



CT HMIS Steering Committee
Meeting Minutes
 Friday, March 20th, 2015 12:30pm – 2:00pm
 CVH – Page Hall – Room 213

ATTENDEES

Name	Organization and/or Region
Brenda Coutu	North East
Brian Roccapriore	CCEH
Carol Duffy	New Britain
Caroline Perez	Middlesex
Crane Cesario	Hartford
Dave Lang	New London
Diane Albini	Waterbury
Jackie Janosko	CCEH
Jessica Kubicki	Greater Norwalk
Jim Bombaci	Nutmeg
Lauren Zimmerman	Bridgeport
Lisa Callahan	Middlesex
Mackenzie Tyson	Middlesex
Maria Satterwhite	Bridgeport
Matt Morgan	Hartford
Milena Sangut	Danbury
Paul Goodfield	Bristol
Ryan DeLoach	New Haven
Russ Cormier	Nutmeg
Walter Hewitt	UWSECT

Members not present:

Name	Organization and/or Region
Andrea Hakian	Manchester
David Shadbegian	Windham/Tolland
Donna Bergin	New Britain
Lauren Zimmerman	Bridgeport
Nancy Cannavo	Torrington
Noel Kammermann	Stamford
Phillip Lysiak	Bristol

Sarah Melquist	Manchester
Steve DiLella	BOS
Stuart Lane	Norwalk
Vera Halilaj	Torrington

1. February Minutes – Crane Cesario

- Changes to previous minutes:
 - Meredith Damboise added to absent list
 - Changed the date to the correct date
- Motion to approve min: Milena Sangut
 - Seconded: Lauren Zimmerman
 - All in favor, no abstentions.

2. HMIS Conversion & Coordinated Access Update – Nutmeg

- New Haven – Phase 2:
 - Program enrollment data and service only programs coming over in early May
 - When this happens there will be a notice of downtime going out.
- Coordinated Access in HMIS:
 - Coordinated Entry is fully implemented
 - Working on continuing to develop reports
 - DQ reports have been up for 3-4 months
 - Released several aggregate data reports
- Chronic Homeless Calculation:
 - 2014 data standards – specifically in the CH questions around disabling factors
 - Will be implementing the new definition by Friday the 27th
 - Will be storing the 2010 definition – and storing in a custom field.
 - Any individual enrolled as of 10/1/2014 will be updated to the new standard.
 - Will provide a report of the individuals who have changed CH status at a provider level.
- Updated Future Living Arrangement Question
 - Will be at the same time as chronic homelessness calculation with a different wording of the question.
- Update on merging of client IDs
 - Merge process is complex – and takes about 20-25 minutes per merged ID
 - It is a process that is resource intensive, and runs in the evening to not impact system performance
 - ID's can only be merged if the proper release of information is signed
 - Nutmeg will notify project (HDC) when clients are merged
 - There is currently a backlog of 180 or so requests
- Matt Morgan question can we lock someone out if we have the same Birthday / SS from creating a new client?

- Russ Cormier : Will check with Caseworthy
- Best method to communicate is to help@nutmegit.com
- Prefer individual one off requests for merges
- Walt: Can we see what the size of the problem is.
- Crane: Will send out an email to discuss the duplicate issue.

3. Coordinated Access Data Group Update– CCEH

- See attached list of reports from 211
- Brenda C: Question on running a report based on the VI-SPDATS entered in her CAN
 - Answer: The VI-SPDAT full version isn't looking at the CA intake VI-SPDAT field, and the registry report is a separate function

4. HMIS Evaluation Committee – John Merz

- Not present. Moved to next meeting.

5. Release Management Committee / Participating Agency List – Jackie Janosko

- Distributed updated participating agency list
 - Agencies separated by CAN
- Crane: Need to have an MOU for all agencies, including the ones participating in Coordinated Access
 - Next step communities were to email Brian at CCEH with the list of agencies that are missing from the list.

6. Query Builder access in HMIS – Columbus House / CCEH

- Ryan DeLoach: Need to access their own data in a way in which CaseWorthy does not provide as the HMIS system they previously had provided a greater level of access.
- Questions of the security and control – and how access to data would be handled with the current release of information structure.
 - Russ Cormier: Can potentially provide access to query builder – which is a lower level tool to join tables and set parameters to generate a list. The challenges of that system are that individuals would have to know what information is in what tables, and there is a potential for the query builder to slow or crash the system.
 - Crane Cesario: Walt Hewitt/ Maria Satterwhite / Radhika – will create a list of what they want, and generate a request to put it in the release bin
 - Jim Bombaci: Indicated that there were several hundred unique reports in Provide, the majority of which were never run more than once.
 - Russ Cormier: Many questions may be answered with access to the subreports to the SUR and the APR.
 - Ryan DeLoach will take the lead on bringing the request

7. Revisiting the Release of Information – Meredith Damboise

- With the advent of the CAN structure and the system changes in the last year – the representatives at the Balance of State Steering Committee requested that we again revisit the release of information.
- The current options limit the ability for CAN’s to view reports on client level data, and it is impacting the ability of regions to implement coordinated exit strategies.
- Crane Cesario suggested we revisit the HMIS release to more reflect the CAN release with a yes/no option.
 - With the current 37,000 releases of information in the system – 90 percent are full data share. Approximately 5 percent are no share at all, with five percent using the other options of limiting organizations or specific data elements.
- Recommendation be all in / all out at the HMIS level
- Steering Committee members will take this issue back to their communities for discussion at the next CT HMIS Steering Committee meeting.

8. Data Request Subcommittee Update – CCEH

- The way in which the SSVF veteran list is generated has changed, and a request was made to use the same protocol for data transfer to provide the CT Heroes Project (CTHP) with the identified list. The committee approved CCEH to generate the list from HMIS and distribute to the CTHP. The request was unanimously approved.
- The Corporation for Supportive Housing (CSH) requested an additional use of the data set that was previously approved by the steering committee. The previous use was to identify a likely chronic homeless dataset, and the new use would be to identify potentially chronic veterans and distribute the list to the CT Heroes Project. The request was unanimously approved.

9. Coordinated Assessment Housing Placement Function – CCEH

- Cancelled due to snow – will be rescheduled soon

10. New Business

- Crane Cesario: Is it possible to send out notice of HDC meetings in advance – with the day / date.
 - Jim Bombaci: Meetings are listed on cthmis.com and are usually last Tuesday of the month.

11. Next meeting

- April 6 prior to the BOS steering committee, HMIS SC will be at 11:00 at CVH
- Maria Satterwhite made a motion to adjourn
 - Paul Goodfield seconded