



**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  
May 13, 2010, 10:00am – 2:00pm Minutes**

**Members in attendance:** Liz Hagar-Mace, Department of Mental Health (DMH); Deb Little, Municipal Information Systems, Inc. (MISI) (via conference call); Julie Roark, SERVE, Inc.; Rita Cooksey, United Gospel Rescue Mission; Nancy Masner, Ozarks Area Community Action Corporation; Steven Bacon, Department of Health and Senior Services; Heather Bradley-Geary, Missouri Housing Development Commission; Cynthia Higgins, Northeast Missouri Community Action Agency; Jocelyn Fisher, Christian Associates of Table Rock Lake; Michelle Allen, West Central Missouri Community Action Agency; Dottie Kastigar, Community Council of St. Charles; Rachael Bersdale, Comtreia; and Kay Eding, Ozark Action, Inc

**Members absent:** Randy Sharp, InterServ, Inc; Brian O'Malley, Homeless Services Coalition; Mindy Davis, Hillcrest Transitional Housing of Platte County; Linda Fritz, North East Community Action Corporation; Megan Massey, Delta Area Economic Opportunity Corporation; Cheryl Robb-Welch, Missouri Coalition Against Domestic and Sexual Violence; Gary Busiek, Salvation Army-Midland Division; Jackie Dorsey, The House, Inc.

**Non-Members in attendance:** Emily Van Schankhof, Missouri Coalition Against Domestic and Sexual Violence; Sherry Saunders, Community Council of St, Charles; Randy McCoy, The Kitchen

**Staff in attendance:** Joanne Ivey, Missouri Association for Social Welfare (MASW); Sandy Wilson, MASW; Roxanne Parker, 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 10:10am. Sandy Wilson welcomed and thanked everyone for joining the meeting and introductions were made.	
<b>Review &amp; Approval of Minutes</b>	Motion made by Steven Bacon to approve the minutes as presented, seconded by Rita Cooksey, motion passed.	
<b>Review of By-Laws and Position Description</b>	Liz Hagar-Mace discussed the proximity of the meetings, does the committee agree that the meetings	Meetings to remain in Jefferson City

	should remain in Jefferson City.	
<b>HMIS Project Staffing Configuration</b>	Sandy Wilson stated that Roxanne Parker had been added to the HMIS staffing in March. Joanne Ivey will be covering the Northern section of the state, representing regions 2, 3, 4, 5, and 10 and Roxanne Parker will be covering the Southern section of the state, representing regions 1, 6, 7, 8, and 9. In the next six months, the HMIS project will add an assistant and a HPRP Coordinator. Roxanne Parker is currently working on formalizing the internal procedures for the HMIS project and an internal database. Joanne Ivey is working on a procedures manual for the agencies.	
<b>Point-in-Time Counts</b>	Sandy Wilson handed out the Point-in-Time Count report from July 2009. MHDC and MASW are working on the January 2010 report and it will be available at the next meeting. The next count will occur on July 28, 2010. MASW will continue to conduct the sheltered count. The process will include phone surveys only.	
<b>MOA Revision with MASW and Springfield CoC</b>	Sandy Wilson explained the relationship between the Balance of State Continuum of Care and Springfield Continuum of Care. An agreement is currently in place, however, changes are needed. Sandy Wilson asked the committee to review the changes. Liz Hagar-Mace made a motion to approve with recommended language, Cynthia Higgins seconded the motion, motion passed.	Agreement passed with language change.
<b>Coordination with Department of Social Services Update</b>	Sandy Wilson explained that Emergency Shelter Grants and HPRP funds both mandate HMIS. HMIS staff has met with DSS staff and discussed possible collaboration on compliance issues. Both agencies are researching MOU's.	

<p><b>Continued Coordination with MHDC</b></p>	<p>Sandy Wilson stated that all Homeless Prevention-Trust Fund agencies are entering data as of April 1, 2010. Heather Bradley-Geary stated that it is MHDC's goal to add Rental Assistance and Transitional Housing Trust Fund grantees to HMIS. Heather Bradley-Geary mentioned the data warehouse work in the state of Missouri.</p>	
<p><b>HUD's Release of new Technical Standards</b></p>	<p>Deb Little stated that the new HUD standards were released in March. Clients can refuse to answer on all questions, with the exception of name. The Supportive Housing Program (SHP) and Shelter Plus Care (S+C) have the most significant changes. The standards have taken away the "staff observation" category; the client must have documentation if a disability is stated. There was discussion regarding the HUD income requirements, as currently Balance of State has a higher standard than HUD requirements. Julie Roark made a motion to keep the current Balance of State income guidelines, Nancy Masner seconded the motion, motion passed.</p>	<p>Sandy Wilson will update the current form on the website.</p>
<p><b>Use of Guided Viewings</b></p>	<p>Sandy Wilson presented the form for approval and explained the need for Guided Viewings. Liz Hagar-Mace made a motion to approve the form, Rita Cooksey seconded the motion, motion passed.</p>	<p>Form needs one formatting change.</p>
<p><b>Approval of New Forms</b></p>	<p>Joanne Ivey presented the Agency Partner Agreement form for approval. Nancy Masner had a question about an unauthorized user. Sandy Wilson stated that only trained system users can access the data. Deb Little and Liz Hagar-Mace disagreed and stated that agency directors should have permission to view the data. There was discussion around who owned the data. Deb Little stated that the User Form and Agency Form need</p>	<p>Subcommittee formed to review user form and agency form: Liz Hagar-Mace, Deb Little, MCADSV, Gary Busiek, Julie Roark and Nancy Masner.</p>

	to be revised and advised that a subcommittee be formed. The subcommittee will be Deb Little, Liz Hagar-Mace, MCADSV, Gary Busiek, Julie Roark and Nancy Masner.	
<b>ROSIE/MAAC Bridge</b>	Sandy Wilson reported that MAAC has stated that the bridge process had stopped until further notice. A motion was made by Rita Cooksey to make a recommendation to stop the bridge and require agencies in Platte, Ray and Clay counties to enter into ROSIE, Michelle Allen seconded the motion, motion passed with one abstain by Deb Little.	Committee made a recommendation to stop bridge with MAAC link and require agencies in Clay, Ray and Platte counties to enter into the ROSIE system.
<b>Salvation Army Data transfer to ROSIE</b>	Deb Little reported that Salvation Army stopped using Sallie A and would like to convert their old data to ROSIE; however, the clients have not consented. Heather Bradley-Geary made a motion to not approve the conversion of old data, Steven Bacon seconded the motion, motion passed.	Salvation Army is not approved to convert old data into ROSIE.
<b>Guidelines for Appropriate Agency Users</b>	Sandy Wilson stated that agencies are using volunteers, current clients and former clients to enter data. There was discussion regarding the issue of entering data.	Issue of user's credentials needs to be brought before the subcommittee that was formed under "new forms" section.
<b>Use of Client Consent Forms</b>	Deb Little reported that a client has the right to refusal. Sandy Wilson stated that agencies need to be educated on this and HMIS staff will update the consent form.	HMIS staff to update consent form to include right of refusal on all areas. This item also needs to come before the subcommittee formed under "new forms" section.
<b>Expansion of HMIS staff access to ROSIE to include all data</b>	Sandy Wilson explained the need for HMIS staff to access data. Liz Hagar-Mace made a motion for HMIS to have access to data, Nancy Masner seconded the motion, motion passed. Steven Bacon made an amendment to include HMIS staff to sign confidentiality statements, the motion passed. Sandy Wilson further explained the need to access	Access given to HMIS to view data, including HPRP data, contingent upon HMIS staff signing confidentiality statements.

	HPRP data, Liz Hagar-Mace made a motion to allow HMIS staff to access HPRP data, Rachel Bersdale seconded the motion, motion passed.	
<b>2010-2011 Officer Elections</b>	A motion was made by Julie Roark and seconded by Rita Cooksey to elect Liz Hagar-Mace as Chair, Deb Little as Vice-Chair and Heather Bradley-Geary as Secretary for the 2010 officers, motion passed.	2010 Officers elected: Liz Hagar-Mace, Chair, Deb Little, Vice-Chair and Heather Bradley-Geary, Secretary.
<b>Set Meeting Dates for 2010</b>	Liz Hagar-Mace made a motion to set forth the following dates for 2010 meetings: June 17, September 16 and December 16, Heather Bradley-Geary seconded the motion, motion passed.	2010 meeting dates: June 17, September 16 and December 16
<b>Other Items</b>	No Report.	
<b>Adjourn</b>	Cynthia Higgins made a motion to adjourn, Rachel Bersdale seconded the motion, motion passed.	Adjourned at 2:15pm.
<b>Next Meeting</b>	June 17, 2010 at 10am	