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

ATTENDEES

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

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.

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- Addition of a second signature line for individuals not agreeing to share anything
- John Merz: motion to approve with changes
  - Jackie Janosko seconded
  - Phil Lysiak voted no, Dana Dixon abstained
  - 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
  - The report was updated between Servicepoint / ECM
  - Added many new fields for data analysis
  - 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.
  - 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.
  - 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.
  - Still in the midst of planning and will have a roll out schedule to the community by the end of the week
  - 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
  - Question: What happens when someone just shows up, do they call 211?
    - Answer: Yes. 211 is a front door system.
  - 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
  - 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.
- 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:
  - 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?
  - Brian Roccapriore: Not now – we will modify ECM to fit the screens.
- Matt Morgan made a motion to approve with the considerations made today:
  - Seconded by John Merz
  - Vote: 7 Yes votes
  - Four abstained, one no.
  - 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