



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

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Forms & Sample Documents -
<http://www.masw.org/HMIS/forms/index.php>

**Homeless Missourians Information System Steering Committee
September 28, 2009, 10:00am – 2:00pm Minutes**

Members in attendance: Liz Hagar-Mace, Department of Mental Health (DMH); Deb Little, Municipal Information Systems, Inc. (MISI); Rhonda Lunceford, North East Community Action Corporation (NECAC); Julie Roark, SERVE, Inc.; Rita Cooksey, United Gospel Rescue Mission; Nancy Masner, Ozarks Area Community Action Corporation; Heather Bradley-Geary, Missouri Housing Development Commission; Emily van Schenk Hof, Missouri Coalition Against Domestic and Sexual Violence; Michelle Allen, West Central Missouri Community Action Agency; Janet Murphy, Salvation Army Midland Division Headquarter; Steven Bacon, Missouri Department of Health and Senior Services

Members absent: Roberta Gill, Columbia Housing Authority; Randy Sharp, InterServ, Inc; Tammy Walker, Economic Security Corporation; Brian O’Malley, Homeless Services Coalition; Dottie Kastigar, Community Council of St. Charles

Non-Members in attendance:

Staff in attendance: Joanne Ivey, Missouri Association for Social Welfare (MASW); Sandy Wilson, MASW;

Item	Action/Decision Made	Follow-up
Welcome/Introduction	Sandy Wilson welcomed and thanked everyone for joining the meeting and introductions were made. Sandy recognized the new members of the committee.	Sandy Wilson needs to make appointment for regions 1, 3 and 4.
Review & Approval of Minutes	Motion made by Heather Bradley-Geary to approve the minutes as presented. Seconded by Nancy Masner. Motion passed.	
HMIS Update		
a. July PIT Report	Sandy Wilson stated that the July sheltered count was complete, still waiting on unsheltered numbers due to abundance of surveys.	PITC report will be available at next meeting.
b. HMIS Procedural Manual for Agencies	The manual is almost complete and will be shared with agencies via CD.	Joanne Ivey will present at next committee meeting.
c. Guided Viewings	Sandy Wilson is currently working	Sandy Wilson will make form

<p>d. Approval of new User Policy, Responsibility Statement, and Code of Ethics form</p> <p>e. Partner Agency Separation Policy and Procedure</p>	<p>on this form.</p> <p>Discussion occurred regarding these forms. Motion made by Liz Hagar-Mace and seconded by Nancy Masner for approval of these forms, motion passed.</p> <p>Discussion occurred around the importance of close out procedures. Motion made by Julie Roark and seconded by Laura Williams to approve procedure, motion passed.</p>	<p>available at next committee meeting.</p>
<p>Salvation Army-Jefferson City</p>	<p>Sandy Wilson reported on the status of Salvation Army-Jefferson City.</p>	
<p>DMH Request for reports</p>	<p>Liz Hagar-Mace stated the importance of reports and access for DMH in the ROSIE system. Motion made by Steven Bacon and seconded by Rhonda Lunceford for approval and access to DMH.</p>	<p>Sandy Wilson will work with DMH on reports.</p>
<p>Eligibility Standards Sub-Committee Report</p>	<p>No Report</p>	
<p>Update on ROSIE/MAAC Bridge</p>	<p>Sandy Wilson stated that there was an attempt at a bridge by MAAC link within the last week, unfortunately there were still some glitches between the systems.</p>	<p>Deb Little and Sandy Wilson are working on this issue with MAAC link. They hope to have a successful bridge by the next meeting.</p>
<p>Update on ROSIE/MIS Bridge</p>	<p>Sandy Wilson reported that the bridge is currently on hold. MIS recently upgraded their system and there have been several issues with the upgrade, therefore the bridge with HMIS is on hold.</p>	<p>Deb Little and Sandy Wilson will continue to work with MACA on bridge.</p>
<p>Update on MHDC HMIS Requirement for 2010</p>	<p>Heather Bradley-Geary stated that applications were submitted on September 11, 2009 for Trust Fund and the requirement is in place. Agencies will not be able to receive funding until they are inputting into the HMIS system of their continuum. This is only a requirement for homeless prevention agencies.</p>	
<p>Homeless Prevention and Rapid Re-Housing Program Stimulus Funds</p>		

<p>a. DSS Contract Status</p> <p>b. ROSIE Functionality Changes</p> <p>c. Impact on HMIS project</p> <ul style="list-style-type: none"> • Number of new agencies currently established • Training Schedule • Number of Users currently being trained • Compliance 	<p>Sandy Wilson reported that DSS has gone into contract with agencies and funds are scheduled to be released on October 1, 2009.</p> <p>Sandy Wilson and Deb Little are working with DSS to upgrade all necessary changes with ROSIE. HUD is still sketchy on all requirements for reporting.</p> <p>Sandy Wilson reported with the HPRP funds and MHTF funds, several new agencies have been established on ROSIE.</p> <p>Joanne Ivey is completing and tracking all training sessions for HPRP and MHTF users. The trainings are filling as fast as they establish them.</p> <p>HMIS staff is attempting to keep up with the demand for training.</p> <p>Compliance is conducted on site one time per year per agency.</p>	<p>Sandy Wilson will continue to work with DSS on changes in ROSIE.</p>
<p>Update on HUD's Proposed HMIS Data Standards</p>	<p>Sandy Wilson and Deb Little are both working closely with HUD on the new data standards and will keep the committee updated with changes.</p>	<p>Sandy Wilson will update committee as new information is published by HUD.</p>
<p>Update on Expansion Project</p>	<p>Sandy reported MASW was still waiting to hear about the finalization of the Expansion Grant.</p>	
<p>2010-2011 Officer Elections</p>	<p>Liz Hagar-Mace suggested that a nominating committee be established for appointment of officers. The nominating committee will be Steven Bacon, Sandy Wilson, Cheryl Robb-Welch, and Joanne Ivey.</p>	<p>Nominating committee will bring appointments to December 2009 meeting.</p>
<p>Set Meeting Dates for 2010-2011</p>	<p>Sandy Wilson suggested that the committee meet the first Friday of the month, in the months of April,</p>	

	June, September and December. Motion made by Julie Roark and seconded by Rita Cooksey to accept this schedule. Motion passed.	
Other Items	No Report.	
Adjourn	Steven Bacon made the motion to adjourn, Rhonda Lunceford seconded the motion, motion passed.	
Next Meeting	December 4, 2009	