CT HMIS Steering Committee – Meeting Minutes
Friday, June 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	
Neelam Joseph	Stamford-Greenwich	✓
Noel Kammermann	Stamford-Greenwich	
Jessica Kubicki	Norwalk/Fairfield Co.	
David Lang	BOS Norwich/New London Co	✓
Maria Laporto	BOS New Haven	✓
Phillip Lysiak	BOS Bristol	
Karen Mahar	ODFC-Norwalk	✓
John Merz	BOS	
Matthew Morgan	BOS Greater Hartford	✓
Suzy Rivera	BOS New Britain	
Marilyn Rossetti	BOS Hartford	
Trisha Shah	BOS Norwich/New London Co	✓
Maria Satterwhite-Porpora	Bridgeport-Fairfield-Stratford	✓
Lauren Zimmermann	Bridgeport-Fairfield-Stratford	✓

Other Attendees Present:

	Name	Organization
✓	Jackie Janosko	CCEH
✓	Brian Roccapriore	CCEH
✓	Russ Cormier	Nutmeg
✓	Kate Chamberlin	CCEH
✓	Kara Aniballi	New Reach
✓	Fred Morton	DOH
✓	Jim Bombaci	Nutmeg
✓	Cat D'Amato	CRT / Hartford Sub CoC

Welcome and Introductions

1. April Minutes – Crane Cesario

- Updated Karen M. to be from Norwalk sub-CoC
- Motion to approve min: Lauren Zimmermann
    - Seconded: Beau Anderson
    - All in favor, no abstentions.

2. CT HMIS Vice Chair Position – Crane Cesario

- Noel Kammermann is moving on
- Lauren Zimmermann is being nominated for the vice chair position
- Motion to approve Lauren as vice chair: Maria Sat
    - Second: Karen
    - All in favor, no abstentions.
- Theresa Nicolson is no longer with Chrysalis, and will need to fill her position in the Greater Hartford spot.

3. CaseWorthy & Data Standard Upgrade(s) – Nutmeg

- Last meeting a timeline was laid out for three various upgrades: upgrading the database server, then upgrade to CW version 7, then the HUD data standard upgrade in early October
- CaseWorthy version 7 will not require an update to the user interface, and will not require any trainings for the end users.
- Need to modify the timeframe because of CaseWorthy issues.
- Best estimate – first upgrade in early July for the server upgrade, and then upgrade CaseWorthy in August.

4. CT HMIS Reports Webinar – Nutmeg

- Next is June 29th at 9:00 – email has gone out to all HMIS users.
- Recording will be posted to the cthmis.com website when it is complete
- Webinar can be of use to anyone, regardless of project type.
- CaseWorthy Analytics – currently released and available to all users in the platform.

5. Sage Platform & APR Uploads – Nutmeg

- Worked with projects on their SAGE uploads
- Grant information has been known to be incorrect in some projects (grant numbers, operating years, etc) – this information is uploaded outside of CT HMIS and should be double checked.
- Issues that have been identified with the CSV extract have all been resolved.
- Working to resolve issues with dates of entry assessments not matching their enrollment dates, and the same for exit dates and exit assessments being on different days.

- Start date and birth date cannot be the same in the system, even with newborns.
- SAGE does have a test upload – encourage projects to test upload their data. The test is available on the front page of SAGE, and will not impact the actual submission.
- Timeliness table: there is no scoring currently – encourage communities to evaluate how long it is taking people to actually enter the data.

6. Annual Assessment Reminder – Nutmeg

- Reminder that annual assessments are necessary for the correct population of the APR.
- Reminder that three is a three business day turnaround for helpdesk tickets – and to please run reports in advance of their due dates.
- Multiple HDC webinars are available with information about the annual assessment on cthmis.com
- Request to have a list of HDCs for regions
- Offer to have representatives review list of HDCs from their region to see if the HDC is the right person.
- Motion to recommend 75 % for HDC attendance: Karen Mahar
- Second: Meredith
- All in favor, no abstentions

7. Release Bin Update – CCEH

- 8 active requests since the system came online last month
- Two have been rejected based on the amount of programming involved in the request
- Next meeting of the group will be immediately following the CT HMIS SC meeting
- The group prioritizes requests, and may need to bring them back to the HMIS SC meeting.
- All requests are available on www.cthmis.com

8. PIT Update – CCEH

- PIT is done – the reports are done and available on CCEH.org. The main report, as well as the regional reports are all uploaded and available.

9. New DQ Reports – CCEH

- New 2017 data quality reports are available in the system.
- Instructions have been sent out in previous minutes

10. CT HMIS Funding Update – Crane Cesario

- The process is continuing, and ED's will be getting their CT HMIS invoices in early July.

11. CT HMIS SC structure – Crane Cesario
- Will review with sub continuums of care and will vote at the next meeting in August.

12. New Business – All

- None

13.Next Meeting(s)

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

- 8/11/17 – Friday 10-12pm – United Way of Greater New Haven – 370 James Street in New Haven
- 10/13/17 – Friday 1:30-3:00 – CVH – Page Hall Room 213