



CT HMIS Steering Committee – Meeting Minutes
 Monday, April 6th, 2015 11:00am – 12:30pm
 CVH – Page Hall – Room 365

ATTENDEES

Name	Organization and/or Region
Andrea Hakian	Manchester
Brian Roccapriore	CCEH
Carol Duffy	New Britain
Crane Cesario	Hartford
Dave Lang	New London
Jackie Janosko	CCEH
Jim Bombaci	Nutmeg
Kruti Gala	Fairfield
Lisa Callahan	Middlesex
Lisa Tepper Bates	CCEH
Maria Satterwhite	Bridgeport
Meredith Damboise	New Haven
Milena Sangut	Danbury
Paul Goodfield	Bristol
Russ Cormier	Nutmeg
Teddi Creel	Litchfield

Members not present:

Name	Organization and/or Region
Brenda Coutu	North East
David Shadbegian	Windham/Tolland
Diane Albini	Waterbury
Donna Bergin	New Britain
Jessica Kubicki	Greater Norwalk
Lauren Zimmerman	Bridgeport
Matt Morgan	Hartford
Nancy Cannavo	Torrington
Noel Kammermann	Stamford
Phillip Lysiak	Bristol
Sarah Melquist	Manchester
Steve DiLella	BOS
Stuart Lane	Norwalk
Vera Halilaj	Torrington

1. March Minutes – Crane Cesario

- Changes to previous minutes:
 - Meredith Damboise added to present list
- Motion to approve min: Milena Sangut
 - Seconded: Meredith Damboise
 - All in favor, no abstentions.

2. HMIS Funding Presentation – CCEH

- Presented by Lisa Tepper Bates and Brian Roccapriore from CCEH

3. HMIS Conversion & Coordinated Access Update – Nutmeg

- New Haven – Phase 2:
 - Still on track for Early May
- Coordinated Access
 - Continuing to work on the output side – and the more people using it the more people are providing feedback
- List of changes from Coordinated Access data group – will send out an update in the next week.
- Chronic Homelessness Calculation changes
 - Implemented on 3/27/15
 - Created a new custom column and stored the old value of chronic homelessness, then ran a procedure that update the entry assessment that were new/open as of 10/1/14 to apply the new HUD logic for chronic homelessness.
 - Nutmeg will be sending a report to the providers with who was changed from “yes” to “no” for chronic homeless with the new data standards. - Will go to HDC’s at the agencies.
 - Crane Cesario requested that an additional messages be sent directly to users saying that the change has been completed.
- Crane Cesario:
 - Nutmeg does a great job of helping people get data in and training on how to enter correctly – but not a lot of understand what the data means, such as how it impacts CH status; and how data quality affects program performance measurement and funding. It's important to train on this bigger perspective.
 - Disability Verification Form Problem is that often clinical providers don’t understand what “live independently” may mean in the PSH context – and is often confused with nursing home care. We'll look at adding a comment in italics to help clarify that it can include financial difficulty.
- Russ Cormier: Future living arrangement question.
 - Intake screen and forms have been updated as of 3/27/15.

4. Veteran Status Identification in HMIS – CCEH

- There have been a recent number of cases of individuals who have been identified as veterans, who are in HMIS but are not indicated in HMIS as being veterans. This is partially because of once a client is identified as already having a client record in the system there is no call to action for veteran status on that persons client record when they are enrolled in another project.
- There was a decision that some sort of an indicator was needed in the system, and CCEH will work with Nutmeg on the best course of action.

5. Duplicate Client Process – Nutmeg

- There is a system wide problem with duplicate client records. The committee needs to come to way to address the issue. There are a variety of technical solutions that could be put in place – but there needs to be a consensus from the group as to what that should be.
- Crane Cesario will email the HMIS steering committee and set up a small group to come to a solution on the issue.

6. Bed Configuration in HMIS – Crane Cesario

- People in provider agencies don't know what their bed configurations are – and there is a rising issue of agencies communicating with Nutmeg about their data
- Jim: On the ES report –beds/units are carried over from Service Point, and are updated annually with the HIC.
- Carol Duffy: Their agency issue is that 16 bed men shelter, the number goes up to 17 beds if there shelter is at 100% capacity with 16 beds.
 - Jim Bombaci: submit a helpdesk ticket – the system might be adding in overflow beds

7. PIT Update – CCEH

- Deadline for entering PIT data into the database is today 4/6/15.
- Communications coming from Housing Innovations for the BOS region.
- Still some shelter and TH providers who have not completed their assessments
 - Both the TH assessment and youth assessment
- Unsheltered numbers have been sent to a consultant for the extrapolation process

8. HMIS Evaluation Committee – John Merz

- Not present. Crane Cesario will reach out for an update.

9. NERHMIS Update – Crane Cesario

- NERHMIS: New England Region HMIS, and is a 14 year old regional HMIS coordinator group
- Brian and Crane are local representatives from Connecticut
- Group is convened by HUD TA from cloudburst
- A future regional meeting may be hosted in the Hartford region.

10. Release Management Committee / Participating Agency List – CCEH

- Distributed new list to the group with agencies listed by Coordinated Access Network
- Crane Cesario: Need to have CAN's review the list and provide an updated list of agencies that are not currently identified.
- Prudence Crandall and YMCA are going to be added to the Central CT CAN list
- Cornerstone Shelter will be added to the Greater Hartford CAN
- Brian Roccapiore will redistribute to CAN and HMIS SC listing asking for additional entries by the end of April

11. Query Builder Access in HMIS – Meredith Damboise

- Ryan DeLoach from The Columbus House is organizing a group to formalize the ask to the CT HMIS Steering Committee

12. Release of information – Meredith Damboise

- HMIS release – looking to change the full HMIS release of information to match the CAN release of information.
- Crane and Brian will craft an email outlining the issue, and will distribute to coordinated access networks and HMIS steering committee for discussion at the next meeting.
- Crane will craft an email – will look at issue with CT BOS
- Milena Sangut: Concerns with user access and being responsible to client rights.

13. New Business

- David Lang:
 - Post dates for upcoming HDC meetings on cthmis.com
 - Put recordings of CT HMIS HDC meetings out to all HDC after the meeting.

14. Next meeting

- Request is to formalize meeting schedule – but the backup to the BOS meeting hinders that. Will bring again to the Balance of State in an attempt to set a regularly set meeting time.