

CT HMIS Steering Committee – Meeting Minutes

Friday, August 26th, 2016 – 10:30-12:00

Page Hall – Room 217 – 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	
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
✓	Russ Cormier	Nutmeg Consulting
✓	Jackie Janosko	CCEH
✓	Brian Roccapriore	CCEH
✓	Beau Anderson	DOH
✓	Fred Morton	DMHAS

1. Welcome and Introductions

2. May Minutes – Crane Cesario

- Dan Shetler’s name needs to be corrected.
- Motion to approve min as adjusted: Fred Morton
 - Seconded: Brenda Coutu
 - All in favor, no abstentions.

3. Training / Coordinated Access Updates – Nutmeg

- Training: July the no-show policy was announced. 14 people couldn’t make the class, but only 6 were no shows. Much better than the last several months.
- Trainers are actively watching enrollments and sending out email notifications for empty slots.
- Implemented model where the trainee will actually log into the training site so they will see their programs instead of stock training projects. Trainees are now coming to class better prepared, and are more aware of why they are coming to the training session.
- Coordinated Access Activity:
 - New contact screen: a consolidated contact form for coordinated access users – are looking into making this available for all program types
 - Due Diligence section: Ability to track follow ups. Modifications have already been implemented to allow users to associate follow ups with previous enrollments, and not just active enrollments.
 - Document Checklist: Section is now running – allows users to select which documents someone needs and track which documents they have. Training needed around how the functionality works – need to train end users to check if the file was appropriately uploaded.
 - Registry status section of the BNL has been changed, and will make it easier to work with in communities.
 - Face sheet: Updated to reflect the new CAN codes, and the due diligence section is now added. Also – ability to print face sheets in bulk (all from the CAN, all CH, etc).
 - Bulk updates: The last bulk update will happen on 9/16 – after that it will be the responsibility of the CANs to properly maintain their lists.
 - Discussion: Add a “Confidential” mark to the face sheet.

4. Duplicate IDs – Nutmeg / CCEH

- Handout distributed.
- Will have HMIS Chairs reach out to projects that are responsible for creating duplicates – as well as the CAN manager for each region.
- Prevention of duplicates – a one sheet to post on how to not create duplicates.
- Nutmeg will create a brief video on how to prevent duplicates.
- Duplicate ID will remain on the agenda going forward.

5. ESNAPS APR v. System APR – Nutmeg

- HUD has reopened ESNAPS to submit APRs, but the ESNAPS version of the APR is the 2014 version of the APR and not the 2015 version.
- Discussion: Nutmeg to send an email to all users about this issue specifically. Was reviewed on the HDC call.

6. HMIS SC meeting structure – Crane Cesario

- HMIS funder meeting – request to have an executive level meeting on a revolving basis with the HMIS SC meeting.
- Discussion: Funder role would have a say in priority setting and influence on the funding into the system.
- Meeting structure: Revolving bi-monthly meetings between the HMIS SC and the yet-to-be-named HMIS Executive/Funder committee.
- HMIS SC meetings will be held on the 2nd Friday of the month going forward.

7. CaseWorthy & Data Standards Upgrade – CCEH / Nutmeg

- Working on AHAR now – will be working to narrow down agencies for AHAR cleanup initiatives
- Part of the new data standards, HUD wants every assessment done online with a client because the assessments will have nested questions based on previous answers. There are logistic difficulties – example: visits with supportive housing clients not in the office.
- Discussion: Is there security concerns with accessing HMIS on a mobile device? The issue becomes when the device is not a secure device from the organization.
- Data standard changes are going to be implemented in October – minimal impact on end users.
- Need to upgrade from CaseWorthy v5.2 to 6 – there is no interface change with the upgrade.
- HUD specifications were later than planned getting to the HMIS vendor community – Nutmeg will have the updated version next week to start testing.
- 2017 is slated to have a have a major overhaul of the federal data standards.

8. Data Timeliness Standards - CCEH

- Steering Committee will review handout and committee will discuss next meeting.

9. Release Bin Update – CCEH

- Group met this morning – monthly updates will be posted to CT HMIS website.
- Need for more members. Brian will put out a request in the next email with the minutes for more volunteers.

10. CT HMIS Data Request Committee – All

- One request has been approved for DMHAS to receive an active list of individuals on the BNL to match to their database to expedite verification of disability. Request was approved, and DMHAS is currently awaiting approval on their end.

11. New Business

- None

12. Next Meeting(s)

- October 14th
- December 9th