



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

606 East Capitol Avenue
Jefferson City, MO 65101
Phone: 573-634-2901
Fax: 573-635-1648
Our website - www.masw.org/HMIS/index.php
Forms & Sample Documents -
<http://www.masw.org/HMIS/forms/index.php>

Sandy Wilson, Project Director
wilson@masw.org

JoAnne Ivey, Project Coordinator
jivey@masw.org

**Homeless Missourians Information System Steering Committee
February 27, 2009, 1:00pm – 4:00pm Minutes**

In attendance: Heather Bradley-Geary, *MHDC*; Jim Chapman, *Salvation Army*; Liz Hagar-Mace, *DMH*; Nancy Masner, *OACAC*; Leah Wilson, *The Kitchen, Inc.*; Sandy Wilson, *MASW*; Joanne Ivey, *MASW*; Emily Van Schenkhof, *MCADSV*; Cheryl Robb-Welch, *MCADSV*; Kawojalyn Collins, *MACA*; Kurt Brewer, *MACA*; CALL IN: Gerrie Brodeur, *SCCB*; John Rich, *MAACLink*

Item	Action/Decision Made	Follow-up
Welcome/Introduction	Sandy Wilson welcomed, thanked everyone for joining the meeting and introductions were made.	
Review & Approval of Minutes	Motion made by Heather Bradley-Geary to approve the minutes as presented. Seconded by Leah Wilson. Motion passed.	
HMIS Update Staffing	It was reported by Sandy Wilson that Joanne Ivey has replaced John Robertson as the HMIS Project Coordinator.	
PIT Report	Sandy Wilson reported on the sheltered PIT count. In January 2008 the count was 1,229; July 2008 there were 1,261 and for January 2009 the count is going to be close to 1,283. The data was pulled from the ROSIE data base for those agencies enrolled, and supplemented by surveys of those who are not. HMIS Staff are continuing to look at ways to make the survey process more efficient.	Final Report will be provided at the May 2009 meeting.
Enrolled Agency Compliancy Report	Annual Compliancy Site visits are almost complete and a report should be available at the next	Final Report will be provided at the May 2009 meeting.

<p>Training Procedures</p>	<p>meeting of the Steering Committee.</p> <p>Training procedures have become more formalized to assist limited staff to meet the needs of an ever-growing number of enrolled agencies. Regional Housing Meetings are being utilized as an opportunity to bring face-to-face technical assistance to agency USERS.</p>	
<p>Rosie Manual Update</p>	<p>It was reported that the ROSIE training manual will soon be completed. Once finalized a disk will be generated and distribution to agencies where they will be able to print the manual. If changes are made in functionality of the database, updates of specific pages in the manual affected will be provided to agencies.</p>	<p>Manual shall be completed and copies made available to agencies prior to the May 2009 meeting.</p>
<p>Bridge with MIS</p>	<p>Sandy presented to the committee that conversations have begun to look at creating a Bridge from the community action agencies database (MIS) with ROSIE. The committee was asked to approve going forward and looking at what it will take to bring this to fruition. Motion of such made by Deb Little and seconded by Leah Wilson. Motion passed</p> <p>Motion was made by Cheryl Robb-Welch to form a committee to develop a standard for eligibility qualifications for databases wishing to export data to ROSIE. Motion was seconded by Gerrie Brodeur. Motion passed.</p>	<p>Workgroup consisting of Sandy Wilson, Deb Little and Kurt Brewer will meet to discuss steps towards building the bridge and a possible timeline for the completion. Report to be given at the May 2009 meeting.</p> <p>Committee members consist of Sandy Wilson, Cheryl Robb-Welch and Deb Little. Meeting to be held to begin work on standards and report to be brought to the May 2009 meeting.</p>
<p>Update on ROSIE/MAAC Bridge</p>	<p>John Rich of MAAC joined the group to give a report on progress</p>	<p>Deb Little will be providing the two needed items within the next</p>

	<p>with the development of the bridge between MAAC and ROSIE. Deb little still needs to provide MAAC's System Administer with a copy of the integration file and an answer on what to do if the client did not provide a social security number.</p> <p>John also commented that he had heard from his system administrator that there had been some kind of change in the file structure being requested and this increased the price quote made. John stated that his agency, while willing to assume the original costs quoted to them at \$4000, they would not be able to assume the new increased price quote. Discussions included an explanation to John from Deb and Kurt around structure of the data file, the complexity or lack thereof, to create it, and advise to return to his system administrator to discuss it further.</p> <p>Sandy reported that the requirement for the agencies with the formerly know Northland CoC was for those agencies to be entering into the BoS CoC HMIS when the counties joined BoS CoC. It was at the request of those agencies and MAAC that conversations began on creating the Bridge.</p> <p>Sandy also reported that as it has been over a year since this first began there is a need to more forward and make the decision on how the data from these agencies are going to be in the ROSIE database soon.</p>	<p>week</p> <p>Sandy Wilson and Deb Little to report back to Steering Committee.</p> <p>John Rich is to report back to Sandy within the next ten days to let her know where MAAC stands with the file creation for the exporting of data to ROSIE. If MAAC will not assume the costs of the Bridge the Sandy will take to the GCEH the need to meet with the agencies of these counties to discuss the options of them entering directly into the ROSIE database system, or the agencies covering the costs to enter into MAAC and bridge to ROSIE.</p>
--	--	---

<p>MHDC Agencies on HMIS</p>	<p>Heather Bradley-Geary reported that MHDC is looking at all the specifics that are going to be required to have MHTF agencies entering data in the database. After further review it appears that the two funding priorities that would be entering data would be homeless prevention and rent assistance. Heather provided copies of the current "Request for Payment" forms being used for these agencies and asked for a discussion on whether the ROSIE database may be able to create and provide this type of a form.</p>	<p>Heather is to let Sandy know as soon as possible what the actual "requirement" in the 2010 RFP will be for those agencies receiving these funds and what the "phase in plan" of the requirements may look like. Sandy will report back at the May 2009 meeting.</p> <p>Deb and Sandy will look at what it will take to create the type of payment request that MHDC would like to have available and report back to the committee at the May 2009 meeting. Deb and Sandy will also continue to be on the workgroup that is looking at what kind of data reports MHDC may be asking to be provided from all CoC's hmis systems for MHTF agencies.</p>
<p>HMIS Steering Committee Structure Review</p>	<p>Sandy provide to the committee drafts of the Steering Committee By-laws and Member Role and Responsibility documents that included the suggested revisions from the last meeting. The committee reviewed and made a few additional changes. Deb Little moved to accept both with the suggested changes. Heather Bradley-Geary seconded. The motion passed.</p>	<p>Sandy will post both documents on the HMIS web site and will made the appointments to the Committee as outlined in the newly adopted by-laws.</p>
<p>Funding Announced</p>	<p>Sandy announced that MASW had received notice that they had been conditionally awarded the HMIS renewal grant and a new grant to expand the project and hire two additional staff members. The acceptance of these funds is contingent upon having 20% match</p>	<p>Report of outcome and progress will be brought to the May 2009 meeting.</p>

	<p>funds. It was reported that while MASW is continuing to secure these funds the committee should be informed that as a last result MASW may be looking at asking HUD to allow a change of grant to allow for a fee based system.</p>	
Other Items	<p>Committee set the dates for the 2009 meetings</p>	<p>Sandy is to post these meeting dates on the web site.</p>
Next Meeting	<p>May 29, 2009</p>	