CT HMIS Steering Committee
Meeting Minutes
Thursday, September 11th, 2014 – 12:00pm
Middletown – CVH – Page Hall – 3rd Floor – Arafeh Room

ATTENDEES

Name	Organization and/or Region
Milena Sangut	Danbury
Crane Cesario	Hartford
Jackie Janosko	Bridgeport
Russ Cormier	Nutmeg IT
Noel Kammermann	Stamford
Walter Hewitt	UWSECT
Carol Duffy	New Britain
Brian Roccapriore	CCEH
Diane Albini	Waterbury
Jessica Kubicki	Greater Norwalk
Matthew Morgan	Hartford
Phil Lysiak	Bristol
Paul Goodfield	Bristol
John Merz	BOS
Ryan DeLoach	New Haven
Brenda Earle	DOH
Nancy Cannavo	Torrington
Kathy Crees	Windham
Mackenzie Tyson	Middlesex
John Bradley	New Haven

JULY MINUTES - MILENA
- Motions to approve – John Merz – Seconded by Phil Lysiak.
- All in favor, no corrections. Nancy Cannavo abstained.

HMIS IMPLEMENTATION UPDATE – NUTMEG
- Empowered Solutions Group changed their name to "CaseWorthy" in mid-July, including the name of the system

- Working with GTI to implement the required data changes to comply with the Federal Data Standards
- Finalizing the coding of the HUD data elements from PROVIDE into CaseWorthy
- Reviewing and documenting additional data elements that New Haven has implemented
- Currently still on track for mid to end of December roll out assuming that nothing disrupts the process
- All ServicePoint areas have been converted.

ROI IMPLEMENTATION & DATA STANDARDS UPGRADE – NUTMEG
- System changes are ready for the roll out along with the new data standards at the end of September
- Training will be delivered as part of the Federal Data Standards changes
- No longer HUD Data Standards (now incorporates HUD, HHS, VA)
- Requires us to upgrade to CaseWorthy 4.4
- Currently testing the new system (we were given access the week of 8/22)
- Modifying the CaseWorthy workflows, creating new intake forms to reflect the data standard changes
- Developing Training materials for the September webinar trainings 9/23 @ 10AM and 9/25 @ 2PM
- Projected go live will be 10/1/2014 (system will be unavailable on 9/29 and 9/30)
- In the event of complications, backup date will be 10/8/2014 (system will be unavailable on 10/6 and 10/7)
- Carol Duffy noted that "however" should be added to Option 3.
  - Jackie Janosko made a motion to approve, seconded by John Merz. All in favor.

COORDINATED ACCESS UPDATE – NUTMEG
- Deployed in early July at 211, Bristol and New Britain
- Made several systems changes over the past 4 weeks to reduce the number of mistakes
- Implemented several tools for staff to determine if they completed the workflow properly
- Training the Windham CAN this week, they will go live next week
- Bridgeport/Norwalk/Stamford/Danbury is being pushed out a month as they continue to fine-tune their process

AHAR UPDATE – NUTMEG
- With APR season fast approaching, Nutmeg encourages communities to run their data quality reports and APR's to start their data cleanup as soon as possible.
- Nutmeg has recorded a "how to evaluate your APR" webinar that is available on cthmis.com
- Data quality is continuing to improve as individuals proceed with the new HMIS platform

DATA REQUEST COMMITTEE UPDATE– CCEH
- The data request committee, composed of Brian Roccapriore, Crane Cesario, Jackie Janosko, Noel Kammerman, and Milena Sangut met on 7/18/14 to discuss a request from the CT Heroes Project (CHP)
- CHP is requesting access to a list of identified veterans in ES&TH programs that go to SSVF providers on a monthly basis, CTHP was previously viewing this list under a MOU with CCEH that had expired.
- Request was reviewed and approved unanimously by all members of the committee
- CCEH created an MOU with the Partnership for Strong Communities allowing CHP access to the list

DATA REQUEST FROM CSH – CCEH
- In the Chronic Homelessness workgroup of opening doors – The Corporation for Supportive Housing (CSH) put a proposal on the table to use HMIS data to match registry data / FUSE / SIF / HMIS data, and had planned on presenting the request to the committee today. It was decided that the full request needed further refinement, and that will be presented to the full steering committee at the October meeting.
- In the meantime, they are going to make a request to the data request committee solely for the purposes of matching HMIS data to Medicaid data, and when that request is received Brian Roccapriore will convene a meeting of the HMIS SC data request committee, and report out at the next full steering committee meeting.

ROI Issues – John Bradley – Greater New Haven Opening Doors
- John distributed the current version of the ROI they are using for the VI-SPDAT in Greater New Haven
- Explained the need for the names of the organizations for case conferencing purposes around sensitive information
- Asked for guidance around how to go forward with the form they are using as New Haven transitions onto the new HMIS platform.
- General consensus was to use both ROI's so that the information can be entered into CTHMIS, and would still allow the non CT HMIS participating organizations to participate in case conferencing

CT HMIS Data Quality Standards – Jackie Janosko / Crane Cesario
- Jackie: The Data Quality Management Subcommittee met after the last meeting, and is currently working on identifying what measures are official HUD or DOH metrics. Since then, HUD released guidance that for many data quality and performance measures, HUD will be looking at what communities are holding themselves accountable for before they issue their final guidance.
- Will be reviewing each communities PSH/TH standards as a starting point for where there is no explicit HUD or state guidance.

- Crane: NERHMIS (New England Region HMIS users) will be meeting the week following the CT HMIS SC meeting, and both Crane Cesario and Jackie Janosko are going to discuss performance management and coordinated access, and how that is being implemented in other parts of New England.
- The Data Quality Management Subcommittee will reconvene meet after that, and before the next meeting.

NEW BUSINESS
- Paul Goodfield: The point of HMIS limiting responses for primary factors effecting homelessness on data entry and that this had been an ongoing issue since May of this year was raised. This issue, was echoed by others at the meeting. Nutmeg confirmed that if this was occurring it was indeed an error of conditional logic. It was further suggested that since this bug seemed to be system wide, we might want to consider notifying anyone who we report data to that at least six months of data was not useful in terms of the primary factor of homelessness. In light of these issues, the committee voted on the need for a performance committee for HMIS. This motion was approved and John Merz volunteered to chair this recently formed committee.

NEXT MEETING
- The October meeting will be held via GoToMeeting, and will be Wednesday, October 8th at 10:00am.
- Brian Roccapriore will send out the invite to all parties.

Meeting adjourned