

**HMIS Information and Discussion Session Talking Points
March 2011**

- **HMIS Staffing Changes**
 - State Roxanne is no longer with HMIS; however, the HMIS staff is working diligently to fill her position.
- **Agency Procedure Manual**
 - Has been submitted to Steering Committee for revisions/approval in October and was sent back to the HMIS Project for additional topics to be included. Currently in the process of creating the necessary forms. The Steering Committee has been scheduled and rescheduled several times since October. The next meeting is not until March 25th. As we would have liked to have this completed and ready for distribution during March RHTM's, we will have to wait until June.
 - Will be sent to Agencies upon approval or delivered during TAA sometime in 2011 – process is taking longer than we expected and we apologize.
- **Site Visits**
 - TAA Form has been updated and is being provided prior to visit as guide.
 - Site Visits and Agency Consultations – we will visit each one by March 31. If haven't received a site visit since April 1, 2010, you will be receiving one
 - Flexibility in scheduling Site Visit as HMIS Staff travels in a loop
 - PC needs to be notified prior to scheduled time of any specific training needs of Agency such as a guided viewing, etc.
 - For the next contract year (April 1, 2011 to March 31, 2012), Site Visits will be done before October 1. A second technical assistance visit may be scheduled between October 1st and March 31st.
- **Target Populations Trainings**
 - Revised Technical Standards now require the individual who does the client intake to ask a series of 7 health questions. The intention of the medical questions required by HUD is for the intake worker to identify the resources available in their community and connect the client to those resources. Recognizing that our front line workers are not advocates for each of these particular areas, nor do we expect them to be, MASW is working in collaboration with agencies throughout the state to create target population trainings that will provide basic information on that specific health question. This will enable the individual who does the client intake to be more knowledgeable of the resources available to those individuals; to make them feel more comfortable in asking the question so much that they do not skip over the question in the first place; and to make sure that they ask it in a way that is not unethical. We have already had one successful training entitled the Intersection between Homelessness and Domestic Violence. We will have five others take place on the following topics:
 - Mental Health
 - Substance Abuse
 - HIV/AIDS
 - Chronic Health Conditions and Other Physical Disabilities
 - Developmental Disabilities
 - These are all REQUIRED trainings for any HMIS User who enters data for SHP or S+C. Two live trainings will take place through GoToWebinar for the topics mentioned. The third one will be recorded and posted to the HMIS website. You have six weeks to complete each training.
 - If you have received other training that meets the requirements of the specified webinar, your agency director can certify to the HMIS Project that you do not need to attend the webinar.
 - If you are attending the webinar, you will need to complete the on-line evaluation form provided to you and a certificate of completion will be sent to you and placed in your agency's file.
 - As I mentioned earlier, we have already done the live trainings for the DV question, so you will need to access the podcast via the HMIS website, view it, and complete the evaluation form, or have your agency director submit a self-certification letter.

- The live Target Population Training on Mental Health will be April 11th at 10 am and April 18th at 1 pm. The training will be recorded on April 19th and posted to the HMIS website sometime that week. Notification has been sent out regarding this target population training. Please be sure to register.
 - Although the target population trainings are only required of Users who enter for SHP or S+C, we encourage all HMIS Users to attend these trainings – they are an invaluable resource for the intake worker.
- **New HMIS Training Structure**
 - As of January 1, the HMIS training structure changed from its previous set up to the following:
 - HPRP
 - Housing
 - Emergency Assistance (includes all non-housing)
 - You may access the training schedule and their descriptions on the HMIS website.
- **Self-Monitoring Plan**
 - Goal of a self-monitoring plan is to ensure data is entered in a timely fashion; to ensure data is entered accurately; and to proactively identify and correct any errors on required funder reports.
 - Self-monitoring plans will be developed by each agency and agencies will be held accountable.
 - Required during the site visits to start showing your Project Coordinator what your self-monitoring plan is.
- **HMIS Partner Agency Expansion**
 - As many of you know, the Missouri Housing Trust Fund provides grants to organizations providing housing or assistance to individuals. The types of grants awarded are for the categories of rental assistance, transitional housing, and emergency assistance. New agencies for FY2011 have been identified as receiving some of these new funds. HMIS is working to get them enrolled.
 - Additionally, HMIS has identified over 70 agencies throughout the state that need to be enrolled. HMIS staff is working diligently to push to get those agencies enrolled that are not already on.
- **HPRP**
 - Will be scheduling Site Visits for April. If you haven't received one, you will get first priority. Please be flexible in scheduling.
 - Self-monitoring plans will be developed by each agency and agencies will be held accountable. Bob will be working with all HPRP agencies on developing and implementing this tool throughout March.
 - The QPR is coming up at the end of March. Please be sure to document your case management in the ROSIE database for all clients. Missing case management is the most common data error throughout the BoS. Make sure all of your clients are being exited.
 - You may contact Bob with any questions. Contact information can be found on the HMIS contact information handout.
- **2011 Regional TA Session Structure**
 - As mentioned during the December Regionals, moving forward into 2011, TA Sessions will be covering more broad topics and will focus less on agency-specific questions. We are looking at covering for each quarter:
 1. Trainings
 2. Site Visits
 3. Website Updates
 4. Self Monitoring
 5. New Forms
 6. News stories – our Heros! Like best practices
 7. Current HMIS TA issues
 - Other topics will be included as the need arises. More agency-specific questions will be addressed in on-site visits as we are moving from one site visit a year to two.