

CT HMIS Steering Committee – Meeting Minutes
 Friday, October 14th, 2016 – 10:00-12:00
 Room 213 – Page 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	
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. August Minutes – Crane Cesario

- Teddi Creel is representing Danbury last month.
- Motion to approve min as adjusted: Meredith Damboise
 - Seconded: Fred Morton
 - All in favor, no abstentions.

3. CaseWorthy 6.2 Upgrade and New Features – Nutmeg

- Upgrade to CT HMIS on Monday went well
 - Far fewer post upgrade problems than they system has experienced in the past
- Biggest changes to the system are the HUD data standards
- Availability of the data analytics in a secure way
 - Tool is ability for projects to do ad hoc reporting directly within the system
 - Analytics now honors the CT HMIS security structure
 - Will be turned on in 1-2 weeks
 - Will offer webinars in mid-November to early December
- When CaseWorthy was implemented, all of the workflows in the system were customized to be as close to the older HMIS platforms. Currently are moving back to baseline forms.
- Feature that did not make it into 6.2 is the ability to collapse multiple user accounts
 - Still working with CaseWorthy to get a date for an implementation
- Discussion: If there are specific issues coming up, please submit a helpdesk ticket.

4. Reminder for front end staff to use updated / additional assessment form – Crane

- Need CAN managers and CAN staff to know what changes are coming and what new documentation they may need
- Have discussed on HDC calls, HMIS bulletin boards, HMIS SC meeting, emails, and in other forums.
- Ask for CT HMIS steering committee members to please spread the word in their communities.

5. AHAR 2016 – Nutmeg

- AHAR data collection 10/1/15 to 9/30/16 – initial data reporting dates are before thanksgiving for HUD TA to approve. Final dates are in mid-December.
- Internal goals are to be done by the first week of December.
- When the CoCs have combined, the troubleshooting for AHAR has gotten more complicated.
- Data cleanup started in August to identify issues earlier on. We are now in the data confirmation phase – and members of the Nutmeg AHAR team will be reaching out when necessary.

6. New CT HMIS Projects – Nutmeg

- End of May – four projects started
- RRH Reporting: New reporting went into effect in July.
- Next Step Tool: Was available in September in CT HMIS.
- Veteran Project: Way to bring the veteran byname list project into CT HMIS with an expected go live of 11/1
- DV Project: Expected to go live into CT HMIS by 11/1 – the ability for the DV providers to get the people in the DV system securely so they can get onto a communities BNL.
- Discussion: Read Only Access got moved back, is still actively being worked on.

7. No Show Report – Nutmeg

- August had 8 cancellations and only three no-shows.
- Discussion: They question when people who don't know why they are there show up for training. When this happens, Nutmeg outreaches to CCEH and the HMIS Steering Committee.

8. Duplicate ID update – CCEH

- After the last meeting, every organization with a duplicate received an email with who in their organization was creating duplicates.
- This process will be completed quarterly.
- Brian will send Lisa Callahan update for Middlesex CAN.

9. CT HMIS Funding Group Update – Crane

- Statewide group has been put together about how CT HMIS is funded today, and how it will be funded into the future. Looking at what the deficit is, and how we are going to make it up.
- Just starting to look at what cost structures would be.
- Executive Director Webinar is scheduled for 11/18/16 at 1:00pm.
 - Brian will send the webinar invitation to the CT HMIS Steering Committee.
- Next meeting will provide a list of subcommittees and who is on which committee. Crane Cesario will coordinate.

10. Data Timeliness Standards – CCEH

- HUD requests a DQ plan that includes data timeliness standards, and is strongly encouraging real time data entry. Need to have minimum standards for each project type.
- Distributed data timeliness standard document to the group for feedback on what is reasonable.
 - 5 business days for corrections.
 - Street Outreach: 5 days
- Discussion: Will work through the CAN managers to get feedback from the CANs about what is an appropriate timeframe for various project types.

11. New Business – All

- End users not feeling they are not trained enough: Specifically in the document upload portion, and how each agency is training individuals on how to get documents prepared to upload.
 - Nutmeg will create a video on how to upload a document.
 - Use CAN meetings as a learning collaborative for best practices for document scanning and uploading
- David Lang: Taking pictures of clients – is there a best practice
 - Will add to todo list for the CT HMIS Steering Committee
- All potentially CH clients on the BNL is being looked up in the DMHAS system, and if they have a disability, a verification letter will be provided on that client.
 - A list of the names will be provided to DOH for distribution.
 - A non-match does not mean there is no disability, only that they have not been matched in the DMHAS system.
- HMIS MOUs are in the process of being updated.
- A new New Haven representative is being worked on, and should be approved by the next meeting.
- CCEH will reach out to the Sub-CoCs to update the membership list of CT HMIS SC members.
- All Designation of Access forms on the new www.cthmis.com are online, there are no paper forms.
- System Performance Measures: The latest FFY report has been sent to the two CoCs, and will be sent to them every month for them to review. Brian will distribute the SPM report.

12. Next Meeting(s)

- 12/9 – 10-12pm – CVH – Page Hall – Room 213
- 2/10/17 – 10-12pm – CVH – Page Hall – Room 365