



CT HMIS Steering Committee – Meeting Minutes
 Monday, May 4th, 2015 11:00am – 12:30pm
 CVH – Page Hall – Room 212

ATTENDEES

HMIS SC Member	CoC / SubCoC	Present
Diane Albini	BOS Waterbury	✓
Lisa Callahan	BOS Middlesex	✓
Nancy Cannavo	BOS Litchfield Co.	✓
Crane Cesario	Hartford CoC	✓
Brenda Coutu	BOS Windham / Tolland	✓
Teddi Creel	BOS Litchfield Co.	✓
Meredith Damboise	BOS New Haven	
Ryan DeLoach	BOS New Haven	
Steve DiLella	BOS	
Carol Duffy	BOS New Britain	✓
Paul Goodfield	BOS Bristol	✓
Andrea Hakian	BOS Manchester	
Walter Hewitt	BOS Norwich/New London Co	
Noel Kammermann	Stamford-Greenwich	✓
Jessica Kubicki	Norwalk/Fairfield Co.	
Stuart Lane	Norwalk/Fairfield Co.	
David Lang	BOS Norwich/New London Co	✓
Phillip Lysiak	BOS Bristol	
John Merz	BOS	✓
Matthew Morgan	Hartford CoC	
Milena Sangut	BOS Greater Danbury	✓
Maria Satterwhite	Bridgeport-Fairfield-Stratford	✓
Mackenzie Tyson	BOS Middlesex	✓
Lauren Zimmerman	Bridgeport-Fairfield-Stratford	✓

Other Attendees Present:

Name	Organization
Jim Bombaci	Nutmeg
Russ Cormier	Nutmeg
Eileen Higgins	RVS
Jackie Janosko	CT Coalition to End Homelessness
Brian Roccapiore	CT Coalition to End Homelessness

1. April Minutes – Crane Cesario

- Motion to approve min: Lisa Callahan
 - Seconded: David Lang
 - All in favor, no abstentions.

2. Release of Information – CCEH

- Crane Cesario and Brian Roccapiore sent an email outlining the current issues surrounding the release of information, and how it is limiting regional efforts after the last steering committee meeting – outlining the potential move to a one option ROI. HMIS SC members were to bring it to their communities for discussion at today's HMIS Steering Committee meeting.
- Question: What happens when someone says no? Do they not go in at all?
 - Russ Cormier: There is an option to enter an anonymous client.
- Question: What is the prevalence of people not signing the release?
 - Brian Roccapiore: Over 90% sign a full data share, about 5% don't share, and the other 5% are one of the other limiting options.
- Question: Will communities need to go back and update their releases that have already been signed?
 - Russ Cormier: No – new releases will be going.
- John Merz asked if this is an open system, and if it is the committee needs to decide that it is open, and that services are based on us being able to do our job which is us having a CAN based system. The 5 option release is not working for the CAN system.
- John Merz: Move to implement the two option release, pending a legal review by the Attorney General's office.
 - Seconded: Maria Satterwhite
 - Torrington CoC voted No.
 - All others in favor.
- Brian Roccapiore will now take the ROI to the Attorney General's office.
- John Merz: Motion to not revisit the ROI for a specified time period
 - No vote – will wait until after the duplicate issue is addressed

3. HMIS Conversion & Coordinated Access Update – Nutmeg

- New Haven – Phase 2:
 - Initial webinar took place on the week of the 27th
 - Conversion will be happening this week
 - HMIS will be offline starting on 5/5 to import the converted data, all users have been notified and will receive another notice when the system is live
 - An open GoToMeeting will be available all week for all HMIS users
- Duplicate client issue:

- Working with CaseWorthy when they merge multiple ID's into one ID – it isn't creating a duplicate enrollment but it looks like there is. It is an issue with the ROI date range. Nutmeg will update at the next meeting.
- Russ Cormier is forming a subcommittee to work on solutions to the creating duplicate client issue – and has set up a meeting before the next HMIS SC meeting.
- CT HMIS Helpdesk update: The helpdesk is only taking tickets electronically though cthmis.com or by emailing help@nutmegit.com. Voicemails are no longer being accepted.

4. Veteran Status Identification in HMIS – CCEH

- Proposed change to the question about veteran status in HMIS to change from “Have you ever served active duty in the US Military?” to “Have you ever served in the US Military?”
 - Wording is based on national best practices researched by the CT Veteran's Workgroup of Reaching Home.
- Motion to accept change: John Merz
 - Seconded: Lauren Zimmerman
 - All in favor, no abstentions

5. HIC/PIT Update – CCEH

- Housing Inventory Charts went out the week of 4/27 for final confirmation and corrections. Communities are expected to sign off by tomorrow.
- Pop/SubPop (people count) of Point In Time reports will be out 5/4/15 for both sheltered and unsheltered populations.
- There will be a noticeable change in chronic homelessness because of the change in the data standards, there will be narrative in the report to explain the decrease.

6. HMIS Evaluation Committee – John Merz

- In process - John Merz will schedule the next meeting of the evaluation committee immediately following this CT HMIS Steering Committee.

7. Participating Agency List – CCEH

- Reviewed list distributed by Brian Roccapriore after the last meeting
- Need to add Chrysalis Center to Central and Middlesex CANs.
- Middlesex CAN:
 - Add: River Valley Service
 - Delete: Middletown/Middlesex S+C
- Change: Mercy Housing and Shelter (MAIN) to Mercy Housing and Shelter Corp.

8. Query Builder Access in HMIS – Meredith Damboise

- Not present – no report.

9. New Business

- None

10. Next meeting

- June 2nd, 2:30-4:00 – CVH – Page Hall, Room 212

Motion to adjourn: John Merz

Seconded: Diane Albini