



CT HMIS Steering Committee
Meeting Minutes
Friday, November 21st, 2014 – 1:00pm
Middlesex YMCA – Hazen Room

ATTENDEES

Name	Organization and/or Region
Milena Sangut	Danbury
Crane Cesario	Hartford
Jackie Janosko	CCEH
Jim Bombaci	Nutmeg IT
Brian Roccapriore	CCEH
Walter Hewitt	UWSECT
Carol Duffy	New Britain
Lisa Callahan	Middlesex
Diane Albini	Waterbury
Andrea Hakian	Manchester
Ryan DeLoach	New Haven
Paul Goodfield	Bristol
Russ Cormier	Nutmeg
Jessica Kubicki	Greater Norwalk
Maria Satterwhite	Bridgeport
Dave White	New London
Carol Duffy	New Britain
Meredith Damboise	New Haven

SEPTEMBER MINUTES - MILENA

- Motions to approve – Crane motion to approve, seconded by Diane A.
- All in favor, no corrections.

HMIS IMPLEMENTATION & COORDINATED ACCESS UPDATE – NUTMEG

- CaseWorthy 4.4 (Federal Data Standards update) went live 10/8/14
- Initial two weeks were challenging (65% of the system had to be implemented to support the changes), system has been stable for several weeks
- Working on updated SUR report, taking longer than initially estimated, current estimate is the first or second week of December.

- New Haven conversion has been pushed back to early January (for both Coordinated Access and HMIS functionality).
- The following networks went live between 9/11/14 and 11/20/14:
 - Fairfield County (Bridgeport / Norwalk / Stamford / Danbury)
 - Greater Hartford
 - Middletown / Meriden
- Modified the intake form to reduce the number of questions asked (the CAN intake and the shelter intake are NO LONGER the same form). This was deployed statewide with the startup of the Hartford and Middlesex networks on 11/17/14
- Waterbury / Litchfield County is scheduled to go live on 12/15/14 – training will be during the week of 12/8/14
- CA Data Group met to start the process of defining reports; more to come in December on the timing of those
- Brian Roccapriore will send out the CA data meeting information to the group

COPY ASSESSMENT FUNCTIONALITY – NUTMEG

- “Copy Assessment” functionality was still not working properly at the initial release of version 4.4
 - Worked with CaseWorthy to get this corrected
 - Testing was just completed on 11/19 and Nutmeg is putting together documentation
 - Release to production site will most likely be right after the Thanksgiving holiday
- Milena: Question about carrying data from CA intake to shelter intake
 - Russ: Currently, the questions would have to be re-answered at shelter intake, the copy assessment feature will correct that.
- Ryan: What is the best method to merge multiple clients in the system?
 - Jim B.: Email the helpdesk with the client ID’s – and which one should be the active one.

AHAR – NUTMEG

- Initial data was entered in HDX for all continuums by the November 14th due date
- Nutmeg discovered that some of their access to HDX had been changed from last year and they were not able to submit all of them, this is being corrected now and should not present any problems for final submission in December
- Nutmeg staff is working with the CoC’s and agencies to correct or clarify any data anomalies
- Due date 12/12/14

CAN ROI ISSUES – CRANE CESARIO

- ROI for HMIS is being responsible to the individuals we serve
- When Hartford’s CAN trainings took place, the CAN guiding group had made the decision to eliminate the ability to exclude information at that level
- Hartford created a new ROI which took away the ability to exclude an agency

- Crane: Need more local control and customization, to make sure that these issues don't happen in the future
- Milena: Do we update / change or have a CAN / HMIS release? Suggestion is yes.
- Maria: How often do people choose to exclude an agency?
 - Russ: Small, not having the information it is ~2-3%
- Brian Roccapriore: Create a committee to modify the current ROI to the CAN options.
 - Crane volunteered to front the committee.
 - Milena / Lisa / Meredith / Jackie / Diane volunteered
 - Target date for the modified form is Monday.

HMIS EVALUATION COMMITTEE – JOHN MERZ

- Meredith – the group tried to come up what the role of the committee is.
 - Is CaseWorthy meeting the needs? If not, what are our needs?
 - How can multiple questions of the same problems be addressed.
- Paul: Went though some of the concerns with the workflows and reports not functioning as they should.
 - Things in the system that don't make sense.
 - Want to get more answers about how the decisions are made, so there is a more transparent process.
- Brian Roccapriore will get the date of the next meeting of the committee and send it out the group

SHELTER INTAKE – FUTURE LIVING ARRANGEMENTS – NUTMEG & CCEH

- Nature of the question is being misunderstood by the field – it is supposed to be where the individual will go if they leave shelter, not where they want to go.
- Jim: HUD has given communities flexibility in how to answer where individuals go when they leave shelter.
- Several potential options were made available.
- Brian Roccapriore will send out options to the group on Monday 11/24.

DATA REQUEST COMMITTEE UPDATE– CCEH

- The data request committee, composed of Brian Roccapriore, Crane Cesario, Steve DiLella, Noel Kammerman, and Milena Sangut met to discuss a request from CSH
- CSH requested access to historical HMIS data for individuals with open ROI's to create a list of individuals who are likely chronic, and match them to Medicaid data to identify high utilizers.
- Request was reviewed and approved by the committee, next steps is that the request needs to be funded and then the data will be pulled.

RELEASE MANAGEMENT COMMITTEE – CCEH

- Jackie Janosko reviewed the history and purpose of the subcommittee – Brian reviewed how it is now in the HMIS SC bylaws and the need to have three HMIS SC representatives.
- Volunteers included: Meredith Damboise / Maria Satterwhite / Crane Cesario, and Russ Cormier will also participate.
- Jackie will send out an invite to the group for their first meeting.

CT HMIS COMMITTEE OFFICER ELECTIONS – CCEH

- Elections will take place at the January meeting for the three officers.
- Special thanks to Milena for her years of service as the HMIS SC chair.

NEW BUSINESS

- Crane: Homelessness verification check list
- Concerns around what providers need in the new standards to see if someone was verified as homeless. Jackie and Crane will be working on the form and checklist that will address the HUD guidance, and will circulate to the group.

NEXT MEETING

- January 7th, 10:00 – location TBD
- Brian Roccapriore will send out the invite to all parties.

Meeting adjourned