

CT HMIS Steering Committee – Meeting Minutes
 Friday, June 20th, 2016 – 9:30-11:00
 Lee Auditorium – Merritt Hall – 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
✓	Vera Halilaj	BOS Litchfield Co.
✓	Fred Morton	DMHAS

1. Welcome and Introductions

2. May Minutes – Crane Cesario

- Motion to approve min as adjusted: Milena Sangut
 - Seconded: Matt Morgan
 - All in favor, no abstentions.

3. Focus Strategies Report – Crane Cesario

- Report was part of the data needs assessment from Retooling
- Identifies some of the data need and perceived system deficits in Connecticut – including some complaints from historic changes in the system.
- Few people who were interviewed are actual users who run programs / enter data / run reports from the system. The people surveyed are listed on the last page.
- Report recommended establishment of a funder committee to determine priorities – As previously reported we have a committee at the state level looking to align data that funders are looking at – currently made up of DOH/DMHAS/HUD/Melville
- Handout on recommended performance measures from pp.11-12 (attached)
- Discussion:
 - There was a lot of criticism – but there have been a lot of changes resolving many of these issue since the report was released.
 - Some of the recommendations are unrealistic
 - CT HMIS SC – identified the need for a list of committees & decision-making scope
 - Question - is the VA could be part of the state funder group?
 - Brian Roccapriore will find out and report back at the next meeting
 - Request to get updates from the higher level group
 - Report underscored the silos between the CoC structure and the Reaching Home / Opening Doors campaign
 - Crane will bring the bylaws to the next meeting and will review them with SC

4. CT HMIS Training Group / No Show Report – Nutmeg / CCEH

- There was only one person who showed up to a training recently.
- 19 total no shows in June, and an additional 8 cancelled with advance notice to refill seats.
- Need to better market the training webinar – has been sparsely attended so far
- CCEH will push out the next reports webinar to their email distribution list.

5. No Show Policy Update – CCEH

- No show policy is now in the CT HMIS Policies and Procedures – and is being communicated in all emails going out to those registering for trainings starting in August.

6. Case Note Modifications – Nutmeg

- Sharing of case notes: the advanced case notes that allows case notes to be shared / not shared – not the regular case note feature
- Case note standards – need to discuss a standard case note format that will meet the majority of the standards of the funders.
- If there is a standard that they are using, please email the list to Nutmeg.
- Who needs to be on that list: Fred Morton, CSH, Ryan DeLoach
- Brian Roccapriore will set up a group to discuss with Nutmeg

7. CT HMIS Referral Feature – Nutmeg

- Nutmeg will reach out to the group that worked with the service plans.
- Function will allow users to track referrals external to the system.
- Referral in feature will allow people to track referrals into the system.
- Discussion – need to track referrals and their outcome for various funding sources

8. Shelter + Care Data Entry – Crane Cesario

- Issue at statewide S+C meeting – several data points show negative performance which is not accurate. One known area is the common situation when children come from a non-homeless living situation different from where the parent is coming from. Examples: 1. Children not in a literally homeless situation, but parent is – shows up as children are coming from an ineligible location. 2. All over 18 years of age people in a household are listed as adults even if they are dependents, and also may have come from non-homeless places. We need to add detail in the comments section.
- Statewide S+C will work on this to identify problems; DMHAS may reach out to HUD.
- Discussion: It's also helpful to use case notes for a family composition change / people who add a significant other

9. CT HMIS Data Request Committee - CCEH

- DOH requested to match active people on BNL to security deposit program – the subcommittee recommends approval: motion was approved unanimously by Steering Committee.
- Update from several months ago: it was voted that DOH would be able to get access to HMIS for the new CAN managers – it looks like that will finally happen in the next week or two.

10. HMIS Funding Structure – CCEH / Crane Cesario

- First meeting took place in May – productive introductory session where more information was requested to breakout specifics within budgets, including the number of FTEs

assigned to the project, and more detail of the scope of the system (number of users, orgs, roles, etc.).

- Another topic was introduced about how non-profits are being asked to do more and more with no additional administrative funds. HUD who is allowing communities to reallocate funds into HMIS.
- Discussion: Could be perceived that there is some conflict with Nutmeg and CCEH being participants in the meeting, we will ask them to recuse themselves when necessary.

11. New Business – All

- Matt Morgan: Is it possible to add something at the end of the CAN assessment workflow to make them go to and complete the referral. Discussion – this will help in many communities and reduce open assessments. Many times the client doesn't return and the outcome is known immediately. Matt will send Brian potential language for that reminder at the end of the CAN workflow.
- New CTHMIS website should be up in the next two weeks.
- PIT planning for 2017 has already started – RFP for the unsheltered methodology should be out next week

12. Next Meeting(s)

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

- Potential move to 3rd Tuesday of the month in the afternoon.
- Possibility of moving to an alternate location schedule of alternating New Haven and Middletown.
- 7/22/16 – Friday 10:30-12:00 am – CCEH – 257 Lawrence Street – Hartford
Note time and location change to work with CT BOS schedule (following at 12:30 pm at Lyceum)