



CT HMIS Steering Committee – Meeting Minutes
 Friday, January 29, 2016 – 2:00-3:30
 Beers Hall – Mountain View Room– CVH

ATTENDEES

HMIS SC Member	CoC / SubCoC	Present
Diane Albini	BOS Waterbury	
Lisa Callahan	BOS Middlesex	
Nancy Cannavo	BOS Litchfield Co.	✓
Crane Cesario	BOS Hartford	✓
Brenda Coutu	BOS Windham / Tolland	✓
Teddi Creel	BOS Litchfield Co.	
Meredith Damboise	BOS New Haven	✓
Ryan DeLoach	BOS New Haven	✓
Carol Duffy	BOS New Britain	✓
Brenda Earle	BOS	✓
Linda Kerr	BOS Bristol	
Amber Higgins	BOS Manchester	
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	BOS Greater Hartford	✓
Marilyn Rossetti	BOS Hartford	
Milena Sangut	BOS Greater Danbury	✓
Theresa Nicholson	BOS Greater Hartford	
Maria Satterwhite	Bridgeport-Fairfield-Stratford	
Mackenzie Tyson	BOS Middlesex	
Lauren Zimmerman	Bridgeport-Fairfield-Stratford	✓

Other Attendees Present:

	Name	Organization
	Jim Bombaci	Nutmeg Consulting
✓	Brian Roccapiore	CT Coalition to End Homelessness
✓	Jackie Janosko	CCEH
✓	Rob Soderberg	CHR

1. Welcome and Introductions

2. November Minutes – Crane Cesario

- Nancy Cannavo: Move Teddi Creel to the alternate for Danbury, and add Vera H. as the alternate for Litchfield.
- Motion to approve min: Milena Sangut
 - Seconded: Ryan DeLoach
 - All in favor, no abstentions.

3. CT HMIS Version 5.2 Upgrade – Nutmeg Consulting

- Upgrade is complete – some outstanding issues are still being addressed.
- Meredith Damboise: In CT HMIS, the Individual VI registry is pulling in the family VI's as well.
 - Jim Bombaci: Known issue, is being addressed.

4. CT HMIS platforms speed and system performance – Nutmeg Consulting

- Russ / Seth at Nutmeg have been working with CaseWorthy to enhance the speed of the system.
- Hardware update coming in the next few months.

5. Coordinated Exit / VI-SPDAT 2.0 Update – Nutmeg / CCEH

- The system will be updated to utilize the VI-SPDAT 2.0 the week of President's Day – 2/17/16
- When this happens, the VI-SPDAT 1.0 will no longer be available in the system.
- This will also be the first phase of coordinated exit, allowing CANs to fully utilize HMIS to hold their by name list / registries.
- Lauren Zimmerman: Need to exclude Fairfield providers for the time being
 - Brian Roccapiore: Will add an "everyone except Fairfield" line to the outreach around the change, and direct questions regarding the Fairfield County VI-SPDATs to Lauren.

6. ROI Challenges – Nutmeg / CCEH

- Some issues with clients who are refusing to sign.
- Crane Cesario: Need to know proportion of people asking to restrict/ remain anonymous.
- Nancy Cannavo: What happens with long standing clients who refuse to sign.
 - Jim Bombaci: Release is not retroactive. Would need to reenroll the client as anonymous – which means you would need to get their entry data from when they were first enrolled.
- Brenda Earle: Assuming the biggest issue would be issues with shelter to RRH.

- Brenda Earle: Would like to know the reasons why people are going in as anonymous.
- CCEH will work with Nutmeg to figure out an option in the ROI workflow for anonymous clients who refuse to sign the ROI so they can be entered anonymously.

7. CT HMIS Data Request Subcommittee Update – CCEH

- Two requests since the last CT HMIS SC Meeting
- Met on 1/21 – members present: Brian Roccapiore, Crane Cesario, Noel Kammermann, Milena Sangut, Meredith Damboise, Brenda Coutu, Lauren Zimmerman
- First the CT State Department of Education requesting data on 3-21 year olds from the last state FY – specifically: Full name, Date of Birth, Zip-code of Last Residence, Town of the project providing services, Race, Gender, Ethnicity, Type of service (e.g., shelter, outreach), Program Entry date, Program Exit date
 - The data obtained from this request will be used to match it with Public School Information System (PSIS). Based upon the level of cross-matched data obtained, CSDE will be able to identify whether students that received homeless services were correspondingly identified in any given LEA based upon their homeless status. Aggregate data will then be used internally by CSDE for planning and targeting technical assistance efforts that will improve the identification of students experiencing homelessness and accuracy of data being reported in Connecticut public schools. No PII on any HMIS client will ever be used in any report, and will remain in the care of CCEH at all times.
- Second request was for statewide / CCEH level access for Beau Anderson, the new CAN Data Manager.
 - A written request from DOH was asked for, received, and was unanimously approved by the same group on Monday 1/25/16.
 - CHFA and CCEH will enter into an agreement where he will have HMIS access under the organization of CCEH.

8. PIT Update – CCEH

- 43% complete for all projects completed in the PIT application.
- Wednesday of next week, first report error will be generated.
- Crane Cesario: It would be helpful to have number of people found and information reported on mobile application after PIT was completed.
- Milena Sangut: Very smooth process this year

9. Poor Performing Organizations & Data Management – Crane Cesario

- Crane Cesario: After initial discussion with one organization, we learned that, the team needs more information as to what will constitute excessive use of the help desk. Working with Nutmeg to more clearly identify what the problems are, and what we need to provide to organizations.

- Brenda Earle: DOH contracts have parameters in their for data quality / data timeliness. Asked how many were state funded. Complete number isn't readily available, but most are DOH funded.
- Jim Bombaci: There are already parameters on the type of call, and the substance of the calls that come in.
- Meredith Damboise: How many organizations were identifies?
 - Crane Cesario: About 10 – organizations were spread around the state.

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

- Notification to organizations for whose don't show up.
- Matt: Longer term solutions
 - Jim: Host of issues with remote trainings
- Revamping the training model to a workshop model
 - Will be practicing data entry on a real client, instead of a week-long lag time between training and their first log into the system.
- Brenda Earle: Have DOH take a fine directly out of their payment.
- Matt Morgan: Request out of the CAN leadership group was to have a self-paced web training with a quiz
 - Jim Bombaci: will be working in an online training option after PIT
- Meredith Damboise: Is there a train the trainer option?
 - Jim Bombaci: Possibility with organizations with a quality assurance hierarchy, but cannot be a model in the state at this moment.

11. HMIS Evaluation Committee – John Merz / CCEH

- Survey has been finalized, and the subcommittee consolidating the open ended questions has completed their tasks.
- CCEH and Nutmeg are meeting on Friday 2/5/16 to make a final recommendation to the group on the reports content.

12. HMIS Funding Structure – Nutmeg / CCEH

- CT HMIS is now at a place where we have a reasonably solid understanding of all the funding sources coming into the system – and are looking to create an open / transparent funding structure to be able to sustain the operations of the system.
- Meeting with DOH / CCEH / CT HMIS Steering Committee Executive Leadership / CoC Chairs was held on 1/12/16
- Next step is convening the Data Quality and Performance Management Group on 2/16/16 to start the planning process on who should be involved in the larger process
- Crane: Want to craft something about the dealing with the helpdesk, will draft initial email.
 - Crane will send out to the entire CT HMIS SC for review.

13. CoC Merger Update – Crane Cesario

- Crane Cesario: Hartford voted to join the BOS, who had preemptively voted to approve the merger. HUD approved the merger last week.

14. New Business

- Meredith Damboise: Ability to do open text referrals.
 - Jim – referral process is being worked into the goals update. Do not have an update on the ETA for it. Nutmeg is working with CaseWorthy on the best way to implement it with the tools that exist within the system.
- Meredith Damboise: Multiple logins are still an issue.
 - Jim Bombaci: Working with CaseWorthy on a solution to the issue – however this will not be going away anytime soon.

15. Next Meeting(s)

Tentative schedule, all in the Mountain View Room of Beers Hall at CVH:

- Friday 2/26 – BOS: 11-1 – HMIS 1:30-3
- Friday 3/18 – BOS: 11-1 – HMIS 1:30-3
- Friday 4/22 – BOS: 11-1 – HMIS 1:30-3

Motion to adjourn: Brenda Coutu

Second: Lauren Zimmerman