



CT HMIS Steering Committee
Meeting Minutes
Wednesday July 7th, 2014 – 10:00am
Middletown YMCA

ATTENDEES

Name	Organization and/or Region
Milena Sangut	Danbury
Crane Cesario	Hartford
Jackie Janosko	Bridgeport
Russ Cormier	Nutmeg IT
Noel Kammermann	Stamford
Walter Hewitt	UWSECT
Carol Duffy	New Britain
Brian Roccapriore	CCEH
Diane Albini	Waterbury
Jessica Kubicki	Greater Norwalk
Matthew Morgan	Hartford
Melanie Martin-Peele	UCONN
Kristen Granatek	CCEH
John Merz	BOS
Maria Satterwhite	Bridgeport
Meredith Damboise	New Haven

JUNE MINUTES - MILENA

- Motions to approve – Jackie Janosko – Seconded by Crane Cesario
- Diane Albini made one correction to the spelling of her name.
- All in favor, no corrections

ECM IMPLEMENTATION UPDATE – NUTMEG

- Back in June servers were running slow, and have since been upgraded to increase speed and performance.
- All ServicePoint areas have been converted.
- Working on the discovery and timeline for New Haven - In approximately 10 days will have the final timeline for Provide conversion.

- Coordinated Access – Norwich /New London and Bristol / New Britain scheduled to go live on 7/14.
- Nutmeg is working on cleaning up smaller issues in the next week.
- Nutmeg is working with ESG on the upcoming data standard release – will be testing in mid-August. Looking to a mid-September implementation.

ROI IMPLEMENTATION UPDATE – NUTMEG

- Nutmeg reviewed the timeline for the implementation of the newly approved ROI form
- Crane Cesario suggested a modification to include an option at the end of the form for individuals who do not want their information entered in any way.
- Crane made a motion to implement the change
 - Jackie Janosko seconded
 - All in favor – no abstentions
- Brian Roccapriore noted that the language around research had changed from “.. not used in any research reports.” To “...not used in any research”. Suggested that the word reports be re-added to the ROI form.
- Crane made a motion to implement the change
 - Jackie Janosko seconded
 - All in favor – no abstentions
- Brian Roccapriore and Crane Cesario will work with Russ to have the updated ROI to the HMIS Steering Committee by the COB on 7/8/14 for any final input to be given by the COB on Friday, July 11th.

CSH DATA REQUEST – CCEH

- CSH is proposing to use HMIS system utilization data to calculate the number of chronically homeless by calculating the time chronic by CT HMIS system utilization instead of using self report data at intake.
- Information included would not have names or social security numbers, only a client ID with a DOB.
- Information would only be accessed at CCEH on CCEH servers.
- CSH will come and present their findings at the September CT HMIS SC meeting.
- Matthew Morgan made a motion to implement the change
 - Crane Cesario seconded
 - All in favor – no abstentions

HMIS SC BYLAWS – CCEH

- Discussion on timeframe of implementation.
- Consensus agreement that the Bylaws be approved now, implemented now, with elections to be held in January as described in the bylaws.
- Crane made a motion to implement the bylaws with the schedule noted above
 - Jackie Janosko seconded
 - All in favor – no abstentions

CT HMIS DATA QUALITY PLAN – Crane Cesario

- Crane Cesario reviewed the work put in for the Data Quality Management Plan (Policy 302 for the HMIS P&P) – and the Data Quality and Performance Measure Sheets.
- Updates to Policy 302:
 - In the remediation and enforcement section, it will be noted that when there is any progressive discipline that the program director, CoC Leadership, and CT HMIS Steering Committee will be alerted.
 - The schedule and targets of the timeliness section will be stored on cthmis.com and updated as needed.
 - In the remediation and enforcement section, in the last sentence, change “...access suspended...” to “...access restricted or suspended”.
- Crane made a motion to implement policy 302 with the three modifications
 - John Merz seconded
 - All in favor – no abstentions
- Data Quality and Performance Measure sheet was reviewed
 - Will be taken up by the DQ subcommittee – and will report back at the next HMIS SC meeting – making sure to note the HUD minimum standards
 - Subcommittee will also review CoC performance measures

NEW BUSINESS

- Melanie Martin-Peele ((860) 679-3990 - peelee@uchc.edu) from the UCONN TRIPP center reviewed what they are going to be doing in their Rapid Re-Housing evaluation. They have been OK'd by the CT Department of Housing, and need to match individuals to their HMIS profiles. Have already started their first portion of the study by interviewing providers in the state. Any questions can be directed to Melanie Martin-Peele.
- Crane Cesario: Hartford received grant to Journey Home for planning around Coordinated Access. At this time, a number of different providers asked about using the funds to use the universal housing application in HMIS / ECM to pre-populate the Universal Housing Application, with the potential of making it generic enough for the entire state to use.

NEXT MEETING

- There will be no August meeting.
- September meeting will be backed up to the BOS SC meeting, and Brian Roccapriore will send out the information as it becomes available.

Meeting adjourned