



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

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**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 all members to the first meeting of the Steering Committee with the new members present. She went through the Roster of new members pointing out that Gerri from St. Charles CoC had to resign and contact has been made with Dottie Kastigar for a replacement. There are also vacancies for representatives from KC CoC and Region 1 & 3.	Sandy will follow up with Dottie and contact the new ED for the Homeless Services Coalition to see about representing their CoC's on the committee.
Review & Approval of Minutes	Motion made by Heather Bradley-Geary to approve the minutes as presented. Seconded by Nancy Masner. Motion passed.	
Fill open Officer Position of "Secretary"	Sandy explained that the new Bylaws state there is an officer position of secretary. This position is current open. Volunteer self nominations were asked for. Heather Bradley-Geary volunteered for the position with unanimous approval.	

<p>HMIS Update Staffing</p> <p>PIT Report</p>	<p>It was reported by Sandy Wilson that Joanne Ivey has replaced John Robertson as the HMIS Project Coordinator.</p>	<p>Final Report will be provided at the May 2009 meeting.</p>
<p>Enrolled Agency Compliancy Report</p> <p>Training Procedures</p>	<p>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. Annual Compliancy Site visits are almost complete and a report should be available at the next meeting of the Steering Committee.</p>	<p>Final Report will be provided at the May 2009 meeting.</p>
<p>Rosie Manual Update</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>Manual shall be completed and copies made available to agencies prior to the May 2009 meeting.</p>
<p>Bridge with MIS</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</p>	

<p>Update on ROSIE/MAAC Bridge</p>	<p>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>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>John Rich of MAAC joined the group to give a report on progress 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</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>Deb Little will be providing the two needed items within the next week</p> <p>Sandy Wilson and Deb Little to report back to Steering Committee.</p>
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