

**Balance of State Continuum of Care
HMIS Workgroup
Minutes: Conference Call on April 8, 2015**

Attendance

Marilyn Johnson, OCCAC
Karia Basta, ADOH
Alan Wentz, Crossroads Mission
Megan Lee, Pasadera Behavioral Health
Dianna Guerrero, CAHRA
Anne Scott, ADOH
Barbara Blythe, Mohave County
Tricia Cano, CIR
Michelle Thomas, CIR
Julie Montoya, Sharon Manor
Sandi Flores, Catholic Charities
Austin Smith, Catholic Charities

Call to Order

- The meeting was called to order at 10:05 a.m. Minutes from Feb 4, 2015 approved, motion was made by Anne and seconded by Sandy.

Discussion

- **HMIS Updates**
 - Webinar and committee was looking at the video slides (Powerpoint) presentation:
 - Called the HMIS Training Academy now
 - Taking feedback from Trainees that people wanted shorter classes, and online options because people work nights, etc....
 - People wanted more intense manuals and more trainings more fun to help people understand.
 - Flexibility are in person trainings, and all classes will have a quiz to make sure people get the materials covered.
 - Step by Step instructions will be given.
 - Course Catalog on the website, set up like college courses, HMIS 100 Series is basic entry
 - CM 200 Series like Case Management; how to do Coordinated Entry
 - Specialized series are available for different grant types like HOPWA, ESG, etc...
 - Only train on how to put SPDAT and F SPDAT into HMIS, CIR does not train on how to do the assessments
 - 300 Series has PATH, Outreach, SSVF, RHY specific

- ART 400 will be worked on last
 - There is an Course Catalog that will help people figure out what classes they need to take
 - They will issue certificates for the level of course you take.
 - One minute video of the sample training video was shown which we could hear but not see.
 - HMIS website link & Youtube Channel – can watch videos on tutorials and videos.
 - What’s next: Continue to develop 300 and 400 series
 - Continue to develop more reference guides.
 - What day can we expect to see these in BOS, can be turned on this Friday, April 10 if voted yes by committee

- **Policies and Procedures Manual**
 - Review and Discuss attached document titled “April #1_Heart Data Share”
 - Review and Discuss attached document titled “April #2_Client Acknowledgment Form”
 - Data Sharing – Austin talks about SOAR and the important SOAR Navigators to share information
 - HUD TA saw the Data Share through – it is HIPAA Compliant. HUD TA hasn’t seen HEART because it was made four years ago.
 - Anne suggests that we use the MOU for data sharing
 - NARBA, Catholic Charities use HMIS, but Hospitals and SW Behavioral Health are not set up in HMIS.
 - Discussions about whether HMIS should be mandated – because until mandated people won’t likely use HMIS.
 - Already doing data sharing through VI SPDAT and Coordinated Entry
 - First need to get everyone in the CoC on board and then try to expand it out would be good.
 - We are going to use the data sharing policy agreement in the Policy and Procedures. Barbara has asked if we have signed this is yet? The answer is no, so we start in Coconino County and then move out after it is tried and tested.
 - Barbara asks that we talk about it at Regional Meeting to start talking about data sharing.

- **Monitoring Form**
 - Review and discuss attached document titled “April #3_monitor form draft”
 - Review and discuss attached document titled “April #4_Checklist for Housing Specialist”
 - Barbara asks if the monitoring form meets the needs of the agency.
 - Agency Admin required to monitor monthly using the monitor form, but Barbara monitors weekly for her to catch mistakes.

New Business

- Start using the new Client Acknowledgment form in the file, don't go back, but make sure you are using the new client acknowledgement form.
- Status of the Special Needs Policy Manual – it is in the final stages, but now needs final edit once Admin at ADOH returns. It is close but not done yet.
- Do we know of the homeless definition yet? Karia said nothing yet has been decided because everyone opposed the new definitions.
- Skip a May meeting and meet in June.
- Go over the Agency Admin training that will be rolled out in July meeting. And get it to the committee first for feedback.
- Thank you to CIR for excellent training opportunities with these trainings.
- BoS regional meetings in April reminder.

Next Steps

- Meeting ends at 10:54am.

Next meeting: Wednesday, June 3, 2015 at 10:00am -11:30 [Teleconference info:](#)
(866) 244-8528 Passcode: 840114