



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

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**Homeless Missourians Information System Steering Committee  
June 3, 2011 10:00am – 2:00pm Minutes**

**Members in attendance:** Emily van Schenkhof, Missouri Coalition Against Domestic and Sexual Violence; 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; Deb Little, Municipal Information Systems, Inc.; Randy McCoy (via conference call), The Kitchen, Inc.; Doris Hallford, Missouri Department of Social Services; Melissa Morgan (via conference call), Ozark Family Resource Agency; and Sherry Saunders, Community Council of St. Charles.

**Members absent:** Randy Sharp, InterServ, Inc.; Julie Roark, SERVE, Inc; Rachael Bersdale, Comtre; Michelle Allen, West Central Missouri Community Action Agency; Heather Bradley-Geary, Missouri Housing Development Commission; Gary Busiek, Salvation Army Midland Division; and Marlene Anglin, Delta Area Economic Opportunity Corporation.

**Staff in attendance:** Lindsay Wallace, Missouri Association for Social Welfare; Krystal Searcy, Missouri Association for Social Welfare; and Sandy Wilson, Missouri Association for Social Welfare.

Item	Action/Decision Made	Follow-up
<b>Welcome/Introductions</b>	Deb Little, Chair, called the meeting to order at 10:00 am.	
<b>2011-2012 Appointments</b>	Sandy Wilson stated there were still vacancies for appointments to the 2012 Steering Committee. These include representatives from DHSS, DED, the Joplin CoC, and the KC CoC.	Sandy Wilson will identify representatives to fill the vacant appointments for DHSS, DED, the Joplin CoC, and the KC CoC.
<b>Review &amp; Approval of Minutes</b>	Liz Hagar-Mace noted a change to the March 25 Minutes to change the data from December 3, 2010 to March 25, 2011. Motion made by Liz Hagar-Mace to approve the minutes as revised, seconded by Linda Fritz, motion passes.	

<p><b>HMIS Project Staffing Updates</b></p>	<p>Sandy Wilson stated the HMIS Project was looking to fill the half-time administrative assistant position. She also stated that Bob Sobule would be leaving the Project on June 30 and Krystal Searcy will assume his job duties with HPRP. Liz Gebhart was introduced as the new HMIS Project Coordinator for Regions 1, 6, 7, 8, and 9. Sandy stated she would send out an updated contact information sheet to the Steering Committee on June 13.</p>	<p>Sandy will send an updated contact information sheet to the Steering Committee on June 13.</p>
<p><b>Jan. 2011 Sheltered Point-in-Time Count Report</b></p>	<p>Discussion was made on why this was on the agenda. Sandy stated MASW is responsible for conducting the sheltered point-in-time count which is done through the HMIS Project. Lindsay reported the final sheltered numbers: 889 in emergency shelter and 591 in transitional housing for a total of 1480 sheltered homeless. She stated these final numbers were submitted to MHDC for the joint report and would be on the MASW website in a few weeks. Discussion was also made on what data should be collected for the July point-in-time count. It was decided to collect only emergency shelter, transitional housing, and hotel/motel data until MICH states they will also use permanent housing and other HPRP data outside of the required January count.</p>	
<p><b>Housing Inventory Chart (HIC)</b></p> <p><b>a. bed coverage percentages</b></p>	<p>Sandy stated the HIC had been completed and submitted in the HDX system.</p> <p>Sandy stated that in order to submit AHAR data, Continuums must meet the threshold of 50% in a given category. Last year, we were only able to submit one data</p>	



	<p>responsibilities of their volunteers who are also past participants of the program. Sandy stated she did not want to do this because of data security and integrity issues. Deb stated a blatant policy like that for an agency that already has staffing constraints only limits their ability to participate in HMIS more. Emily Van Schenkhof recommended moving the discussion to a smaller group, such as the Forms Committee, to hash out the details of the program. Liz Hagar-Mace and Deb Little stated this was not necessary and asked for the rationale behind such a recommendation. Lindsay Wallace stated the Steering Committee needed to look at its current forms in place and policies to see how they would be adapted to a pilot program. Liz and Deb both disagreed stating the purpose of a pilot program is to first see how things work. At the end of the pilot program, if it is successful, then the Forms Committee can meet to develop final policy. Motion made by Randy McCoy to have the HMIS Project conduct the pilot program through December 31, 2011 and report back to the Steering Committee at the first meeting in 2012, seconded by Liz Hagar-Mace. Motion amended by Deb Little for report back at the September Steering Committee meeting, seconded by Liz Hagar-Mace, motion passes with one dissenting vote.</p>	
<p><b>2011-2012 Site Monitoring</b></p>	<p>Sandy Wilson reported that there would now be two technical assistance assessment visits conducted for an agency within the contract year: one between April 1 and September 30 and one</p>	

<p><b>a. repercussions for “out of compliance”</b></p>	<p>between October 1 and March 31.</p> <p>Overall, compliancy visits are going well; however, the HMIS Project is running into one main compliancy issue: that those who are required to attend the target population trainings are not doing so, even after multiple notifications over a period of several months. Currently, there are 30 HMIS Users who are out of compliance with the target population training requirement. There was discussion on how the HMIS Project could have some authority in holding those individuals accountable besides notifying their funders. Sandy requested approval to lock HMIS Users out of ROSIE until such time they come back into compliance. Some thought this measure was going too far, as it could affect funding. Sandy stated the HMIS Project was not asking for the agency’s access into HMIS be shut down, only that the Users’ access would be shut down. Motion made by Deb Little that if an HMIS User is found to be out of compliance at the user level, and if after 30 days of notification of such non-compliance is still found to be out of compliance, then his/her user access will be suspended until such time the User comes back into compliance, seconded by Sherry Saunders, motion passes. Randy McCoy requested to be copied on notification sent to those HMIS Users who are out of compliance with his agency.</p> <p>Sandy Wilson reported out on the status of compliancy issues with Johnson County HELP. She stated the agency is still not in compliance</p>	<p>Committee made motion to institute user-level compliancy.</p>
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	<p>after a year's worth of efforts by the HMIS Project Coordinators to bring them back into compliance. Discussion took place on Sandy's request to notify the agency's funders as well as shutting the agency's access into HMIS down on June 8 if the agency was still out of compliance. It was suggested that the HMIS Project notify the Board President and the county funders of such a decision. Motion made by Liz Hagar-Mace to notify Johnson County HELP's Board of Directors and funders, as well as shut down the agency's access into HMIS if they are not in compliance by June 8, seconded by Emily Van Schenkhof, motion passes.</p>	<p>Committee made motion to notify Johnson County HELP's Board of Directors and funders, as well as shut down the agency's access into HMIS if they are not in compliance by June 8.</p>
<p><b>Training &amp; Development Committee</b></p> <p><b>a. Webinars</b></p>	<p>Lindsay Wallace reported out on the developmental disabilities training. She stated the next target population training would take place on substance abuse. Discussion took place on self-certification requirements. Lindsay stated that HMIS Users who do not do client intake can now self-certify that they do not need to attend the target population trainings. She stated this change would be announced at the June Regional Housing Team Meetings.</p> <p>Sandy stated she attended a training led by MISI on the new APR. Sandy will reserve a room at the August MICH meeting and invite SHP and S+C people to attend for those who have to complete the new APR.</p>	<p>Sandy will reserve a room at the August MICH meeting for a training on the new APR.</p>

<p><b>b. rhtm</b></p>	<p>Sandy reported there would be four webinars held in July on the HMIS Policy &amp; Procedure Manual.</p> <p>Discussion took place on current participation in the HMIS Information and Discussion Session of the Regional Housing Team Meetings. Currently, there is no requirement for enrolled agencies to participate; however, with the implementation of new forms, policies, and procedures the HMIS Project feels it should readdress this. It was suggested to make a requirement that falls in line with what other funders are currently mandating: that enrolled agencies should attend 75% of these meetings. Some had concerns on how this would work with non-funded agencies. Lindsay stated any non-funded agency is still required to abide by the policies set forth in the Agency Partner Agreement and that if a 75% requirement was instituted, it would just need to be added to the agreement. Motion made by Emily Van Schenkhoef that all HMIS Partner Agencies be required to attend 75% of the Regional Housing Team Meetings and that the requirement be added to the Agency Partner Agreement, seconded by Doris Hallford, motion passes.</p>	<p>Committee made motion that all HMIS Partner Agencies be required to attend 75% of the Regional Housing Team Meetings and that the requirement be added to the Agency Partner Agreement.</p>
<p><b>Policy/Form Review Committee</b></p> <p><b>a. Edited ROSIE Intake Form</b></p> <p><b>b. HMIS Policy &amp; Procedure Manual</b></p>	<p>Sandy Wilson presented the edited ROSIE Intake Form.</p> <p>The HMIS Project presented the HMIS Policy &amp; Procedure Manual with the suggested changes incorporated. The Steering</p>	

	<p>Committee reviewed it and requested the addition of the new Regional Housing Team Meeting attendance requirement and the user-level compliancy policy. Motion made by Sherry Saunders to approve the HMIS Policy &amp; Procedure Manual as amended, seconded by Doris Hallford, motion passes.</p>	<p>Committee made motion to approve the HMIS Policy &amp; Procedure Manual as amended.</p>
<p><b>Adjourn</b></p>	<p>Motion made by Emily Van Schenkhoof to adjourn, seconded by Linda Fritz, motion passes, meeting adjourned at 1:57 pm.</p>	