CT HMIS Steering Committee – Meeting Minutes
Friday, December 9th, 2016 – 10:00-12:00
Room 213 – Page Hall – CVH

ATTENDEES

HMIS SC Member	CoC / SubCoC	Present
Diane Albini	BOS Waterbury	
Beau Anderson	BOS	✓
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	✓
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	
Trisha Shah	BOS Norwich/New London Co	✓
Theresa Nicholson	BOS Greater Hartford	
Maria Satterwhite	Bridgeport-Fairfield-Stratford	✓
Mackenzie Tyson	BOS Middlesex	
Lauren Zimmerman	Bridgeport-Fairfield-Stratford	

Other Attendees Present:

	Name	Organization
✓	Dan Shelter	Columbus House
✓	Brian Roccapriore	CCEH
✓	Russ Cormier	Nutmeg

1. Welcome and Introductions

2. October Minutes – Crane Cesario

- Motion to approve min as adjusted: Brenda Coutu
    - o Seconded: Beau Anderson
    - o All in favor, no abstentions.

3. AHAR – Nutmeg

- CT is now 2 CoC's, but CT has to submit 4 AHAR reports both CoC's, former Hartford CoC, and the town of Stratford.
- All data was ready for the initial deadline of December 1st – and was submitted on time.
- Deadline was yesterday – final revised deadline
- Data is now with the TA provider and has been submitted, no reason to believe that the data will not be accepted.
- Smoothest year to date for data cleanup
- New tool in CT HMIS that will help identify early data errors for AHAR submission

4. Report deadlines / Helpdesk turnaround time – Nutmeg

- Getting an influx of in the last few week, partially due to ESNAPS not being available extended period of time, where the request is marked as immediate need for an APR submission.
- Need to give 3-4 days of notice for appropriate investigation of reports
- Request to remind projects to run their APRs ahead of time, and not just when they are due
- Request has been made to CaseWorthy on documentation on how the APR tables are calculated.
- Will keep the APR as an ongoing agenda item.

5. SUR Changes – Nutmeg

- Shelter Utilization Report is being updated because of data elements that are no longer being collected are being used in the data quality scores.
- DOH is aware of the issue
- Looking to have it updated before

6. No Show Report – CCEH

- Last month there were only two official no-shows.
- This is the lowest amount since we started keeping track of no shows.

7. PIT Update – CCEH

- Maps are in the process of being delivered and everyone across the state should have them by Monday at the latest.
- A notice went out for a webinar next Thursday to go over the additional area selections process and for those who cannot attend it will be recorded and sent out after.
- Also sent out an update and two webinar trainings for getting the HIC updates done in the online PIT app database. There are 2 options (morning and afternoon) on December 20th for that process.
- The mobile app is required this year – if a region decides to use paper surveys it will need to enter them into the mobile app once the count is completed.

8. CT HMIS SC Membership – CCEH

- The BOS CoC is thinking about moving their membership from a sub-CoC structure to a CAN structure.
- Discussion
- Will wait to see what BOS is going to do, and continue discussion at the next SC meeting

9. CT HMIS Data Request Committee - CCEH

- IAP program for Medicaid matching – same protocol as the SIF project, but for an application for the ability to use
- Motion to approve: Matt Morgan
- Second: Meredith

10. HMIS Funding Structure – CCEH / Crane Cesario

- Continue to meet
- Will be no charges this year – federal fiscal year – looking at how to have equitable charges going into the future.
- HMIS fees will be able to be paid from admin fees.

11. Data Timeliness Standards – CCEH

- Handout distributed
- DOH reviewed the document that was distributed at the last meeting – handout today reflects those changes
- HUD will be releasing the HIMS final rule soon – which will include guidelines on HMIS data timeliness standards.
- Discussion:
- Add draft watermark
- Request to discuss at the next HDC meeting

- Use the timeliness standards as a guide – and wait for any official implementation until the official word from HUD is announced.
- Additional timeliness considerations seem unreasonable with only one day to respond.

12. New Business – All

- Anonymous Clients for BNL: Process is being put in place and will be made available next week.
- Service Plans in HMIS – projects are having issues with printing them, certain parts print, but not the whole thing.
- Nutmeg will get the ticket ID and investigate the status
- CaseWorthy Analytics: the out of the box update did not work within the security structure on CT HMIS. Updates have been made to make them work, updates are being made soon – and webinars will be available in early to mid-January to the wider HMIS community.
- Working on Analytic performance issues of timing out. Anyone who is interested in being an early adopter should email Russ at Nutmeg.
- Release bin update: waiting for final process –Brian will check and update the group.
- Update on read only access: back in production queue – looking at Q1 of 2017 to turn it on.
- Will look into ways to access who performed the CAN assessment and make visible to the users.
- Next agenda: how to identify who is not processing their referrals in a CAN
- Will be updating the background services sometime in Q1/Q2 of 2017 – there will be some system downtime. Advance notice will be given.
- CaseWorthy version 7 should be updated sometime in the summer in advance of the HUD data standard upgrade in October of 2017.
- Nutmeg has changed their internal ticketing system – have consolidated to one single system. Will have the ability for programs to have a portal to view all their open / closed tickets.

13. Next Meeting(s)

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

- 2/10/17 – Friday 10-12pm – CVH – Page Hall – Room 365
- 4/21/17 – Friday 1:30-3:00 – CVH – Page Hall Room 212
- 6/9/17 – Friday 10:00-12:00 – CVH – Page Hall Room 213