

CT HMIS Steering Committee – Meeting Minutes
 Friday, October 13, 2017 – 1:30-3:00
 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	Danbury	✓
Meredith Damboise	BOS New Haven	✓
Linda Kerr	BOS Bristol	✓
Amber Higgins	BOS Manchester	
Neelam Joseph	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 Zimmerman	Bridgeport-Fairfield-Stratford	✓

Other Attendees Present:

	Name	Organization
✓	Brian Roccapiore	CCEH
✓	Russ Cormier	Nutmeg
✓	Kate Chamberlin	CCEH
✓	Leigh Shields-Church	DOH
✓	Dan Shetler	Columbus House
✓	Patricia	Catholic Charities

Welcome and Introductions

1. June Minutes – Crane Cesario

- Motion to approve min: Meredith Damboise
 - Seconded: Lauren Zimmermann
 - All in favor, no abstentions.

2. HMIS Upgrade – Nutmeg

- HMIS upgrade is complete, back online today around 10:30
- CaseWorthy introduced a new program manager for their update process – more organized in how they are collecting feedback
- Unexpected bug was identified in late testing causing a delay in the go live – CaseWorthy was very responsive in helping resolve the issue.
- Open gotomeetings Today, Monday and Tuesday with additional weekend help with a ~30 minute response time
- Discussion: Nutmeg kept the user base well informed about the additional downtime – which was minimal
- Best course of action for immediate action is to use the GoToMeeting option for the next several days. If they cannot immediately address the issue, they will create a helpdesk ticket for you.
- New URL for HMIS – home.cthmis.com – the old URL will still take you to the proper database.

3. AHAR – Nutmeg

- Annual data for ES, TH, and PH projects
- Still need to submit 4 AHAR shells, because CT was previously an AHAR pilot community.
- Disabling Condition and Veteran must have substantive responses – these categories cannot be blank, don't know/refused or data not collected.
- ES programs, run the Shelter Utilization report for 10/1/2016-09/30/2017 – make sure utilization is 95% or better. For ES Family programs focus is more on Unit Utilization
- PSH and TLP, run the 2017 APR, same date range, make sure there are few missing values as possible.
- Nutmeg will work with providers to make sure data for Disabling Condition and Veteran status is complete - CT HMIS SC members should remind providers this is an important topic: to check data quality and to be prepared to make corrections in a timely manner. We want to make sure all AHAR shells can be submitted.

4. Release Bin Update – Nutmeg

- Committee met to review 5 items, 4 progressed into the “yes” queue – all are in some stage of implementation and should be completed in 2-4 weeks
- Changes made to the web forms for the release bin

- More process needed around how the group functions.
- Suggested feedback loop for when a cost is involved

5. Duplicates – Nutmeg

- CaseWorthy is going to update the process to merge clients – will be reviewing now that the upgrade is complete
- Communities are still encouraged to submit their identifies duplicates to the helpdesk

6. CT HMIS Trainings / Webinars – Nutmeg

- Back up to 11 trainings per month
- Videos section has been updated
- Still researching the ability to create online training module
- Reports Webinar: Two webinars in the past month with only 5 attendees. This webinar is intended to teach users how to interpret the content of reports. The instruction was requested but has had little attendance lately. Request for CT HMIS SC representatives to talk with higher level users and see what kind of instruction they need.
- Need feedback on the reports webinar to make it as useful as possible to the user base.

7. CT HMIS Training No Show Updates – CCEH

- Less than 5 no call / no shows in the past 6 months.
- We discussed the fees and potential use for them if they accumulate.

8. CT HMIS SC structure – Crane Cesario

- Moving from a sub-CoC voting structure to a CAN structure
- Many sub-CoCs are merged with their CANs, and CT BOS SC has been working on this transition for a while. It seems more comprehensive to use the 8 CANs, which cover all areas of the state. There is also more balanced representation of smaller and larger CANs. One concern raised was how Fairfield County would manage with two votes, and to make sure that Danbury is adequately represented. The discussion followed was extensive, and the consensus was to move forward with two votes per CAN region, whether it will be the sub-CoC and / or CAN entity/entities representing. We ask that CAN regions provide updated representative names, and will send out the names of current representatives. The CT HMIS SC will reassess the number of representatives once the new structure is implemented.
- Discussion.
- Vote on modifications as outlined
- Motion to approve: Meredith Damboise
- Seconded: Karen Mahar
- Litchfield County vote no, Danbury abstains, remainder in favor.
- Motion passes.
- Brian will reach out to CANs to get the new voting roster

9. CAN ROI – Crane Cesario

- CAN ROI was reviewed by Housing Innovations / CT BOS
- Reason - previous CT HMIS ROI had many options, and CAN section of HMIS needed a separate, two option only ROI. Now the situation has changed. We also need to investigate the need for separate ROIs and confirm the two lists of participating agencies. In addition, it would be good for CANs to have the same form for interagency ROI and only vary on the lists of agencies. We need to look into this
- Will review ROIs at the next meeting as needed, based on the recommendations of the subgroup
- Subset of the group will review before the next meeting and come to the meeting with a recommendation. Subgroup will consist of:
 - Crane, Lauren, Brian, Matt, Meredith, Suzy, Leigh, Linda Kerr
 - Although subgroup members volunteered at the meeting, the email with the ROIs will go out to the full SC, and anyone can join in the process.
 - If the subgroup can make a recommendation, perhaps to use the same language, we will send out a vote to the CT HMIS SC by email. One outcome could be to submit the recommendation to Statewide CAN Leadership for consideration at their 11/3/17 meeting.

10. Dashboard / ODFC Data Project – Lauren Zimmermann

- ODFC has a surplus of HMIS planning funds.
- Funds will be used to produce system wide dashboards that will be outward facing for any project, organization, region to anyone who wants to use it.

11. PIT Update – CCEH

- January 23rd for the 2018 PIT
- Will be another unsheltered count
- Jackie from CCEH has been in contact with most regions, and we only need a few more coordinators
- The PIT app will be mandatory this year, as HUD is very interested in geo code location. More information to come.
- PIT database will be open early this year

12. Data Quality Plan – CCEH

- Brian will solicit volunteers for the DQ subgroup, charged with reviewing the DQ plan before the next CT HMIS steering committee meeting.
- The plan was distributed for review with this meeting's materials.

13. New Business – All

- Discussion on frequency of meetings. Decided to keep bi-monthly meetings but extend timeframe to two hours and keep meetings from 1-3pm.

14.Next Meeting(s)

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

- 12/8/17 – United Way of Greater New Haven, 370 James Street in New Haven, 1-3pm
- 2/9/17 – TBD