

**Balance of State Continuum of Care
HMIS Workgroup
Minutes: Conference Call on December 3, 2014**

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
Kathy Calabrese, GNA

Call to Order

- The meeting was called to order at 10:04 am. Anne motioned, Megan second and approved the minutes. The minutes from the previous October 2014 meeting were approved.

Discussion

- **HMIS Updates**
 - Working on updating new forms for the new data standards reports.
 - UDE report is available to test
 - CIR is working hard on the AHAR.

- **Policies and Procedures Manual**
 - Privacy Manual needs to post in the office sent by Anne
 - Concerns that some of the policies in the P/P will hinder the ability to small agencies to enter into HMIS and stay compliant – supported by Kathy and Julie have similar concerns.
 - Concerns about HIPAA requirements – homeless shelters are not covered entities in HIPAA. Technical Assistance was sought on this issue by ADOH and HUD TA and shelters are not covered by HIPAA, but if you do have funding as an organization that covers you by HIPAA. If you are not a HIPAA covered agency for homeless shelter you don't need to conform HIPAA, but ADOH decided to keep the language in the P/P per HUD TA.
 - Clarified that Kathy at GNA a homeless shelter is not covered by HIPAA because not covered by Health care agency.
 - Concern about the amount of days to input that 5 days is too short and should make it 14 business days
 - Julie motioned Marilyn Second Motion to change records must be available to clients from 5 days to 14 days if requested. Page 11, that records must be available upon request within 14 days Motion passed yes unanimously.

- Ethical code of ethics questions to be better defined. The code of ethics defines all “ethical data use”.
- The training over 30 days, and CIR is training for internal goal is 2 weeks, but if there are issues getting to someone for training that they can do a phone training and then get to people after the phone training.
- Pg 13 talks about ultimate responsibility for clients, may result in deactivation. Define what a breach is asked for by Kathy, Anne defines it as a misuse of data, firewall/virus protection, an user using over non-secured network, user using an unauthorized use that license. Kathy suggests breaches be linked to Code of Ethics agreement.
- Barbara puts out that there needs to be a motion to change the data security plan -- Page 19 change for 7 days that changing file for 14 days.
- Anne moves to change timeframe to access to report to 14 days from 7 days, and extend the timeframe for refusal to change records to 5 days. Megan seconds the motion. Zero No votes, motion passes unanimously. Summary page 18 “time frame for printing reports 14 days,” Page 19 “change 3 days to 5 working days”.
- Regarding Opt-Out, but can’t opt-out of coordinated assessment. Kathy wants more training on coordinated assessment since her in-take staff does not have access to HMIS since they are not users. Her concern is that her in-take staff will have to do a VI-SPDAT, she will have to do in-take immediately.
- Fees are yet to be determined since no agency contracted with ADOH has to pay fees yet. This is in the P/P for future reference for when other federal programs are using HMIS but not paying ADOH to run to HMIS. So this is a long term business strategy to invoice organizations in the future who are not in contract with ADOH, but are in other contracts that they must use HMIS.
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- **Monitoring Form**
 - This is the ADOH monitoring form for the agencies. Anne wants the committee to look at the form to see if we have any issues
 - The monitoring form will look at physical space and clients can’t see the screens.
 - The technical is making sure that firewalls are all up to date
 - It looks at the client files to match the file and what is in HMIS.
 - Make a motion to adopt the HMIS Monitoring tool – Anne Moved , Megan Second. No no votes, and motion approved to adopt the HMIS monitoring form.

New Business

- Anne suggests to go through the AHAR with the committee at our February meeting.
- Do we want to skip the January meeting and have a February meeting?
- Anne wants the committee to be able to review reports but haven’t had time to finalize county reports and how to pull that data.
- Anne moves we adjourn, Megan seconds to end at 11:19am.

Next Steps

- Next Meeting is Wednesday, February 4th at 10:00am -11:30

Next meeting: Wednesday, February 4th at 10:00am -11:30 [Teleconference info:](#)
(866) 244-8528 Passcode: 840114