

**Balance of State Continuum of Care
HMIS Workgroup
Minutes: Conference Call, April 2, 2014**

Attendance

Alan Wentz, Crossroads Mission
Megan Lee, Pasadera
Anne Scott, ADOH
Barbara Blythe, Mohave County
Karia Basta, ADOH
Tricia Cano, CIR
Michelle Thomas, CIR

Call to Order

- The meeting was called to order at 10:06 am
- The minutes from the previous March 2014 meeting were approved

Discussion

- HMIS System Admin Updates
 - Welcome to CIR
 - CIR will attend the Regional Meetings in April and May to meet everyone
 - Michelle Thomas will be a constant presence and member in BoS.
 - Tricia Cano will be at BoS member when necessary.
 - CIR reports the transition from the previous system admin went smoothly and update are being made but things are moving along well.
- HMIS Updates
 - CIR system is 5.8.11, and the most 5.9.3 recent version and they will update to most current version. Most of the updates will happen in the background and users won't notice. Users might notice that backdate won't kick you back to your homepage and you'll stay on the page you are working, good improvement. Everything else is the same to the users.
 - Administrator can look up users to see what the users have.
 - The process for updating behind the scenes and CIR spoke with Bowman and it happens usually around 8pm-ish and down for about an hour or two, but CIR will send us announcements on the updates so we are prepared for the system down.
 - CIR updated the home page to "Who to help" to CIR.
 - Barbara asked about access to help information and forms. ADOH Website for Housing/Forms and Handbooks/ the forms are not on ADOH website. The forms will be added. They will create a section that says HMIS and not under BoS CoC header.
 - Asked CIR – do you have forms you are willing to share with us with things we don't have currently? CIR said "absolutely" they will help as we need. But they

want us to send the form we have for intake and they will update the form for us to match HMIS. Barbara will send the form directly to Trisha hmissupport@cir.org

- APRs at finished say “No interim” just keep moving forward. Providers need to to turn on the “interim tool” turned on. CIR will help us turn that on so that we can be part of best practice. They will work with each provider to set this up.
- Policies and Procedures Manual
 - Pg 7 = #33 Section 7 will be put in at the end to make sure the references are okay.
 - Pg 7 = Responsibilities of who? HMIS LEAD AGENCY?
 - Pg7 = Discussion about Membership being Participant Agency rep. Do we want a policy that makes it mandatory to participate in HMIS Committee say 50% of time? Karia will bring this discussion part of the next Regional Meeting.
 - Pg8: Add the client agreement form aligns with Client: May submit a written request to the Participant Agency, which uploaded his/her data, to revoke his/her consent to provide personal information to the HMIS database.
 - Pg 9: May run reports and use data on all agency level aggregate data entered in to the HMIS database for planning and funding purposes.
 - Pg10: Discussion about how to notify the System Admin if the Agency Admin leaves.

New Business

- Add Michelle Thomas email to HMIS Committee listserv: mthomas@cir.org
- Add Tricia Cano email to HMIS Committee listserv: tcano@cir.org

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, June 4, 2014 at 10:00 am. *Keep the reoccurring meeting time for First Wednesday of each month at 10am.*