



CT HMIS Steering Committee – Meeting Minutes

Monday, August 24th, 2015 – 10:00-11:30

Page Hall – Room 365 – CVH

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
Radihka Potluri	Columbus House
Jim Bombaci	Nutmeg
Brian Roccapiore	CT Coalition to End Homelessness

Kelley Traister	New Reach
David Rich	Supportive Housing Works
Russ Cormier	Nutmeg
Amber Higgins	CHR

1. July Minutes – Crane Cesario

- Motion to approve min: John Merz
 - Seconded: Brenda Coutu
 - All in favor, no abstentions.

2. CT HMIS Version 5 Upgrade – CCEH

- Still on track for a mid-late November upgrade
- Trainings will be via webinar.
- Code for the new version was delivered to Nutmeg last Monday, they are currently testing the version with CT HMIS enhancements.
- Copy assessment still being worked on – Nutmeg will send out a notice.

3. Release of Information – CCEH

- Attorney General’s office has approved the updated two option release of information.
- Waiting on them to speak to their clients (state agencies) before moving forward with the new release
- CCEH will work with Nutmeg on an implementation and training plan for the new release.

4. Medicaid Options – Nutmeg

- New motion for changing the Medicaid options in CT HMIS.
 - Rename the Medicaid option to “Medicaid / HUSKY A, C, D”
 - Keep the option “HUSKY-State Children’s Health Insurance Program” – but rename to “HUSKY B – Children’s Health Insurance Program”
 - Change anything that was “HUSKY-State Health Insurance for Adults” to “Medicaid / HUSKY A, C, D”.
- Motion to adopt language: John Merz
 - Second: Matt Morgan
- All in favor no abstentions.

5. 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

- Hoping to go live with the first pieces of Coordinated Exit in Q1 of calendar year 2016

6. Case Note Deletion – CCEH

- Draft policy was sent out after the last meeting
- Russ Cormier:
 - Potential to add a “soft delete” feature allowing an HDC to see all deleted case notes so there is an audit trail
- Brenda Earle: Have the agency’s handle it themselves with their own Case Note policies and procedures, as to not over burden the help desk.
- Kelley Traister: A lot to manage at an agency level – and there is the opportunity for error.
- Noel Kammermann: Questions about how many are being requested per month.
 - Jim: Maybe 3
- Russ: Adopt the policy, and evaluate how things are progressing going forward. Will check how many users are actively using the case note features.
- Nutmeg will see how many agencies are currently utilizing the case note function, and we will reconvene the conversation at the next HMIS Steering Committee meeting after everyone has had a chance to speak with their communities.

7. Case Note Sharing – CCEH

- Current situation: Case notes are only currently shared within an organization, and not outside of the organization. Multiple communities have asked to be able to share case notes between multiple organizations.
- Provided a handout with two potential options:
 - Option 1: Default the option on all case notes to be shared with only the organization creating the case note, and open up the ability to change the sharing of each case note from “Not Shared” to “Shared” so anyone will be able to view the note.
 - Option 2: Create a new option under “Case Notes” named “Shared Case Notes”. In this case, “Case Notes” would never be shared, and “Shared Case Notes” would be shared.
- John Merz: If a client moves from one organization are all of those case notes lost?
 - Russ Cormier: They wouldn’t be lost, but they would not be visible by another organization.
- Radhika P: Option 1 would be best – to have the ability to limit or openly share case notes.
- Jim Bombaci: Would prefer not to add another option, as there are already two in CT HMIS.
- Noel Kammermann: Would we be able to change shared to not-shared?
 - Russ Cormier: Technically it would be possible.
- Brenda Earle: Why would a case note not be shared between agencies?
 - Kelly Traister: Sensitive psych-social assessments are something that might not want to be shared between multiple organizations

- Lauren Zimmerman: Learn from past practices with ROI, and think about defaulting the option to shared.
- Next meeting: Discuss default sharing options for case notes, and will evaluate how much they are being used before we make a decision.

8. HMIS Evaluation Committee – John Merz

- The survey is out and live, and went out at the end of last week to all CT HMIS users.
- Introductory paragraph encourages participation
- Crane Cesario: Suggestion to close it out at the end of September. Send a reminder in a week or so.
- Crane encouraged all CT HMIS steering committee members to have people in their communities to complete the survey.

9. Goals – New Haven

- Moved to next meeting.

10. VI-SPDAT 2.0 / SPDAT – CCEH

- CCEH recently conducted two days of training on the SPDAT, and a portion of the training was about the second version of the VI-SPDAT
- Russ Cormier: Have to do the 5.0 upgrade, and then we can update the VISPDAT data into VISPDAT 2. Mid to late November
- Lauren Zimmerman: Need to think about when Coordinated Exit will be live, so all of the state can transition at the same time.

11. New Business

- Radhika: Service Plans
 - Would use goals –and connect them to the service plan.
- Crane Cesario: Should facilitate a small group to decide what the options are.
 - Russ: Need to decide before 5.0
 - Brian will set up a webinar meeting the week of Labor Day. Planning meeting for functionality for service / action plans:
 - Brian / Radhika / Russ / Kelley Traister

12. Next Meeting

- 2 hours before the next three BOS meetings, with a 30 min break between.
- Third Monday of the month 10-11:30 – will confer with BOS at the next BOS SC meeting
- Motion to adjourn: Nancy Cannavo
 - Seconded: Brenda Coutu