

**Balance of State Continuum of Care
HMIS Workgroup
Minutes: Conference Call, 1/07/14**

Attendance

Marilyn Johnson, OCCAC
Scott Rich, Symmetric Solutions, Inc.
Yvette Ramirez, SEACAP
Karia Basta, ADOH
Joy Johnson, ADOH
Alan Wentz, Crossroads Mission
Megan Lee, CPSA
Diane Guerrero & Kara – CAHRA

Call to Order

- The meeting was called to order at 11:03 am
- The minutes from the previous December 2013 meeting were approved

Discussion

- FY 2013 NOFA
 - Karia created the HMIS Governance Charter to add to the NOFA. TA said the CoC would be okay without the Governance but Karia felt it was a strong addition. Megan motioned “To approve the HMIS Governance Charter at the January Regional Meeting.” Marilyn second the motion.
 - Megan and Marilyn will provide Policy/Procedure Manual feedback to Karia.
- PIT/HIC
 - The regional meetings will cover the PIT/HIC.
 - No unsheltered count in January
 - Will aim to do unsheltered count in June/July.
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- HMIS Updates
 - APRs are stable
- HMIS SYSTEM Admin Update
 - Recent meeting with Andrew Ries, Director Trailor, Karia Basta and CIR staff. CIR was submitting a proposal to ADOH for services. Whether or not ADOH moves forward with a HMIS Staff person depends on the type of potential agreement created with CIR.
 - Expected that Symmetric Solutions will take us through PIT/HIC of February. Expected to transition away from Symmetric Solutions in March.
 - Goal is to have new System Admin on board in 60 days.

- Monitoring Checklist/Protocol
 - Postponed until new system admin is settled

- Regional Meeting Updates
 - Agenda is still pending but HMIS will not break out into a subgroup.
 - Discussed the competitive nature of the NOFA and how data supports all the funding and data quality needs to be excellent.
 - Discussion about special reports and policy. The US Vets have asked the most in the past because they used the data for other funding, but as the data gets more complex we will be unable to run all report requests as it. The issue is standardized versus non-standardized reports
 - Karia is concerned that not everyone is entering data the same which effects data quality. Suggested a peer support system to help each other with HMIS issues.
 - Income is the variable of most recent concern, especially with the interim income data expected now.

New Business

- NA

Next Steps

- The meeting was adjourned at 11:36am.

Next meeting: Tuesday, February 11, 2014 at 11:00 am.