



CT HMIS Steering Committee – Meeting Minutes

Monday, July 13, 2015 – 10:00-11:30

Hubbard Room of the Russell Library - 123 Broad Street Middletown, CT

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
Jason Martinez	CAN Manager – Greater New Haven CAN
Russ Cormier	Nutmeg
Amber Higgins	CHR
Jim Bombaci	Nutmeg
Brian Roccapiore	CT Coalition to End Homelessness

1. June Minutes – Crane Cesario

- Motion to approve min: Jessica K.
 - Seconded: Brenda C.
 - All in favor, no abstentions.

2. Release of Information – CCEH

- Met with the Attorney General two weeks ago – currently being reviewed, and we expect an answer in 2 weeks time.

3. HMIS Version 5.2 Upgrade – Nutmeg

- Multiple changes into the system all happening at once:
 - HUD finalized the HEARTH measures
 - VI-SPDAT version 2
 - CaseWorthy v 5.2
- Initial plan was to review v5.2 during Q4 of CY2015, but HEARTH measures are only going to be introduced in version 5.2
 - 5.2 will be released to vendors in August
- Will most likely introduce to the state in October-December 2015.
- User interface has changed, and visually is different, but the functionality is substantially similar to version 4.4
- CaseWorthy will be introducing a video tutorial – and will provide a test site for users to experiment with
- Nutmeg and CCEH will be meeting soon to determine a timeline for implementation
- All very dependent on the NOFA, and what data is required.
- Entire state will be updated at once, and will not roll out in phases
- New features in 5.2:
 - Enhanced reporting replacing CUBES
 - Ability to schedule report
 - Eliminating multi-user login

4. Coordinated Exit Planning – CCEH

- CCEH was able to secure funds to implement the back end of Coordinated Access in CT HMIS
- The planning of it started with a small subgroup of the Statewide Coordinated Access Group, and now has representation from seven of the eight CAN's
- The group will be meeting again on 8/13/15 to finalize the list of prioritization criteria

5. Duplicate Client Process Update – Nutmeg

- Two months ago – started analysis on where the duplicates are coming from
- Converted ~9k records from old HMIS platforms, roughly 3,200 are duplicates
- Number of duplicates created since switching to CaseWorthy, 7,500 were created since then.
 - Half were created by 211, mainly because of the closed records based off the ROI
- Not a lot of options without engaging CaseWorthy to modify the dupe check screen
- Recommendation – when a new workflow is started, it pulls the client info in from the client that is currently on the screen, and not require an additional search.
 - Change request has been made to CaseWorthy
- Do not recommend making changes until we see the new features available in version 5.2
- Brenda C.: Host a webinar on how to look for duplicate clients
- Paul G: Have a secondary check of duplicates to force the user to look at likely duplicates
 - Russ: This feature request is in to CaseWorthy
- Matt M: Effort on the back end to merge records faster?
 - Russ: Created a tool to merge 10 IDs at a time, baseline is only 1. Problem is still how long it takes to process a merge – depending on number of sub records involved it can take up to 20 minutes to complete.
- Carol: Is the duplicate record problem going down?
 - Russ: Yes.
- Russ: If possible, can we have 211 see all records?
 - Russ will see if it is possible, and report back to the data and eval subcommittee – and then they will review the legality of the ability for the system to check closed client records.
- Brian R: What is the current backlog?
 - 150 tickets
- Jessica: Is there a preference to if Nutmeg wants one ticket with multiple clients, or one ticket per client?
 - No preference

6. PII in Helpdesk tickets – Nutmeg

- Issue is that in May/June people were submitting personally identifying information to clients in helpdesk tickets.
- Need the HMIS SC to relay this information back to their communities
- All is necessary is client ID and agency
- Noel: Can you send an email to the HDC if/when this happens.
 -
- Matt: Can nutmeg help emails have a signature attached?
 - Russ: Yes, will check on it.

7. Case Note Deletion Parameters – Nutmeg

- Jim – want some function where an agency is aware that a user is requesting a casenote deletion.
- Milena: Why would someone want to do that?
 - Jim: Potentially entered information under a wrong client ID.
- Jim: Request on the table is that a case note deletion request must come from the HDC of the requesting organization. Notes should only be deleted for good cause.
- Motion to approve: Brenda C.
 - Meredith D.
 - All in favor, no abstentions
- Brian Roccapriore will draft a policy and return it to the next CT HMIS SC meeting.

8. CTHMIS Retraining Policy – Nutmeg

- Jim: Add what a retraining is “not” – not a way to punish users who are the one HMIS user at their organization
- Milena: Making an exception for someone who is out on medical leave
 - Jim: Would be dependent on how much they remember how to use the system.
- Bullet #2 – Add a 60 day timeframe.
- With changes, motion to add: Milena S.
 - Second: Nancy C.
 - All in favor, no abstentions.

9. HMIS Evaluation Committee – John Merz

- Survey tool is complete
- Based on the minutes from the last meeting, the length of the survey was reduced, but not significantly
- Brian will send it through Survey Monkey
- John M. will craft an introductory email
- Ryan: Will it be anonymous?
 - Yes
- Ryan: Who will it be distributed to?
 - All HMIS users
- Will be distributed before the next CTHMIS SC meeting.

10. Query Builder Access in HMIS – Columbus House

- Continue to have problem getting to data they need for specific reports.
- Wonder if this report is not necessary with the upcoming modifications with version 5.2
- Ryan will have Radhika reach out to Russ for specific concerns.

- Consensus: Wait until 5.2 – review what is possible – and revisit once we better understand the functionality.

11. CT HMIS Goals List – CCEH / New Haven

- Service Plan / Action Plan – clarify name
- Russ: Some major changes coming in 5.2
 - Will report back next month with what 5.2 is going to
- Brian will send out to all CT HMIS Steering Committee.

12. Release Bin Committee – CCEH

- Crane: Looking at how we make the selection process, and how it is done logically and fairly. Have come up with a form for how a request is rated – not a request for issues with system performance, but for additions / features / reports.
- Draft is available.
- Release bin will be higher on the agenda at the next meeting.

13. New Business

- Jim Bombaci: Who in the newly formed FC CoC should be getting the dashboard? Jim will send it to Noel, and he will distribute to the FC Standards and Evaluations Committee.

14. Next Meeting

- Will follow up to the next BOS meeting – date TBD.

Motion to adjourn: Jessica Kubicki

Seconded: John Merz