CT HMIS Steering Committee
Meeting Minutes
Monday, May 5, 2014 – 10:00am
CVH Page Hall Room 365

ATTENDEES

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization and/or Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milena Sangut</td>
<td>Danbury</td>
</tr>
<tr>
<td>Crane Cesario</td>
<td>Hartford</td>
</tr>
<tr>
<td>Jackie Janosko</td>
<td>Bridgeport</td>
</tr>
<tr>
<td>Russ Cormier</td>
<td>Nutmeg IT</td>
</tr>
<tr>
<td>John Merz</td>
<td>BOS</td>
</tr>
<tr>
<td>Matt Morgan</td>
<td>Hartford</td>
</tr>
<tr>
<td>Phillip Lysiak</td>
<td>Bristol</td>
</tr>
<tr>
<td>Dana Dixon</td>
<td>New London</td>
</tr>
<tr>
<td>Noel Kammermann</td>
<td>Stamford</td>
</tr>
<tr>
<td>Walter Hewitt</td>
<td>UWSECT</td>
</tr>
<tr>
<td>Carol Duffy</td>
<td>New Britain</td>
</tr>
<tr>
<td>Brenda Earle</td>
<td>DOH</td>
</tr>
<tr>
<td>Brian Roccapriore</td>
<td>CCEH</td>
</tr>
<tr>
<td>Carlene Azor</td>
<td>DMHAS</td>
</tr>
<tr>
<td>Maria Satterwhite</td>
<td>Bridgeport</td>
</tr>
<tr>
<td>Jessica Kubicki</td>
<td>Greater Norwalk</td>
</tr>
<tr>
<td>Lisa Tepper-Bates</td>
<td>CCEH</td>
</tr>
</tbody>
</table>

MARCH MINUTES - MILENA
- Motions to approve – Phil Lysiak / Jackie Janosko seconded
- All in favor, no corrections

CLIENT CONSENT AND ROI UPDATE – CRANE CESARIO
- New ROI updates the form to show the sensitive information being shared.
- Phil Lysiak: How we are going to deal with the other issue of non HMIS participating agencies?
  - That portion of the ROI is covered in the research and housing opportunities area
- Consensus that the form is confusing, and needs to be explained by the case manager to the individual completing the form.
- Some basic grammar changes proposed and agreed on.
• Addition of a second signature line for individuals not agreeing to share anything
• John Merz: motion to approve with changes
  o Jackie Janosko seconded
  o Phil Lysiak voted no, Dana Dixon abstained
  o Motion passes.
• Crane Cesario and Brian Roccapriore will help the ECM implementation with Nutmeg.

ECM IMPLEMENTATION & SUR UPDATE – RUSS CORMIER- NUTMEG
• Three of six areas are now live
• Implementations continue to improve and are going smoothly.
• Area 4 coming online next week – Monday the 12th – data will be frozen at 3:00. Area 1-3 back online Tuesday. Area 4 goes up on Thursday morning.
• Errors with “visibility rules” are being fixed – there was an error with the conversion on some of the security settings from ServicePoint which have now been addressed
• Shelter Utilization Report
  o The report was updated between Servicepoint / ECM
  o Added many new fields for data analysis
  o Issue with utilization was not being counted properly
    ▪ The issue have been resolved in mid-last week
    ▪ Some of the tables in the report are reporting low – Nutmeg and CCEH are working to correct.
• Nutmeg continues to have Friday gotomeetings for all ECM users
• All day gotomeetings are open not just to the converting community, but anyone with ECM issues.
  o Crane Cesario / Milena Sangut / Carol Duffy praised the staff of Nutmeg for their help in the conversion.
• Dana Dixon asked when will exit information be prepopulated from intake information.
  o Russ Cormier: We are testing the feature at the end of last week, one more change before it will be added to production.
    ▪ Potential hot fix this week

COORDINATED ACCESS UPDATE – DOH & NUTMEG & CCEH
• Brenda Earle: contracted with 211 to use the infoline system as a front door.
  o Still in the midst of planning and will have a roll out schedule to the community by the end of the week
  o Nutmeg and CCEH / DOH working on the initial screens of how the process is going to work. Workflow currently exists as:
    ▪ Step 1: 211 intake
      • 211 does their screen, if not diverted, they are entered into ECM with a limited data set
    ▪ Step 2: Referral to the CAN
• Referral to the CAN will happen in the manner which each CAN has set up their own processes
  o Question: What happens when someone just shows up, do they call 211?
    ▪ Answer: Yes. 211 is a front door system.
  o Concerns about lack of individual CAN representation at the statewide CA meetings
    ▪ Brenda Earle: There are statewide stakeholders at the meeting – and the CAN’s have complete control on their local processes

POINT IN TIME UPDATE – CCEH & Nutmeg
• Reports are done and on CCEH’s website
• Phil Lysiak: Concerns about how the numbers are derived
  o Lisa Tepper-Bates: There have been questions as to why the numbers are higher and with the new data standards and new shelter intake application there is a lot of work being done around enhancing the data collection.
  o Crane: Need to update the documentation required for chronic homeless.

UPDATES TO THE HIC – Crane Cesario
• Need a method for updating our HIC
• Moving to a bi-annual HIC verification through CCEH
• A working group was formed to fine tune the process, members include:
  o Brian Roccapriore / Crane Cesario / Russ Cormier / Jackie Janosko / Matt Morgan

SHELTER INTAKE / REACHING HOME RETOOLING SUBCOMMITTEE UPDATE – CCEH
• The revised shelter intake form was sent out to everyone last Friday, 5/2/14 with the suggested changes
• Noel Kammermann: For the number of episodes of homelessness, suggestion to add a field with dates so they could document the periods of homelessness
• Matt Morgan: Identify the fields that are HUD required
• Matt Morgan: Concerns that the immediate needs section is too broad
• Crane Cesario: Will the form meet the ECM screens?
  o Brian Roccapriore: Not now – we will modify ECM to fit the screens.
• Matt Morgan made a motion to approve with the considerations made today:
  o Seconded by John Merz
  o Vote: 7 Yes votes
  o Four abstained, one no.
  o Motion passes.

HMIS STEERING COMMITTEE BYLAWS – CCEH
• Lack of time will move the Bylaw discussion to the next meeting
• The committee currently has no by-laws in place – committee agreed to review in advance of the next meeting
NEW BUSINESS

- None.

NEXT MEETING

- Next meeting will be a GoToMeeting:
  - June 4th at 10:00am – Link to register will be sent soon.

Meeting adjourned
Milena Sangut made the motion to adjourn
Jackie Janosko: seconded