

**Balance of State Continuum of Care
HMIS Workgroup
Minutes: Conference Call, 2/11/14**

Attendance

Marilyn Johnson, OCCAC
Scott Rich, Symmetric Solutions, Inc.
Yvette Ramirez, SEACAP
Karia Basta, ADOH
Alan Wentz, Crossroads Mission
Megan Lee, CPSA
Diane Guerrero, CAHRA
Anne Scott, ADOH
Barbara Blythe, Mohave County

Call to Order

- The meeting was called to order at 11:05 am
- The minutes from the previous January 2014 meeting were approved

Discussion

- FY 2013 NOFA
 - CoC Application was submitted!
 - Karia discussed that there was about \$60k reallocated and 3 new projects were submitted. The outside review committee selected Catholic Charities for a PSH project.
 - ADOH submitted a 22k planning grant request. Request asks to bring Iain DeJong to do trainings in the state to get Coordinated Intake and Assessment functioning.
 - Two projects are in Tier 2 and could potentially be defunded by HUD. We expect to have a funding announcement within 45 days or so.
- PIT/HIC
 - January 28th, 2014 was night of PIT Count.
 - Scott, Candee, Karia will work on HIC.
 - Do not yet have final HIC date but guess it will be due around April like in previous years.
 - All the data from PIT/HIC is used in the CoC Application so it must be accurate.
 - Scott will provide something for PSH Programs to run HIC.
 - Scott will offer clean up assistance to anyone who needs it for the HIC.

- HMIS Updates
 - New reports were used for the most recent NOFA.
 - Symmetric Solutions will work hard to make sure handoff is successful to the new System Admin.
 - Scott says that the HMIS Committee is important for managing the transfer to a new System Admin and giving feedback during the process.
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- HMIS SYSTEM Admin Update
 - CIR will become the new HMIS System Admin and 211 Admin, and will start April 1st, 2014.
 - Anne Scott will be doing HMIS duties including data analysis.
 - No additional HMIS person will be hired at this time.
- Monitoring Checklist/Protocol
 - Postponed until new system admin is settled
- Data Quality
 - Interim income is a new variable and most people do not enter in interim income data.
 - Will want to watch Bowman for instructions on how to handle Interim Income in the future.

New Business

- Start to implement policies and procedures around Interim Income. May need to add to User Agreements when need data needs to be entered, and may need to change in Data Standards.
- Need to strengthen language about Enter/Exit.
- Add to the next agenda a flow for policies and procedures in order to get it all reviewed and worked on in a timely fashion.
- Megan offered to make an assignment sheet for the group to follow to complete Policy/Procedure manual review.
- Governance Charter was done and attached to NOFA.
- Data Sharing agreement needs to be a big project and need to discuss what data are we willing to share? UDE's? Who will decide who can have what access?
- Barbara will ask Scott about how to see UDE's.

Next Steps

- NA

Next meeting: Wednesday, March 5, 2014 at 10:00 am. *Keep the reoccurring meeting time for First Wednesday of each month.*