CT HMIS Steering Committee – Meeting Minutes
Tuesday, June 2nd, 2015 2:30pm – 4:00pm
CVH – Page Hall – Room 212

ATTENDEES

HMIS SC Member	CoC / SubCoC	Present
Diane Albini	BOS Waterbury	
Lisa Callahan	BOS Middlesex	✓
Nancy Cannavo	BOS Litchfield Co.	✓
Crane Cesario	Hartford CoC	✓
Brenda Coutu	BOS Windham / Tolland	✓
Teddi Creel	BOS Litchfield Co.	
Meredith Damboise	BOS New Haven	✓
Ryan DeLoach	BOS New Haven	
Steve DiLella	BOS	
Carol Duffy	BOS New Britain	✓
Paul Goodfield	BOS Bristol	✓
Andrea Hakian	BOS Manchester	✓
Walter Hewitt	BOS Norwich/New London Co	
Noel Kammermann	Stamford-Greenwich	✓
Jessica Kubicki	Norwalk/Fairfield Co.	✓
Stuart Lane	Norwalk/Fairfield Co.	
David Lang	BOS Norwich/New London Co	✓
Phillip Lysiak	BOS Bristol	
John Merz	BOS	✓
Matthew Morgan	Hartford CoC	
Milena Sangut	BOS Greater Danbury	✓
Maria Satterwhite	Bridgeport-Fairfield-Stratford	✓
Mackenzie Tyson	BOS Middlesex	
Lauren Zimmerman	Bridgeport-Fairfield-Stratford	✓

Other Attendees Present:

Name	Organization
Jim Bombaci	Nutmeg
Russ Cormier	Nutmeg
Eileen Higgins	RVS
Jackie Janosko	CT Coalition to End Homelessness
Brian Roccapriore	CT Coalition to End Homelessness

1. May Minutes – Crane Cesario

- Motion to approve min: Milena Sangut
  - Seconded: Nancy Cannavo
  - All in favor, no abstentions.

2. Release of Information – CCEH

- No motion on the release of information since the last meeting.

3. HMIS Conversion & Coordinated Access Update – Nutmeg

- New Haven has been converted – working on data cleanup and service enrollment issues with DMHAS projects and Service Only Projects
- Copy Previous: Is working, but not to full effect. Entry to entry, and exit to exit works – but not copying an entry to an exit. This is being tested today.
- CTHMIS.com has all trainings posted for all of June.
  - Two new webinar trainings:
    - How to run reports
    - How to evaluate reports
- Helpdesk: No longer taking phone calls – all tickets must be generated via email. Helpdesk will still support users over the phone, but calls cannot be used to start a helpdesk ticket.
- Open GoToMeeting session on Friday's for all CTHMIS users.
- Helpdesk tickets are sometimes going into junk or spam folder.
- Nancy Cannavo:
  - Question about how to split out Litchfield and Waterbury in Litchfield.
    - A: Submit a helpdesk ticket.
- Worked with 211 to fix a problem with them deleting enrollments – corrected the issue and retrained their staff.
- Released an update to the coordinated access client list adding several assessment and demographic questions
- Testing the demographic report for coordinated access – should be ready to be released in the next five days.
- Meredith: When will case management features be available?
  - Jim Bombaci: Webinar dates will be out in the next week.
    - Goals feature in CaseWorthy has not been built out
- Brian will reach out to Jim to get a list of the current goals, and will push a list to the Data Quality Performance Management Committee

4. Duplicate Client Process – Nutmeg

- Subcommittee met a week ago to discuss how we can reduce the number of client duplicates in the system.

- Decision was made to allow the system to allow duplicate entry in the case of someone having a matching SS#.
- Discussing with CaseWorthy on how to make modifications to the interface to allow us to edit the check on the new enrollment of clients.
- Also looked at where the duplicates are coming from.
  - Approximately 38,000 duplicate records in the system today
  - 80-90% are from legacy data coming from ServicePoint and Provide
  - 211 generated duplicates are because of the lack of release of information
- Lauren Zimmerman: When we process referrals, can we skip the find client feature – and just default to the client that we have already looked up.
  - Russ Cormier: Will research.

5. Medicaid Data Fields – Nutmeg

- Under the federal data standards, there are multiple choices that care causing confusion under reporting Medicaid participation.
- Reports from several agencies indicate two problems:
  - 1. Front end are not sure what option to use.
  - 2. For reporting purposes, it can be difficult to measure increased usage in Medicaid unless you know how to add up the various choices
- Two potential options:
  - Keep all options – make the HUSKY options a sub-choice of the Medicaid option
  - Remove the two state options and reset values to Medicaid – rename to something like "Medicaid / HUSKY".
- Crane Cesario: Bring a recommendation to our communities.
- Recommendation to communities: Go with the "Medicaid / HUSKY" option.
- Russ Cormier will rework the recommendation, Crane Cesario and Brian Roccapriore will send to the group.

6. CTHMIS.com updates – Nutmeg

- CTHMIS.com is undergoing a structural change, Nutmeg gas been working on a redesign and is looking to form a subcommittee to get feedback.
  - Volunteers:
    - Jackie Janosko
    - David Lang
    - Jessica Kubicki
    - Crane Cesario
    - Brian Roccapriore

7. CT HMIS Retraining – Nutmeg

- Helpdesk alerts individuals as to what could cause someone to be recommended for a retraining.

- o More than 30 days from training to login
- o Three or more tickets on the same or similar issue in a reasonable timeframe
- o Four or more hours of help desk support in a month for issues unrelated to system performance
- o The CoC may also request a re-train of an agency with consistently low UDE and/or ESG performance
- Brian Roccapriore will distribute to the Data Quality Sub Group – then to the HMIS Steering Committee and CoC / CAN structures for input.

8. PIT Update – CCEH

- Report is available on cceh.org

9. HMIS Evaluation Committee – John Merz

- Committee has a draft of a questionnaire that has been formatted in a google questionnaire format.
- Feedback is being solicited now from the group.
- The goal is to make the survey shorter than it currently is in its draft form.
- Crane Cesario: State cannot go into google docs.

10. Query Builder Access in HMIS

- No report.

11. New Business

- Russ Cormier: Upcoming webinars on how to run and evaluate reports all posted on cthmis.com
- Nancy Cannavo: Concern that HMIS documentation was out of date – and doesn't reflect the current system.
  - o Jim Bombaci will review existing documents and ensure they are up to date.

12. Next Meeting

- Monday, July 13 10am-11:30am

Motion to adjourn: Brenda Coutu

Seconded: Lauren Zimmerman