



**CT HMIS Steering Committee**  
**Meeting Minutes**  
 Wednesday, January 7<sup>th</sup>, 2015 10:00am – 12:00pm  
 CVH – Page Hall – Room 212

**ATTENDEES**

Name	Organization and/or Region
Alice Minervino	DMHAS
Andrea Hakian	Manchester
Brenda Coutu	North East
Brian Roccapriore	CCEH
Carol Duffy	New Britain
Crane Cesario	Hartford
Dave Lang	New London
Deanna Bencivengo	Meriden / Wallingford
Diane Albini	Waterbury
Jackie Janosko	CCEH
Jessica Kubicki	Greater Norwalk
Jim Bombaci	Nutmeg Consulting
Lisa Callahan	Middlesex
Mackenzie Tyson	Middlesex
Maria Satterwhite	Bridgeport
Matt Morgan	Hartford
Milena Sangut	Danbury
Nancy Cannavo	Torrington
Noel Kammermann	Stamford
Paul Goodfield	Bristol
Russ Cormier	Nutmeg
Walter Hewitt	UWSECT

Members not present:

Name	Organization and/or Region
David Shadbegian	Windham/Tolland
Donna Bergin	New Britain
Lauren Zimmerman	Bridgeport
Phillip Lysiak	Bristol

Ryan DeLoach	New Haven
Sarah Melquist	Manchester
Steve DiLella	BOS
Stuart Lane	Norwalk
Vera Halilaj	Torrington

**NOVEMBER MINUTES - MILENA**

- Changes to minutes:
  - Jessica K. was not at the meeting
  - David White’s name changed to David Lang
  - Crane: Page 2 – change local control to “local inclusion”
  - Carol Duffy was on the list twice.
  - Crane: New business on page 4: change checklist to “documentation checklist”
- Motions to approve – Crane motion to approve, seconded by Jessica K.
- All in favor, no corrections.

**OFFICER ELECTIONS - MILENA**

- Brian Roccapriore received no official nominations for officer for the CT HMIS Steering Committee – Crane Cesario agreed to serve as chair, and Noel Kammermann agreed to serve as Vice Chair if no one else was willing to take the responsibility. There was no one willing to take the position of Secretary – Brian Roccapriore will be fulfilling the role of secretary until such time as someone is able to take the position.
- John Merz made a motion to accept Crane and Noel to the Chair and Vice Chair positions with Brian filling in as Secretary, Lisa Callahan seconded. All in favor, no abstentions.

**HMIS IMPLEMENTATION & COORDINATED ACCESS UPDATE – NUTMEG**

- Updated SUR Report (2014 Data Standards) released on 12/15/14; updated DQ report also released by CaseWorthy in late December to account for some conditional logic fields being incorrectly counted.
- New Haven conversion set for the week of January 19<sup>th</sup>
  - Training will begin on 1/9 through 1/16 (includes CAN training)
  - System will be DOWN for ALL USERS from Friday evening 1/16 and back online Wednesday 1/21
- Windows XP users – Nutmeg will be sending out a notice on Thursday 1/8/15 to all people that are accessing the CT HMIS platform from a Windows XP machine notifying them that they have 45 days to update
- Will be updating the language for the “future living arrangements” to be “If you don’t come back, where would you likely go?” during the month of January
- The Waterbury / Litchfield CAN went online since the last meeting.
- New Haven county CAN is scheduled to go live on 1/21/15 – training the week of 1/14/15

- CAN reporting: released DQ reports to 211 (updates) and the Network (new) during December. CA Data Group met to quantify and prioritize additional reports
- Released updated CAN ROI that the subcommittee created on 1/5/15; did not pick up that the committee left in the option for ‘anonymous’ client. Need to remove it from the form, and need the HMIS SC to vote on it.
- Russ Cormier made the motion to remove the line from the CAN ROI.
  - Second: Diane Albini. All in favor, no abstentions.
  - Nutmeg will update the ROI and send it to the CAN contacts.
- All upcoming trainings can be found on the project website [www.cthmis.com](http://www.cthmis.com)

#### **COPY ASSESSMENT FUNCTIONALITY – NUTMEG**

- The functionality was deployed on 12/8 in production through a series of webinars during the week of 12/1 and a system update on the morning of 12/8. Function is currently working as expected.

#### **AHAR – NUTMEG**

- Data for all communities was submitted, expect to hear back from Abt Associates in the next two weeks on usability in the national report.

#### **VI-SPDAT in HMIS – NUTMEG**

- Working with CCEH and CaseWorthy to have the VI-SPDAT in CT HMIS for the PIT.
- Is incorporated as part of the coordinated access network
- By default the system creates a statewide registry, Nutmeg has customized it to be specific to CAN’s.
- Will be demonstrated at the local PIT trainings, and will have a webinar training to supplement.
- Milena: Will we be able to break it out by a sub-coc?
  - Russ: Not currently – putting it on the “wish list”
- Maria: Can a client be included in more than one region?
  - Crane: Need to discuss at the statewide CAN meeting.
- Maria: Can we include TH / Unsheltered people’s VI-SPDATs in CT HMIS?
  - Russ: Yes: you can do data entry at the CAN level
- Brian Roccapriore will identify when the next statewide CAN meeting and send to the group.

#### **HMIS EVALUATION COMMITTEE – JOHN MERZ**

- Reminded everyone that it is an open group, and is always seeking additional members
- First goal of the group is to assess the system functionality, and the group will be developing a survey to send to HMIS users and another to send to HDC’s and Executive Directors.
- Next meeting will review the “bug report” to see what bugs are remaining in CaseWorthy

- Next meeting will be one hour before the next CT HMIS SC meeting.

#### **PARTICIPATING AGENCY LIST – CRANE CESARIO**

- Agencies are participating in CAN are not represented on the participating agency list, and we need a process to monitor who is on the list.
- Russ Cormier will add participating agency to trainings.
- Crane: Which group should take on the responsibility?
  - Release Management Committee will take this up
- Crane motion to manage the participating agencies list through the release management committee:
  - Crane made motion: Nancy Cannavo Seconded. All in favor, no abstentions.

#### **DATA REQUEST COMMITTEE UPDATE– CCEH**

- Two data requests since the last meeting
- DCF wants to match their data to HMIS records to create models will be used to identify the characteristics of families at high risk of these negative outcomes. The benefits of the targeting study are that its prediction models could help target services more effectively in the future and predict better what family factors influence child welfare involvement.
  - Milena Sangut, Lauren Zimmerman, Meredith Damboise, Diane Albini participated. Request approved.
- Abt associates for access to CaseWorthy for Family Options
  - Milena Sangut, John Merz, Crane Cesario, Diane Albini, Noel Kammerman participated. Request approved.

#### **RELEASE MANAGEMENT COMMITTEE – CCEH**

- Met in early December
- Designing a front end mechanism to hold / analyze / prioritize requests – then bring the list to the committee.
- Last meeting had to be postponed – rescheduled soon.

#### **PIT UPDATE – CCEH**

- Regional Coordinator training took place yesterday, 1/6/15
- Because of the Zero:2016 campaign, there is a modified PIT form that include the VI-SPDAT
- Data entry for VI-SPDAT will be the responsibility of the network
- Data entry for PIT forms is done by CCEH
- PIT debrief meeting will be 2/5/15
- Local trainings coming up – regional coordinators have been sent the information.
- Crane: Does the data entry follow the forms?
  - Jackie: Yes.
- Supplemental questions will be asked for individuals under the age of 25.
- Jackie will send out the PIT webinar to the CT HMIS SC.

- Jim Bombaci: HUD created new tables for youth for the PIT database which will be reviewed in the trainings.

#### **NEW BUSINESS**

- Crane: In getting prepared for the 100 day campaign a local health provider is looking at frequent users of emergency departments. Can they find a way to look an individual up in HMIS? The provider wants to be included in an MOU or our release of information.
  - The recommendation was to find a way to get them access, with a completed release of information, but not inclusion as a trained entity in HMIS.
  - Russ: Use SIF as a model.
- Alice: Coordinates HOT team meeting quarterly for the state – questions around data entry for PATH.
  - People went to the trainings; felt they did not get the information they needed.
  - How to print records in HMIS
    - Russ: need to print screens as they go in HMIS
  - Brian and Russ to attend next HOT team meeting.
- Maria Satterwhite: CTHMIS.com search comes up with a lot of non relevant information
  - Jim: On left hand panel – supporting tabs for each program type
  - Russ: Cleanup started this week – taking old information off (Service Point,etc).
- Crane: Thanks to Milena for her years of service!
- Crane: Would like to set up an annual schedule of meetings in conjunction with BOS.

#### **NEXT MEETING**

- TBD – will be scheduled in conjunction with BOS SC.

#### **Meeting adjourned**