

**HMIS Information and Discussion Session Meeting Minutes**  
**Jasper/Newton CoC**  
**January 13, 2014 – 12:30 PM**  
**The Alliance: 1027 S. Main Suite 7 – Gryphon Building, Joplin, MO**

**Attendees:**

Andrea Minor, Catholic Charities of Southern Missouri  
Amy Roethemeier, Children's Haven  
Dirk Cable, Department of Mental Health  
Staci Miller, Economic Security Corporation  
Robin Smith, Economic Security Corporation  
Tammy Walker, Economic Security Corporation  
Shelly Barnett, Neosho Crosslines  
Caroline Jones (proxy), Salvation Army Joplin  
Crystal Jackson, The H.O.U.S.E. Incorporated  
Liz Gebhart, Missouri Association for Social Welfare

**HMIS Project Updates**

*HMIS User Year-End Survey:* Each year the HMIS Project administers a year-end HMIS User Survey annually. Those results help assess user satisfaction with the HMIS Project and the database, as well as set priorities and goals for the next project year. Liz reported that the survey link would be sent out by the data specialists and encouraged HMIS Users to complete the survey, noting that the surveys would be anonymous. HMIS Users will have until Monday, January 27 to complete the survey and the results would be summarized at the next HMIS Information and Discussion Session.

*Limited Trainings:* With the primary at trainer at MISI being out of office these next couple weeks, the responsibility of hosting the HMIS trainings was placed on the HMIS Project. The two data specialists will be coordinating the trainings for the next two months, so if you're aware of any new users coming on, please reach out to Krystal Searcy as soon as you can.

*Tracking Turn-Away Count:* Liz explained that the second tracking turn-away count was scheduled for the week of February 10-14, 2014. An email was sent out on Monday morning with updated tracking forms along with a memo describing the changes. Tammy Walker asked if she could provide the forms to non-HMIS agencies, and Liz encouraged the coalition to do so. Liz explained that the count was non-mandatory but that the results often point to what types and where services are needed. For agencies that participate in the count, they should submit their turn away tool – either by emailing the Excel file or faxing the completed one-page tool per households – to Liz by Friday, February 21.

**ROSIE Updates**

*New Compass Rose:* As many HMIS Users are aware, ROSIE will be change to Compass ROSE during the first quarter of 2014. Liz said the HMIS Project is still working out a timeline with MISI to determine the data migration process and training opportunities. In the meantime, Liz encouraged HMIS Users to look at the Pathways link noted on the resource sheet. That website contains trainings of Compass ROSE in addition to trainings on privacy/security and data quality. These are not required trainings, but moreso an opportunity for HMIS Users to get a sense of what the new system looks like.

**Winter Point-in-Time Count**

For the January Point-in-Time Count, Tammy is leading the unsheltered side while the HMIS Project leads the sheltered side. Liz noted that HUD released a notice with updated data collection guidance for the Point-in-

Time Count. They've made the necessary changes to the survey tools, and Liz encouraged those who provide Point-in-Time Count data to watch the recorded trainings that will be made available on the HMIS website. She also noted that, due to the data collection changes, there are two separate surveys. One will be for permanent housing programs and another for all emergency shelter, transitional housing and hotel/motel vouchers provided by agencies. Liz will be responsible for collecting all the sheltered data in Joplin and will send out an email this week with the tools and links to the recorded trainings.

**Performance Improvement:**

**Bed/Unit Utilization Report:** Liz explained how bed and unit utilization is captured. She noted that while there appear to be a number of emergency shelter beds open within the region, it may be a result of data quality issues. Tammy noted that for Souls Harbor, for example, they often have a two-week delay in getting the paperwork so real-time data entry isn't done.

**Annual Homelessness Assessment Report:** The annual homelessness assessment report combines data from all programs in HMIS to give the Continuum of Care a more comprehensive look at their system. In addition to outlining the demographic information of all clients served, it also includes all the performance improvement measures the HMIS Project currently pulls from the database. Liz walked through the report and explained the various sections. Discussion ensued about the difference between insufficient income and lack of income as well as the difficulty of collecting exit destinations, particularly at emergency shelters. A suggestion was given to add income to the report as that is another performance measure set forth by HUD. Liz will update the report to include data from all of December and the income portion as well.

**HMIS Resource Sheet:** Liz referenced the resource sheet provided.

**Agency Updates:** No updates were provided.