



**Missouri Association for Social Welfare  
Homeless Missourians Information System**

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Our website - [www.masw.org/HMIS/index.php](http://www.masw.org/HMIS/index.php)  
Forms & Sample Documents -  
<http://www.masw.org/HMIS/forms/index.php>

**Homeless Missourians Information System Steering Committee  
December 3, 2010, 10:00am – 2:00pm Minutes**

**Members in attendance:** Michelle Allen, West Central Missouri Community Action Agency; Steven Bacon, Department of Health and Senior Services; Heather Bradley-Geary, Missouri Housing Development Commission; Rachael Bersdale (via conference call), Comtrea; Jennifer Carter (representing Cheryl Robb-Welch), Missouri Coalition Against Domestic and Sexual Violence; Gary Busiek (via conference call), Salvation Army-Midland Division; Jocelyn Fisher (via conference call), Christian Associates of Table Rock Lake; Linda Fritz (via conference call), NECAC; Liz Hagar-Mace, Missouri Department of Mental Health; Cynthia Higgins, North Missouri Community Action Agency; Doris Hallford, Missouri Department of Social Services; Deb Little, Municipal Information Systems, Inc.; and Julie Roark (via conference call), SERVE, Inc.

**Members absent:** Rita Cooksey, United Gospel Rescue Mission; Jackie Dorsey, The House, Inc.; Kay Eding, Ozark Action, Inc.; Nancy Masner, Ozark Area Community Action Corporation; Megan Massey, Delta Area Economic Opportunity Corporation; Sherry Saunders, Community Council of St. Charles; and Randy Sharp, InterServ, Inc.

**Staff in attendance:** Kelli Dorsey, Missouri Association for Social Welfare; Roxanne Parker, Missouri Association for Social Welfare; Bob Sobule, Missouri Association for Social Welfare; Lindsay Wallace, Missouri Association for Social Welfare; and Sandy Wilson, Missouri Association for Social Welfare

Item	Action/Decision Made	Follow-up
<b>Welcome/Introductions</b>	Liz Hagar-Mace, Chair, called the meeting to order at 10:12am.	
<b>Review &amp; Approval of Minutes</b>	Motion made by Michelle Allen to approve the minutes as presented, seconded by Doris Hallford, motion passed.	
<b>HMIS Project Staffing Configuration</b>	Sandy Wilson introduced the newest member of the HMIS project, Kelli Dorsey, Administrative Assistant.	
<b>Sheltered Point-in-Time Count</b>	Sandy Wilson handed out a packet of detailed information and reviewed the July 2010 sheltered county. The report is also available on the MASW website. There were	Sandy to attend the next DMH staff meeting.

	<p>a total of 1,371 people that were sheltered in the Balance of State on July 28, 2010. Liz Hagar-Mace asked if there was much of a variation from the last count. Sandy stated that there was not. There was some discussion on the RAP program at DMH, Sandy will attend the next DMH staff meeting to discuss. Sandy reviewed how the surveys were conducted for the sheltered count. Heather Bradley-Geary reported that the full report was posted at <a href="http://www.mhdc.com">www.mhdc.com</a> and the next count is scheduled for January 26, 2011.</p>	
<p><b>Training &amp; Development Committee</b></p> <p><b>a. Webinars</b></p>	<p>Sandy Wilson reviewed the members of the committee and stated that committee met to discuss the new HUD questions.</p> <p>Sandy gave an overview of the history of the webinars, beginning with the domestic violence training. A memo outlined the topics that will be covered in the 2011 webinars. Deb Little asked for clarification on the certification, are ESG and HPRP agencies required to attend trainings? HUD does not mandate. There was discussion regarding the mandate of HUD versus the mandate of the HMIS steering committee. Lindsay Wallace discussed the need for Continua to have all agencies trained. There was discussion of a prior vote and needing to amend, the training to include what agencies answer what questions in the ROSIE system. Heather Bradley-Geary made a motion to accept the recommendations of the training &amp; development committee to require webinar training and to allow agencies to certify that the agency does not ask questions or they can certify that</p>	<p>Sandy Wilson to research prior vote of the committee in regards to requirements of training for agencies.</p> <p>Committee made motion to accept recommendations of the training &amp; development committee to require webinar training and to allow agencies to certify that the agency does not ask questions or they are already certified.</p>

<p><b>b. RHTM</b></p>	<p>they are already certified, Deb Little seconded the motion, motion passed.</p> <p>Lindsay Wallace gave the report and covered the memo (handout). Lindsay reviewed what topics will be included in Regional Housing Team Meetings (RHTM), presented at the HMIS Technical Assistance sessions. The topics will include trainings, site visits, website, new forms, new stories and agency wide issues. Two site visits will be required for each agency, beginning in 2011; agencies will be required to show data quality monitoring plans. Jennifer Carter suggested also reviewing universal precautions and transformation committee at RHTM's. Liz Hagar-Mace would like forms committee to meet before recommendations are made on the data monitoring plan. The forms committee will work on revising contract to include data monitoring plans as a requirement.</p>	<p>Add Universal Precautions and Transformation Committee to March RHTM agenda.</p> <p>The Forms Committee will revise contract to include data quality monitoring plan.</p>
<p><b>c. Sample ROSIE Intake Form</b></p>	<p>Bob Sobule reviewed the changes on the form since the last meeting. Sandy Wilson reminded everyone that this form is not mandated; only used as a tool for agencies. The form will be posted on the MASW website. Liz Hagar-mace made a motion to approve the form, Steven Bacon seconded the motion. Julie Roark asked if there should be a "don't know" or "refused to answer" under race. Sandy Wilson stated that this currently was not an option. Liz Hagar-Mace amended her motion to remove American Indian (as it was listed twice), add "don't know" and "refused to answer", Steven Bacon seconded the amendment and motion, motion passed.</p>	<p>Sample ROSIE intake form approved, with three changes, remove American Indian (as it is stated twice), add "don't know" and "refused to answer".</p>

<p><b>Draft Agency HMIS Policy and Procedure Manual</b></p>	<p>Sandy Wilson reviewed the changes since last meeting:</p> <ul style="list-style-type: none"> <li>• Pg. 5, added partner agency and HMIS user</li> <li>• Pg. 6, acronyms added</li> <li>• Pg. 9, defined breach</li> <li>• Pg. 10, added information about where to find elements</li> <li>• Pg. 11, added copy machines, fax machines and printer's policy</li> <li>• Pg. 13, training added</li> </ul>	<p>Pg. 9, HMIS staff will define 2<sup>nd</sup> and 3<sup>rd</sup> breach further</p> <p>Pg. 13, HMIS staff will update training page</p>
<p><b>Data Quality Monitoring Plan</b></p>	<p>Sandy Wilson reported on memo in packet. Continuum of Care will set benchmark. Deb Little reported that they are waiting on HUD regarding clarification on bed utilization and job/income growth. Sandy Wilson reported that they will continue to work with MISI on data quality.</p>	<p>Continue to work with MISI and forms committee on data quality monitoring plan.</p>
<p><b>Other Items</b></p>	<p>Next meeting is scheduled for January 21, 2011 at 10am.</p> <p>Deb Little stated that the AHAR was due today. The Balance of State Continuum of Care did not meet the benchmark to enter Transitional Housing due to Platte, Clay and Ray county issue.</p> <p>Sandy Wilson stated that she will set up a forms committee and a training &amp; development committee meeting.</p>	<p>Sandy Wilson to set up meetings for forms committee and training &amp; development committee.</p>
<p><b>Adjourn</b></p>	<p>Cynthia Higgins made a motion to adjourn, Doris Hallford seconded motion, motion passed, meeting adjourned at 12:50pm.</p>	