



**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;; Rachael Bersdale (via conference call), Comtrea; Emily van Schankhof, 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; Cynthia Higgins (via conference call), North Missouri Community Action Agency; Deb Little, (via conference call), Municipal Information Systems, Inc.; Julie Roark, SERVE, Inc.; Randy Sharp, InterServ, Inc.; and Randy McCoy, The Kitchen, Inc.

**Members absent:** Heather Bradley-Geary, Missouri Housing Development Commission; Gary Busiek, Salvation Army-Midland Division; Doris Hallford, Missouri Department of Social Services; 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; and Dottie Kastigar, Community Council of St. Charles.

**Staff in attendance:** 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 10:15am.	
<b>Review &amp; Approval of Minutes</b>	Liz Hagar-Mace noted a change to the December 2010 Minutes to delete the Follow Up Note under b. RHTM - add universal precautions and transformation committee to March RHTM agendas, as these topics were meant to be discussed at the MICH level. Motion made by Julie Roark to approve the minutes as revised, seconded by Michelle Allen, motion passed.	
<b>HMIS Project Staffing Configuration</b>	Sandy Wilson stated Roxanne Parker, HMIS Project Coordinator in Regions 1, 6, 7, 8, and 9, left	

*The Welfare of the People Shall Be the Supreme Law*

	<p>MASW in February. The HMIS Project has interviewed 10 candidates, is checking references for the top candidates, and hopes to offer the open position by April 1. Sandy Wilson also stated Bob Sobule, HPRP Project Coordinator, will leave July 19<sup>th</sup> for the National Guard.</p>	
<p><b>Jan. 2011 Sheltered Point-in-Time Count – Preliminary Numbers</b></p>	<p>Bob Sobule reviewed the January 2011 preliminary sheltered numbers. Preliminary numbers show there were a total of 1,399 people that were sheltered in the Balance of State on January 26, 2011. Bob reported the sheltered report would be broken down by region only and that break down by county would only be done by request.</p>	
<p><b>2010-2011 Site Monitoring</b></p>	<p>Lindsay Wallace reported the current contract year ends on March 31, 2011. There are three agencies left to complete a compliancy visit: Phoenix Family Housing, Phoenix Programs, and Ozark Action. Sandy Wilson stated there were no outstanding compliancy issues. Cindy Higgins asked if her agency had been visited yet. Lindsay Wallace stated she had visited the agency sometime in the summer of 2010 and would not be visited again until the 2011-2012 contract year.</p>	
<p><b>2011-2012 Site Monitoring</b></p>	<p>Sandy Wilson reported there are 93 agencies enrolled in HMIS and over 400 active usernames and passwords. Sandy stated site visits for the 2011-2012 contract year would be increased from one compliancy visit to two. The first site visit will take place between April 1 and October 1. The second site visit will take place between October 1 and March 31. Discussion took place regarding</p>	

	<p>notification to funders when an agency is out of compliance. This issue came to light specifically with an agency who received ESG funds. The county, who is the direct grantee from DSS for ESG funds, requested to know the status of compliancy with their agency. The HMIS Project noticed there was a gap in communication between HMIS, DSS, the counties (the grantee), and the agencies (the sub-grantee). Sandy stated it would be beneficial to notify all funders of the status of compliancy with their agencies; all agreed. Lindsay suggested notifying the counties of compliancy/non-compliancy only if they request it and to keep main notification of such compliancy/non-compliancy issues with DSS for ESG funded agencies. Notification of compliancy/non-compliancy will be sent to Valerie Howard for ESG, Hillary Unrein for MHTF, Liz Hagar-Mace for S+C, Doris Hallford for HPRP, and Chair of GCEH dba MICH for SHP.</p>	<p>Notification of compliancy/non-compliancy will be sent to Valerie Howard for ESG, Hillary Unrein for MHTF, Liz Hagar-Mace for S+C, Doris Hallford for HPRP, and Chair of GCEH dba MICH for SHP.</p> <p>Counties will be notified of compliancy/non-compliancy for ESG funded agencies if they request it.</p>
<p><b>Training &amp; Development Committee</b></p> <p><b>a. Webinars</b></p>	<p>Lindsay Wallace reported the next target population training would take place on mental health. The first live training will take place on April 11<sup>th</sup> at 10 am; the second live training will take place on April 18<sup>th</sup> at 1 pm. The third training will be recorded and posted to the HMIS website. The trainer for the mental health target population training is Rita McElhany from DMH. There was discussion of a prior vote and needing to amend the recommendation of the training &amp; development committee to require</p>	

	<p>agencies to certify they do not need to ask the health questions. Michelle Allen made a motion to accept the recommendation of the training &amp; development committee to rescind the requirement of agencies to certify that the agency does not need to ask the health questions, motion seconded by Emily van Schankhof, motion passed.</p>	<p>Committee made motion to accept recommendation of the training &amp; development committee to rescind the requirement of agencies to certify that the agency does not need to ask the health questions.</p>
<p><b>Policy/Form Review Committee</b></p> <p><b>a. New &amp; Edited Forms</b></p>	<p>Liz Hagar-Mace stated the Forms Committee would meet after immediately following the Steering Committee.</p> <p>Sandy Wilson stated comment, review, voting and approval of these forms would be taking place via e-mail for electronic vote by the Steering Committee. Sandy stressed the need to move as quickly as possible since HMIS would like to hand out copies of the Agency Manual complete with these new forms during June RHTMs. Much of the work will be done via e-mail so the Agency Manual can be approved and voted on at the June 2 Steering Committee Meeting.</p>	
<p><b>HMIS Bed Coverage</b></p>	<p>Sandy Wilson reviewed the Identified Beds not on HMIS form (handout). Sandy stated while HMIS has identified over 50 agencies not on HMIS, only a few have been enrolled. The identification of these beds has hindered the percentage of bed coverage for the BoS. Sandy reported the bed coverage for the following types of housing:</p> <ul style="list-style-type: none"> <li>• ES – 45% for households without children; 84.4% for households with children</li> <li>• TH – 49% for households without children; 70.18%</li> </ul>	

	<p>for households with children</p> <ul style="list-style-type: none"> <li>• HPRP – 100%</li> <li>• Safe Haven – 100%</li> <li>• PH – 100%</li> </ul> <p>Sandy stated the barrier to enrolling these agencies that are not mandated to enter into HMIS is that they have staffing constraints and do not have the time to do the data entry. The HMIS Project has begun looking at how we can address this barrier and Sandy has made contact with the Atlanta BoS CoC who is taking on some of the data entry for those agencies who are not mandated in their state. The HMIS Project would like to see if this is something the MO BoS CoC could take on as well. Sandy asked for feedback. Liz Hagar-Mace suggested the topic go onto the MICH agenda as it will have implications on the Exhibit One that the Continuum submits as the HEARTH act rolls out. Sandy responded the responsibility really fell with the HMIS Project. Liz disagreed and said providing an incentive to agencies is part of a bigger picture. Emily van Schankhof stated her agency ran into the same issue with agencies who weren't mandated to enter into their database and didn't find a real solution to the problem. Julie Roark suggested making contact with United Way to discuss a mandate of enrollment into HMIS. Sandy responded that would most likely not happen. Randy Sharp suggested looking into Experience Works for volunteers, although he has found they don't stay with his agency for very long. Julie and Emily both stated their volunteers through Experience Works have</p>	<p>Sandy Wilson will make contact with Experience Works to discuss the possibility of using a volunteer as a data entry person and how that would work out in terms of length of stay with MASW.</p>
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	<p>stayed for a maximum of two years. There was discussion in regards to the privacy of client data being transmitted between the agencies and the HMIS Project. Liz stated the fax machine was still usable for transmission of client data as protected under HIPAA laws. Sandy stated if the HMIS Project decides to pilot this type of program, the Steering Committee would need to create the resources and guidelines that would be required. Liz suggested getting feedback from the agencies before beginning the process of writing out a formal procedure.</p>	<p>The HMIS Project will make contact with agencies already talked to about enrollment that identified staffing constraints as a barrier to see if they would be interested in enrolling if HMIS took on the data entry part.</p> <p>Sandy Wilson will make additional contact with the Atlanta BoS CoC to see how their pilot program is coming along and what problems, if any, they are encountering.</p>
<b>Data Quality Monitoring Plan</b>	<p>Sandy Wilson reported on memo in packet. 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>
<b>2011-2012 Slate of Officers</b>	<p>Sandy reviewed the slate of officers (handout). Deb Little was proposed as Chair, Julie Roark as Vice-Chair, and Heather Bradley-Geary as Secretary. Motion to accept the proposed slate of officers made by Michelle Allen, seconded by Emily van Schankhoff, motion passed.</p>	<p>The proposed slate of officers will take over at the June 2, 2011 Steering Committee meeting.</p>
<b>2011-2012 Appointments</b>	<p>Sandy stated Emily van Schankhof would be taking over Cheryl Robb-Welch's appointment representing the Missouri Coalition Against Domestic and Sexual Violence. Jocelyn Fischer stated she would stay on as the appointment for Region 9. Sandy Wilson stated Steven Bacon bowed out of his appointment for the Department of Health and Senior Services. That appointment is now vacant. Additionally, Sandy is still looking for appointments to represent the Department of Economic Development and the Department of Social Services.</p>	<p>Sandy Wilson will look for a representative from DHSS; Dept. of Economic Development; and DSS.</p>
<b>Other Items</b>	<p>Next meeting is scheduled for June</p>	

	2, 2011 at 10 am.	
<b>Adjourn</b>	Liz Hagar-Mace made a motion to adjourn, Julie Roark seconded motion, motion passed, meeting adjourned at 12:00 pm.	