CT HMIS Steering Committee
Meeting Minutes
Wednesday June, 2014 – 10:00am
GoToWebinar

ATTENDEES

Name	Organization and/or Region
Milena Sangut	Danbury
Crane Cesario	Hartford
Jackie Janosko	Bridgeport
Russ Cormier	Nutmeg IT
Phillip Lysiak	Bristol
Dana Dixon	New London
Noel Kammermann	Stamford
Walter Hewitt	UWSECT
Carol Duffy	New Britain
Brian Roccapriore	CCEH
Dinae Albani	Waterbury
Jessica Kubicki	Greater Norwalk

MAY MINUTES - MILENA
- Motions to approve – Phil Lysiak – Seconded by Milena Sangut
- Phil made one correction about his reference
- All in favor, no corrections

ECM IMPLEMENTATION UPDATE – NUTMEG
- Four of six areas are now live
  - Area four (Fairfield) has been up and running for several weeks now
  - Area 5 (Middlesex) is training this week for a "go live" in two weeks
- Copy Assessment functionality is now functioning in ECM, and documentation will go out to the communities on Monday or Tuesday of next week.
- Coordinated Access will be ready for the 7/1 start date:
  - First step: 211 intake component
  - Second step: the local piece that the end users will see.
- New data standards will require an update to ECM.

- Started the "data discovery" portion in Provide to start getting New Haven on board before the 10/1 data standard deadline.
- Question about Coordinated Access training in ECM – when and where will they be?
  - Russ Cormier: The front end is being developed, and it depends on what was budgeted for training that will decide if location based trainings are feasible.

SHELTER INTAKE UPDATE – CCEH
- As approved at the last HMIS SC meeting, the revised shelter intake form was amended as agreed upon and sent to DOH for their formal approval. We are expecting to hear back from them by mid-June at which point the form will go to Nutmeg so that it can be fully implemented into ECM.

HMIS SC BYLAWS – CCEH
- Currently the only document outlining any rules and responsibilities for the CT HMIS SC is in the P&P in section 102.
- Discussion around the definition of a voting quorum.
  - General decision to have each CoC have one vote
  - With the possibility to vote by proxy
  - 2/3 CoC representation needed for a quorum
- Diane Albani noted a typo on page 4 of the bylaws
- Brian will amend the bylaws and bring them to the next HMIS SC meeting.

CT HMIS DATA QUALITY PLAN – Crane Cesario
- Crane Cesario reviewed the meeting of the New England Region HMIS team that was attended several weeks ago with Brian Roccapriore, Jackie Janosko, and Kelley Traister. CT currently has a robust data quality direction, but no official data quality plan.
- CT needs to formalize it as part of the HMIS P&P.
- Crane suggested a working group develop a data quality plan. The plan will be submitted for review and approval at the next HMIS SC meeting.
- Subcommittee volunteers:
  - Crane Cesario/Jackie Janosko /Russ Cormier / Jim Bombaci / Noel Kammermann/ /Kelley Traister (volunteered by Brian)/Phil Lysiak
- Meeting of that group set for 6/17.

NEW BUSINESS
- Crane Cesario: Hartford received a "big grant" - $250k going to Journey Home for planning around Coordinated Access. At this time, a number of different providers asked about using the funds to use the universal housing application in HMIS / ECM to pre-populate the Universal Housing Application.

NEXT MEETING

- Next meeting will be Monday, July 7th at 10:00am
- Location:
  Middlesex YMCA – Hazen Room
  99 Union Street
  Middletown, CT 06547

Meeting adjourned