally – to monitor 10% of our files internal and match them against out data quality plans.

- Decide to try it and at next meeting get back and talk about how it is working.

New Business

- Decide to try Barbara's Monitoring checklist and report back and at next meeting get back and talk about how it is working. **Will be an agenda topic at the next meeting – so Megan needs to remind everyone to do the form, and then be prepared to discuss it.**
- Requesting to data share "exit/enter information"
- ADD to agenda distribute the "Data Sharing Plan" – Review it, and discuss how we can apply it to BOS.
- Reminder for the Coordinated Assessment trainings this month
- UDE report is available to run, and now the Program report is now available in the "Common reports" and not run in the "test folder" – CIR will send a reminder report.
- CIR will distribute the new training sheet.

Next Steps

- Meeting ends at 11:22am.

Next meeting: Wednesday, April 8th, 2015 at 10:00am -11:30 [Teleconference info:](#)
(866) 244-8528 Passcode: 840114