

**Balance of State Continuum of Care
HMIS Workgroup
Minutes: Conference Call, 3/05/14**

Attendance

Marilyn Johnson, OCCAC
Scott Rich, Symmetric Solutions, Inc.
Alan Wentz, Crossroads Mission
Megan Lee, Pasadera (Compass-SAMHC)
Anne Scott, ADOH
Barbara Blythe, Mohave County

Call to Order

- The meeting was called to order at 10:05 am
- The minutes from the previous February 2014 meeting were approved

Discussion

- HMIS Updates
 - Symmetric Solutions discussed that they are in the process of cleaning up the available HMIS reports in My Agency Folder.
 - SS is finishing clean up reports but not sure how to confirm the data that has been entered by the agencies. Maybe use a checklist sent to the agencies to have them check their data. SS wants each agency to check the data but also wants Anne or Karia to verify the data from each agency is current.
- Policies and Procedures Manual
 - Discussion on Interim Income continued: Barbara's agency does enter in Interim Income. Scott says most agencies input interim income. The new APRs show Interim Income which will help agencies see that it is important to enter in interim income.
 - Anne said Exit/Entry language could be addressed in the P/P when we get to that section in the p/p manual.
 - Data Sharing – Name shows up but no detailed information about participant in our current system. Our community will need to decide our data sharing limits.
 - Discussed that we need section numbers in TOC.

- How do non-CoC funded agencies use HMIS? Need policy on how to bring non-CoC funded agencies into HMIS. May need to include language about non-coc funded agencies. Anne will draft some language on this.
 - Remove commonwealth language, change to BoS.
 - Pg. 4, remove “PA HMIS” to “HMIS”
 - Pg. 4 maybe add Coordinated Intake as part of HMIS? Or wait to add this until we know if HMIS will be used for Coordinate Intake.

- Pg. 4 take out of “Client who received, applied for, or was denied services.”

New Business

- NA

Next Steps

- Anne will be responsible for tracking all the changes to the P/P manual and send the revised draft after she makes the changes discussed in this meeting.
- Megan will change the page order to Policy and Procedure review schedule and send out the new review assignment before the next meeting.

Next meeting: Wednesday, April 2, 2014 at 10:00 am. *Keep the reoccurring meeting time for First Wednesday of each month at 10am.*