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HOMELESS MISSOURIANS INFORMATION SYSTEM

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Homeless Missourians Information System Steering Committee May 25, 2007, 10:00am – 2:00pm Minutes

In attendance: Chair Roy Jones, Community Caring Council; Gerrie Brodeur, BenNet; Edwin Cooper, DMH; Deb Little, MISI; Cheryl Robb Welch, MCADSV; Dallas Pearson, MHDC; Sarah Graves, MHDC; Mandy Fangmann, MHDC; Daniel McKim, MHDC; Kit Glover, Family Support, Emily Van Schankly, MCADSV, Sandy Wilson, HMIS/MASW; Joanne Ivey, HMIS/MASW

Item	Action/Decision Made	Follow-up
Welcome/Introduction	Dallas Pearson, Sarah Graves, Mandy Fangmann and Daniel McKim all with MHDC were introduced and welcomed.	
Review & Approval of Minutes	Cheryl Robb Welch moved to accept minutes with changes; it was 2 nd by Edwin Cooper	
HMIS Update	<p>Deb Little reported on a new security safe guard being implemented by MISI. If a user logs on using a different computer, they will receive an error and will be told they need to contact MISI. This protocol will take place on June 8th. This protocol is a HUD requirement.</p> <p>Edwin reported on the conversation he had with HUD office concerning changes in the APR. HUD is requiring that persons in families without dependent children be counted as singles. But, when Edwin contacted the local KC HUD office concerning the issue he was told to have his agencies continue to count them as a family. MISI has already</p>	<p>Sandy is to report to MISI if there are any problems from the agencies with this. It should happen completely unnoticed by the agencies.</p> <p>ROSIE will continue to count as directed by HUD.</p>

	<p>changed ROSIE to count people according to the HUD notice. Edwin said the KC Office had submitted this to SNAP and will let him know the outcome. In the meantime, Edwin is telling his agencies the local KC Office wants them to continue to count them as a family. He will let us know what he hears about the decision from SNAP.</p> <p>Sandy reported that Joanne is now going out into the field and working with technical assistance for the online agencies which is freeing up a lot of Sandy's time.</p> <p>It was also reported that two additional agencies were added. They are: Harvest House in Fulton and Ozark Center in Joplin.</p> <p>Sandy informed the committee that this year's Emergency Shelter Grant RFP asked agencies to let them know what HMIS they were participating in. Next year HMIS and DSS will be formalizing a procedure that would include the agencies receiving a letter from HMIS stating they have submitted their data via aggregate data survey (for the DV agencies). This letter, in turn, could then be submitted to DSS.</p> <p>Sandy reported on MASW's Housing Summit. All CoC's have agreed to provide Tom Gould, with MASW, the data cells requested by HUD during the Winter 2007 count. It was also decided that each CoC could</p>	<p>Sandy will bring a draft of the letter to the meeting in August.</p>
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	<p>submit up to three additional pages of supplemental information. In addition, all CoC' agree to do a Summer Sheltered count on July 25, 2007. Again, all CoC's will provide Tom the data cells requested by HUD with up to three additional pages of supplemental information.</p> <p>Sandy stated that the HMIS would be used for the summer count utilizing an extrapolation formula provided by HUD.</p> <p>Discussions took place at the Summit on collaboration to work together in gathering information on a statewide bases. The decision was made to continue to meet on a quarterly basis, in conjunction with the Governor's Committee to End Homelessness, to further these efforts.</p>	
<p>HMIS-Housing Trust Fund</p>	<p>Sandy reported that MHDC will have the requirement to be entering in an HMIS in their next Housing Trust Fund RHP, to be let in October. She invited Daniel to discuss what, if any, types of reports would be needed that the HMIS might be able to provide for the agencies. Much like the Annual Progress Report for HUD and the Data Collection Tool for DSS.</p> <p>Much discussion took place concerning this requirement with the conclusion being that this committee was not here to make the determination on what MHDC would do with their RFP.</p>	

	<p>This decision came a long time ago out of conversations with MHDC and the Governor’s Committee to End Homelessness. Sandy stated that what she was trying to address here was how to make the HMIS a viable tool for Trust Fund agencies in much the same way as we are working for all other agencies.</p> <p>Sandy stated that according to this year’s Funding list, there will be an additional 6 – 10 agencies.</p> <p>Much discussion ensued around the types of reports that MHDC might like to see. Explanations were offered around the privacy and confidentiality of the HMIS system.</p>	<p>It was decided that Daniel would look at what was already available on the system and then talk with Sandy if there was something specific he would like the Steering Committee to address at a later time.</p>
<p>HMIS Staff Access to ROSIE</p>	<p>HMIS staff request access to ROSIE in which to help agencies with technical issues as well as monitoring purposes.</p> <p>Cheryl made a motion that MISI makes available a new user level for HMIS project staff of MASW that allows for read only access to non-blind agency client level information and the ability to run administrative reports for all member agencies. Motion was seconded by Edwin. Motion passed.</p>	<p>MISI will make the access available to HMIS Staff.</p>
<p>Outcomes from CoC Training on ROSIE Reports</p>	<p>Sandy reported that the major outcome from this training was that ROSIE was set to do all the reports the agencies felt they needed. The only report that might need to be added was a report that allowed agencies to run a monthly Check-in report.</p>	<p>Sandy will get with Deb to see about the availability of this report for BoS CoC</p>

Update on Springfield CoC	Sandy reported she had requested a copy of the forms used by the Springfield CoC and had only just received them.	Sandy will meet with Springfield CoC and draft an MOA. This document will come to the Steering Committee at the next meeting.
Other Items	Joanne presented an edited version of the User Policy, Responsibility Statement & Code of Ethics form.	Joanne will have the new form posted on the HMIS web pages.
Next Meeting	Gerri made the motion to adjourn; it was 2 nd by Cheryl. Meeting adjourned at 1:15 p.m. Next meeting August 31, 2007.	