

HMIS Steering Committee Meeting Minutes

Monday, June 2, 2008

1:00pm - 4:00pm

USDA Rural Development, Columbia, MO

Meeting Group: HMIS Steering Committee

Meeting Frequency: Quarterly

Facilitator: Liz Hagar-Mace, Chair

Recorder: John Robertson

Attendees:

Heather Bradley-Geary, *MHDC*; Mandy Fangmann, *MHDC*; Michelle Garand, *Community Partnership of the Ozarks*; Liz Hagar-Mace, *DMH*; Jenni Holtaway, *MHDC*; Roy Jones, *Community Caring Council*; Deb Little, *MIS*; Nancy Masner, *OACAC*; Randy McCoy, *The Kitchen, Inc.*; John Robertson, *MASW*; Randy Sharp, *Interserv*; Nathan Stock, *MHDC*; Leah Wilson, *The Kitchen, Inc.*; Sandy Wilson, *MASW*.

Minutes

Agenda item: Introductions; Review and Approval of Minutes.

Presenter(s): Liz Hagar-Mace

Discussion:

February 29, 2007 HMIS Steering Committee Minutes.

Conclusions:

- Motion made by Roy Jones to approve the minutes as presented.
 - Seconded by Heather Bradley-Geary.
 - Motion passed by unanimous consent.

Action items

Person responsible

Deadline

✓ N/A

N/A

N/A

Agenda item: Project Expansion Update

Presenter(s): Sandy Wilson

Discussion:

Bridge Agency Addendum, ROSIE-MAAC Procedure, Next Steps

- Purpose and use of Bridge Agency Addendum
- Use of client verbal consent and "reasonable effort" to get retroactive client written consent
- Need for retroactive client data for Bridge Agencies in relation to the APR
- Wording change under section II, part D of addendum from "basic online training" to "training"

Conclusions:

- Motion made by Deb Little that "Bridge Agencies be requested to submit data going back to the beginning of their current program year, and that they understand effective the date of signing the agreement that they are expected to get written consent from all new clients and all existing clients still receiving services before putting their data into their HMIS."
 - Seconded by Roy Jones.
 - Motion passed by unanimous consent.
- Motion made by Nancy Masner to approve the Bridge Agency Addendum with the changes.
 - Seconded by Roy Jones.
 - Motion passed by unanimous consent.

Action items

Person responsible

Deadline

✓ Make requested changes to the Bridge Agency Addendum

HMIS Staff

ASAP

Agenda item: HMIS Update **Presenter:** Sandy Wilson, Deb Little, John Rich

Discussion:

July Point in Time Count Procedure, Web Site Update, Training Changes, New Policies, ROSIE Manual, Monitoring Tools, Regional Meetings, Compliancy Visits, MHTF Staff Database Review, Creation/Editing of Policy and Procedures Manual.

- Possibility of additional questions to be asked in PIT Count.
- Mandatory online training policy request by HMIS Staff
- Exception Policy in relation to 3 day data entry policy request by HMIS Staff
- One time database viewing for MHTF Staff and other possible stakeholders

Conclusions:

- Motion made by Roy Jones that "MHTF staff be permitted to work with HMIS Staff in understanding how to best collect the data they need from the ROSIE system. HMIS Staff will set up a one-time guided viewing for MHTF Staff, a representative of the Springfield Continuum of Care, and a representative from the Department of Mental Health, prefaced with the signing of a confidentiality form by those attending, in order to give a deeper insight into the database system and its capabilities."
 - Seconded by Nancy Masner.
 - Motion passed by unanimous consent.

Action items	Person responsible	Deadline
✓ Creation of Confidentiality Statement for Guided Viewing Session	HMIS Staff	ASAP
✓ Setup of One-Time Guided Viewing	HMIS Staff	ASAP

Agenda item: Other Items, Next Meeting **Presenter:** Liz Hagar-Mace

Discussion:

Other Items, Next Meeting

- Next Meeting: Monday August 4, 2008 at USDA Rural Development in Columbia

Conclusions:

- Motion made by Sandy Wilson to adjourn the meeting.
 - Seconded by Heather Bradley-Geary.
 - Motion passed by unanimous consent.

Action items	Person responsible	Deadline
✓ N/A	N/A	N/A

Other

Handouts: Meeting Agenda, February 29, 2007 HMIS Steering Committee Meeting Minutes; Bridge Agency Addendum.