



**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**  
**October 21, 2010, 10:00am – 2:00pm Minutes**

**Members in attendance:** Michelle Allen, West Central Missouri Community Action Agency; Heather Bradley-Geary, Missouri Housing Development Commission; Rachael Bersdale (via conference call), Comtrea; Rita Cooksey (via conference call), United Gospel Rescue Mission; Mindy Davis, Hillcrest Transitional Housing of Platte County; Linda Fritz, NECAC; Liz Hagar-Mace, Missouri Department of Mental Health; Doris Hallford, Missouri Department of Social Services; Sherry Saunders, Community Council of St. Charles; Nancy Masner, Ozark Area Community Action Corporation; and Julie Roark, SERVE, Inc.

**Members absent:** Steven Bacon, Department of Health and Senior Services; Gary Busiek, Salvation Army-Midland Division; Jackie Dorsey, The House, Inc.; Kay Eding, Ozark Action, Inc.; Jocelyn Fisher, Christian Associates of Table Rock Lake; Cynthia Higgins, North Missouri Community Action Agency; Deb Little, Municipal Information Systems, Inc.; Megan Massey, Delta Area Economic Opportunity Corporation; Cheryl Robb-Welch, Missouri Coalition Against Domestic and Sexual Violence; and Randy Sharp, InterServ, Inc.

**Staff in attendance:** Roxanne Parker, Missouri Association for Social Welfare; 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 10am.	
<b>Review &amp; Approval of Minutes</b>	Motion made by Nancy Masner to approve the minutes as presented, seconded by Michelle Allen, motion passed.	
<b>HMIS Project Staffing Configuration</b>	Sandy Wilson introduced the newest members of the HMIS project, Bob Sobule, HPRP Coordinator, Lindsay Wallace, Project Coordinator and Roxanne Parker, Project Coordinator. Sandy explained that Joanne Ivey is the Project Assistant.	
<b>Sheltered Point-in-Time Count Update-Preliminary</b>	Roxanne Parker gave the preliminary sheltered report for July 2010. There were 1,380 people sheltered in the Balance of	Final report to be completed by the close of November by MHDC.



<p><b>d. Sample ROSIE Intake Form</b></p>	<p>sessions.</p> <ul style="list-style-type: none"> <li>• Bob Sobule presented the form. Liz Hagar-Mace asked for more detail on the chronically homeless definition. Heather Bradley-Geary asked for a multiracial category under race. Julie Roark asked for the affirmation by the client to be removed and change to the intake worker to sign. Julie Roark asked for clarification on custody and Sandy Wilson stated she would research and report back in December.</li> </ul>	<p>Sandy Wilson to research question regarding custody of children and will report back in December.</p> <p>Bob Sobule will make changes suggested by committee and send out via email prior to posting on website.</p>
<p><b>Ethics and Privacy Committee</b></p>	<p>Cheryl Robb-Welch, Steven Bacon, Liz Hagar-Mace, Rachel Bersdale, Deb Little, Rita Cooksey, and Nancy Masner currently are part of this committee. Heather Bradley-Geary made a motion to change committee name to “Training and Development” and incorporate ethics and privacy as part of their duties, Julie Roark seconded the motion, motion passed.</p>	<p>Ethics and Privacy Committee to be called Training and Development and will also incorporate webinar planning.</p>
<p><b>Draft Agency HMIS Policy and Procedure Manual</b></p>	<p>Sandy Wilson reviewed the draft in each committee member’s packet.</p>	<p>Changes include:</p> <ul style="list-style-type: none"> <li>• Add a page of acronyms</li> <li>• Termination of participation (voluntary/involuntary)</li> <li>• Notify Executive Director needs to be added</li> <li>• Need to add how long the probation period will last</li> <li>• Notify funding streams</li> <li>• Define Breach</li> <li>• Who determines if there is a breach</li> <li>• Who approves termination</li> <li>• Take out severe breach</li> <li>• List the link to universal</li> </ul>

		<p>data elements</p> <ul style="list-style-type: none"> <li>• Add information on copy machines and PDF documents</li> <li>• Add computer re-use and disposal</li> <li>• Add webinar training information</li> <li>• For filing a grievance, add HMIS project contact information</li> <li>• Create new form where agency reports grievance</li> </ul>
<b>New APR's</b>	Sandy Wilson reported that Supportive Housing Programs will have a separate document.	
<b>Data Quality Monitoring Plan</b>	<p>Sandy Wilson reported that the HMIS project will include the following in their monitoring plan:</p> <ul style="list-style-type: none"> <li>• Data quality</li> <li>• Monitoring reports</li> <li>• Bed utilization reports</li> <li>• Recidivism rates</li> <li>• Job and income rates</li> <li>• Decrease in homelessness</li> <li>• Unduplicated numbers</li> <li>• Will report out to the MICH on a monthly basis</li> <li>• Reports quarterly to steering committee</li> </ul>	
<p><b>Items on the Horizon</b></p> <p><b>a. MHTF categories of Emergency Assistance, Transitional Housing, and Rental Assistance on HMIS</b></p> <p><b>b. MIS Bridge</b></p> <p><b>c. PATH Programs on HMIS</b></p> <p><b>d. HOPWA on HMIS</b></p>	<p>Sandy Wilson reported that agencies will be responsible to enter into HMIS that are receiving Trust Fund dollars in the categories of Emergency Assistance, Transitional Housing and Rental Assistance.</p> <p>Sandy Wilson reported that MASW and MACA continue to work on the bridge for MIS.</p> <p>Sandy reported that PATH programs will be mandated by 2012 to enter into HMIS.</p> <p>Sandy reported that ultimately HOPWA, DMH and HUD VASH</p>	

	vouchers will report to HMIS.	
<b>2011 Meeting Dates</b>	Next meeting is scheduled for December 3, 2010. 2011 meeting dates are as follows: March 4, June 3, September 2, and December 2.	
<b>Other Items</b>	<p>Heather Bradley-Geary reported that MHDC is working on a homeless study. Liz Hagar-Mace made a motion to have the HMIS project release data to SLU (agency contracted to complete study), Nancy Masner seconded the motion, motion passed.</p> <p>Sandy Wilson asked for the training development committee to stay and plan after the adjournment of the meeting.</p>	HMIS project to release data to SLU for MHDC homeless study.
<b>Adjourn</b>	Heather Bradley-Geary made a motion to adjourn, Liz Hagar-Mace seconded the motion, motion passed.	