



CT HMIS Steering Committee – Meeting Minutes

Friday, November 6, 2015 – 12:30-2:00

Page Hall – Room 213 – CVH

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	✓
Linda Kerr	BOS Bristol	✓
Amber Higgins	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
✓	Russ Cormier	Nutmeg Consulting
✓	Jim Bombaci	Nutmeg Consulting
✓	Brian Roccapiore	CT Coalition to End Homelessness
✓	Jackie Janosko	CCEH

1. Welcome and Introductions

2. July Minutes – Noel Kammermann

- One change: Teddi Kreel represented Danbury – not Litchfield country
- Motion to approve min as amended: Nancy Cannavo
 - Seconded: Lisa Callahan
 - All in favor, no abstentions.

3. CT HMIS Version 5.2 Upgrade – Nutmeg Consulting

- Upgrade is scheduled for first week of December
- System will be down December 7th and 8th
- “Go Live” will be Wednesday the 9th
- CaseWorthy video series sent out in CCEH newsletter
 - Brian will send out link to the video and how to subscribe to the CCEH data newsletter
- Look and feel for the system will be different
 - Some changes to the shelter bed check in process to streamline process
- Some speed improvements will come with 5.2
- Webinar series for existing users will be sent out to HMIS users this evening.
 - Starts 11/30 – 12/4
 - Two webinars each day – will be project specific (ES/TH/PSH/CAN)
- Release of Information will be updated with the upgrade
- Every user should be viewing at least one webinar

4. Coordinated Exit Update – CCEH

- Group of all CANs will be meeting following the CT HMIS Steering Committee.
- First phase of the Coordinated Exit Platform is looking to be implemented in January of 2016.

5. Case Note Deletion – Nutmeg

- Motion to adapt the Case Note Deletion (Policy 404) as distributed
- John Merz – motion to accept
- Diane Albin second
 - Ryan DeLoach opposed, no abstentions
- Motion passed.

6. Case Note Sharing – CCEH

- Motion to accept: Option 1 on the Case Note Handout – Diane Albin

- Ryan DeLoach seconded
- All in favor, no abstentions
- Motion passes

7. CH Documentation Question – CCEH

- Three options:
 - Keep the question about “Homelessness status documented?” and keep it required.
 - Keep the question, and make it not required
 - Eliminate the question altogether
- John Merz: Motion to eliminate the question from the project intake.
 - Jessica Kubicki seconded
 - All in favor, no opposed / abstained

8. Merging ID prioritization – Greater Hartford CAN / CCEH

- Matt: People on their prioritized list with multiple ID’s are generally on the top of their list, would it be possible to prioritize the ID’s with the most ID’s to be merged to be merged first.
- Jim: There is no real easy way to prioritize something like this – multiple steps to verify that ID’s are the same person.
 - Biggest problem is that people are still creating duplicate records. Need a system to hand off the CAN ID number to the Emergency Shelter.
- Noel: Can we get a list of the worst offending projects / end users that are creating the multiple ID’s.
 - Russ: Probably – we can see who is creating new IDs.
- Crane: We should send a message to all CAN’s about the process of using the HMIS ID associated with the CAN appointment.

9. CT HMIS Goals List – Nutmeg / CCEH

- Call with a subcommittee to select a smaller list of goals instead of the 400+ services available in CT HMIS. Handout distributed with potential new options put together by a recent subcommittee, with an option for a free text form to allow for the client to state their goal in their own words.
- Motion to adopt the distributed goals list: John Merz
- Second Nancy Cannavo
 - All in favor – no abstentions
- Motion passes

10. CT HMIS Helpdesk and Professional Behavior – CCEH

- Ryan: It would be helpful to agencies to know who are repeatedly unprofessional to the helpdesk.
- Nutmeg will discuss with CCEH & CT HMIS Steering Committee Chair and if there is a repeated instance, and the agency HDC and/or Director will be notified.

11. Poor Performing Organizations & Data Management – Nutmeg

- Russ Cormier: As data becomes more important, what has been happening is that there are poor performing agencies who are taking up 80% of the resources. They are given assistance to clean up their data, then several months later they are in the same position. Question is: how long before we take them off the system.
- Need to set a policy for what will happen if an organization consistently poorly preforms.
- Nancy Cannavo: Send a letter to the ED
- Lauren Zimmerman: Concerned with ultimate result of removing end users / programs.
 - Possibility for the committee setting a rule if there is a certain amount of help desk usage, can the program be billed for the use of resources?
- Brian Roccapriore: Push to the Data Quality and Performance Management Subcommittee (DQPMSC) to set a policy.
- John Merz: Agency signs off on the performance improvement plan, and it goes to the CoC who also signs off on it. CoC chairs also need specific notification of poor performing organizations.
- Brian Roccapriore will convene the DQPMSC and come to the HMIS SC with a recommendation

12. CT HMIS Training(s) – Nutmeg / CCEH

- CCEH and Nutmeg earlier today to work on the training capacity issue
- Short term solutions:
 - Between now and the end of the year, we have the 5.2 upgrade / NOFA / AHAR
 - Will add 2-3 additional trainings added in 2 CAN / 1 ES
- AIDS CT will provide additional space for additional slots in the training sessions.
- Training waitlist will be provided soon to get a feel for the demand in the system so we can offer the correct additional trainings.
- Longer term: Develop web based training where appropriate – needs to be coupled with testing to ensure end users are retaining the information.

13. CT HMIS Platform Speed - Nutmeg

- Working with CaseWorthy / Microsoft / Consultant – working with all entities to increase speed. Problems have been identified, and we are getting closer to finding the source and likely fix to the issue.

14. SPDAT in HMIS

- Matt Morgan: Request to have the full SPDAT in CT HMIS, and a way in the system to have the full SPDAT score converted to a VI-SPDAT II score.
- Russ Cormier: Will look into it.
- Crane Cesario: Requested that questions/requests of this type be raised in advance of the meetings so we can try to bring answers to the committee.

15. HMIS Evaluation Committee – John Merz

- 166 total responses
- Evaluation committee meets right after this meeting, and will work on a summary of the CT HMIS Evaluation findings

16. New Business

- Brian Roccapriore: Need representative from Greater Hartford sub-CoC
 - Matt Morgan will represent the Greater Hartford sub-CoC
- Jim Bombaci: Browser issue: agencies are using old versions of internet explorer
 - Emails will be sent to users with a deadline if there is no upgrade, users access will be suspended.
- Jim Bombaci: Personal equipment: Agencies are permitting users to bring in their personal laptops to access CT HMIS.
 - Please make sure everyone passes on the information that personal equipment is not allowed per the policies and procedures
- Crane Cesario: Create (and send a reminder of most important topics (211 HMIS ID, upgrade, browser, professionalism, planning ahead APRs, etc) for people (CT HMIS representatives) to bring back to their communities.

17. Next Meeting(s)

Next meeting TBD – BOS CoC just sent notice it meets 12/1 but conflicts with Hartford CoC, Greater Hartford sub CoC, and Fairfield County rep schedules.

Motion to adjourn: Lauren Zimmerman

Second: Diane Albini