

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

**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  
~~Yvette Ramirez~~  
Tricia Cano, CIR  
Michelle Thomas, CIR

**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 August 2014 meeting were approved.

**Discussion**

- **HMIS Updates**
  - Mohave county on Sept 11 for CIR Training. Online training will be created for Data Standards.
  - VI/SPDAT is turned on and no concerns so far. The Governance committee is voting on SPDAT.
  - 5.11 update will have the new Data standard changes in it – Should be available by Bowman Sept 11. CIR says it should be a quick transition and that we will get trained and be up and running and compliant by October 1<sup>st</sup>, 2014.
  - Motion to approve the Data Standard changes, group reviewed the changes to the Data Standards that BoS would keep. CIR mentioned they will have a hover feature for Zip codes. It will also be a free cell so we can hand enter a zip code or use the hover feature for zip code.
  - Out of state zips will be 80000 to just be a proxy zip code.
  - Megan Motioned to approved changes to Data Standards and Anne second the motion, and vote unanimous to approve.
- **Policies and Procedures Manual**
  - APR question leftover from July P/P meeting. Policy will state that APRs come from System Admin or Agency Contact. We discussed this issue again from July just for clarification of Code of Ethics violations. ADOH will terminate access to HMIS? Other funders notified? Policy: Yes, terminate

access but no other funders will be notified unless specified by HUD or funder otherwise.

### For August/September Meeting Questions

1. **Lead agency ultimately responsible?** Who should manage the end user distribution list?

ADOH sends CIR any changes so far ADOH and CIR agree that the system seems to be working. ADOH has all User Agreements on file in case of HUD Audit and likes the system set up this way.

2. **Communication to all users or just AAs or EDs?**

Send everything to Agency Admin says Barbara, but discussion about it going to all users. Things applicable to all end users will be sent to all users and communication will be tailored to the most appropriate party. Communication will be sent to users and agency admin as applicable to content of communication.

3. **Where should documents be available?** ADOH website? CIR website? In HMIS?

Distribute as appropriate on each website, but keep things around ADOH since they are the lead.

4. **Who is responsible for distributing within the agency?**

Agency Admin.

5. **What kind of response time for HMIS help requests?**

Below is the procedure defined in the current P/P manual and we will keep it the same as below but change ET to PST

#### **Procedure:**

- The HMIS help desk is available from 8:00 a.m. to 4:30 p.m. ET, Monday through Friday, excluding ADOH holidays.
- Help requests will be addressed in the order of receipt.
- Help requests will be addressed within 24 business hours.
- All Help Desk requests received after 4 p.m. ET will be addressed the next business day.

6. **ADOH submits all reports to HUD.**

Yes.

7. **AAs have access to client level data.**

Remove this sentence since we have already in P/P

**8. What about other groups that request HMIS data? Who approves?**

Policy: Aggregate level data is decided by Lead Agency - ADOH who can have access. If it is client level data ADOH will contact the Providers directly to discuss.

**9. Aggregate data vs. client-level data release to others (researches, etc.)?**

See above. HUD has guidelines on DV.

**10. Release of aggregate data by ADOH. Ok to release continuum-wide? County data? Locality?**

Lead Agency.

**11. Sharing of user ids not allowed. What is the sanction?**

Refer back to breach of Code of Ethics.

**12. Who is responsible for resetting passwords for those that forget their passwords?**

Agency Admin.

**13. Users allowed to enter data remotely? With prior permission?**

Follow Code of Ethics when using BOS remotely.

**14. Annual audit of remote users required?**

Since there is no policy on remote users we do not need to audit remote users at this time.

**15. Data retrieval only on agency data? What about reports that can assist agencies in fundraising efforts, reports to other funders, etc. that may paint a picture of the need in the community?**

Policy: Agency Admin can request aggregate data out of lead agency that are needed for funders, etc...

**New Business**

- Should agencies have to do mandatory service on HMIS Committee. It is written in the Charter for BOS. **Proposal concept:** HMIS Committee that meets three times a year and is mandatory for all HMIS users. Robust discussion about how the HMIS Committee should be implemented.
- October 1 review the final P/P and make recommendations before the Late October meeting, Anne will send a version of the P/P a week before (Sept 24).

**Next Steps**

- Prep for P/P implemented in October

**Next meeting:** Wednesday, October 3, 2014 at 10:00 am. *Keep the reoccurring meeting time for First Wednesday of each month at 10am.*