

## CT HMIS Steering Committee – Meeting Minutes

Friday, May 27<sup>th</sup>, 2016 – 9:30-11:00

Page Hall – Room 212 – 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	✓
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	✓
Suzy Rivera	BOS New Britain	
Stephanie Roberts	BOS New Britain	
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
✓	Dan Shelter	Columbus House
✓	Jackie Janosko	CCEH
✓	Brian Roccapriore	CCEH
✓	Beau Anderson	DOH
✓	Kara Capobianco	DOH

## **1. Welcome and Introductions**

## **2. April Minutes – Crane Cesario**

- Motion to approve min as adjusted: Milena Sangut
  - Seconded: Dave Lang
  - All in favor, John Merz abstains.

## **3. Focus Strategies Report – Crane**

- Repot interviewed 50 people – commissioned by Melville Charitable Trust
- Highlight – HUD has 5 HEARTH measures that we should focus on to measure progress, and recommended two other pieces of data the statewide system should be consider
- Highlighted need for leadership level driver for data
- Brian Roccapriore will send as an attachment to the group

## **4. Release of Information discussion – John Merz**

- AIDS CT had an Executive Director roundtable – there was concern with the “all or nothing” option on the current Release of Information
- Meeting was held after that with CCEH, Nutmeg, CT HMIS SC Leadership, and HOPWA providers.
- Alternatives: Enter those who choose to not sign the release of information – enter them as anonymous.
- Request: To move to a three option release of information, All/None/Only one organization
- Discussion: When there were more options on the release of information, we had a harder time providing data.
  - Possibility of adding the HOPWA programs to their own environment – it is possible, but requires time/resources on the part of the CT HMIS
  - Have a client based discussion about how the release of information – and the impact it would have on them.
  - Concern about having them separate in HMIS – and how it will create duplicate clients.
  - Concerns about moving backwards with the release of information
  - There is minimal overlap and divergent data needs between two groups
- Decision was to not change anything at this time, and have the providers continue to enter their data anonymously with manual updates to their APRs
- John will discuss with AIDS agencies and return with updated information

## **5. CT HMIS Training Group – Nutmeg / CCEH**

- 16 no shows in April (of approximately 90 openings)
  - Moving two trainings a month to New Haven - starting in August
- There will be a new CAN read only role in the system starting in September
- Refresher videos on [www.cthmis.com](http://www.cthmis.com)

- A new option is being tested for organizations to become a Training Organization:
  - Pilot for 3 months with a select group with we have identified already, then open up the application process to the state October 1.
  - To become an org:
    - Data Quality exceeds federal data quality standards for the previous 12 months
    - Has Three or more HMIS program types
    - Has internal QA staffing to handle technical issues (submit resume/relevant experience and job descriptions)
    - No data related findings on any funder audits

## **6. No Show Policy – CCEH**

- Draft no-show policy distributed to the CT HMIS SC several weeks ago.
- Changes made to the document include a system in place to account for those who have extenuating circumstances.
- Change within 60 days to line about not paying fees within 60 days. Billing will be monthly.
- Specify that these are in person trainings.
- Instead of “in case of emergency” – change to “for any reason”.
- Typo – HMSI to HMIS.
- There is not a quorum present, but the group decided to vote to approve with changes for the members who are present and follow up again:
  - Nancy Cannavo motion to approve
  - Ryan DeLoach second
  - All in favor no abstentions
  - Brian Roccapriore will recirculate to the group for a full quorum agreement

## **7. Nutmeg Highlights – Nutmeg**

- Will be implementing Org/Trainer in the trainings – so people will see the actual org and projects that they are associated with when at nutmeg trainings.
- Moodle – a learning management tool will take the place of CTHMIS.com to register for trainings
- Reminder to fill out DOA forms with information for only HMIS participating organizations
- DOA will be online only
- Able to run AHAR on demand – allows communities to assess AHAR in advance of actual AHAR submission
- CCEH / Agency MOU will be updated and distributed soon

## **8. System Performance Measure Report – CCEH**

- The SPM reports are available at a statewide level in the system – currently working with Nutmeg and CaseWorthy to troubleshoot the report and ensure their accuracy.

## **9. Anonymous Clients – Ryan DeLoach**

- Is there a way to craft a message to individuals to get some information to the CAN
- Hardest population to engage are the outreach clients – need to figure out how to get them on the BNL
- Discussion: Need the CAN leadership to decide on a process for what to do when a client wants to be anonymous but must still be prioritized by the CAN
- June meeting: will come up with a system for how to work with clients who wish to remain unidentified

### **10. CT HMIS Grievance Committee - CCEH**

- The committee met for an appeal process for access to HMIS for a former client who worked for an HMIS participating project who had previously been removed from the system for altering their own data. The committee worked with the project to put a quality assurance plan in place with multiple safeguards, and the committee agreed to reinstate the individual's access to HMIS.

### **11. HMIS Funding Structure – CCEH / Crane Cesario**

- Leadership meeting is happening this afternoon – will update at the next CT HMIS SC meeting.

### **12. New Business – All**

- Ability to upload documents – can this be accessed by anyone from anywhere. Concern on having individuals having the ability to download from their private accounts.
- Discussion: DOH looking to have only the homelessness and disability verification uploaded, these two verification forms to be only required documentation for CAN housing matching.
- Add to next agenda: enforcement of no use of CT HMIS on personal computers

### **13. Next Meeting(s)**

Reminder to please be sure to check on room location prior to meeting!

- 6/24/16 – Friday 9:30-11:00 am - Lee Auditorium – Merritt Hall – CT Valley Hospital
- 7/22/16 – Friday 9:30-11:00 am - Lee Auditorium – Merritt Hall – CT Valley Hospital – tentative call
- Meetings for August and beyond will move to a different standing date and time – to be determined.