



**CT HMIS Steering Committee – Meeting Minutes**  
 Monday, September 21, 2015 – 10:00-11:30  
 Page Hall – Room 216 – 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	Danbury	✓
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
✓	Russ Cormier	Nutmeg Consulting
✓	Radihka Potluri	Columbus House
✓	Jim Bombaci	Nutmeg Consulting
✓	Brian Roccapiore	CT Coalition to End Homelessness
✓	Linda Kerr	SVDP - Bristol

## **1. Welcome and Introductions**

## **2. July Minutes – Crane Cesario**

- Motion to approve min: John Merz
  - Seconded: Noel Kammerman
  - All in favor, no abstentions.
  - We do not have a quorum, low attendance today (Monday morning?)

## **3. CT HMIS Version 5 Upgrade – Nutmeg Consulting**

- Still on track for a mid-November upgrade, but dates not clear yet.
- Trainings will be via webinar.
- Merging IDs will be worked on in a phased-in approach after conversion
- Speed of new system is not clear yet – we are seeing slow areas now including VI SPDAT, Q 21 – must save first in VI SPDAT; large bed lists, in part due to programs not exiting people properly; large data set runs can cause slowdowns, Nutmeg is working with CCEH on scheduling large runs.

## **4. Case note Deletion parameters**

- Policy reviewed, but lack of quorum means we need to revisit. This will give communities a chance to review (again).
- Standard is to have HDCs request deletion, and this is happening for the most part. Nutmeg has seen changes in the requests since the concept has been disseminated.

## **5. GT HMIS Goals List – Nutmeg**

- The Goals list changes will be implemented with the 5.2 upgrade. Multiple shelters will review.
  - 15 Goals are currently in the planned list from the total 400-500 options.
  - The recommendation is to keep the list compact.
  - How goals are to be selected and evaluated is to be determined.

## **6. Case Note Deletion – CCEH**

- Draft policy needs to be reviewed again – no quorum.
- Note: every participating agency is required to have an HDC should be included in policy.
- 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**

- Case notes will issue will need to be reviewed with communities, we don't have a quorum. Please see last month's minutes for options.
- Discussion default sharing options for case notes – preference is to keep within agency and not have CAN be the default. More of a clinical notes model perspective was taken.

## **8. HMIS Evaluation Committee – John Merz**

- The survey is out and live.
- Nutmeg sent out a reminder this week.
- Introductory paragraph encourages participation.
- So far, 160 responses out of a total of 1050 users (approximate total).
- It will close out at the end of September.
- The committee was encouraged by response rate so far.
- Crane encouraged all CT HMIS steering committee members to request that people in their communities to complete the survey.

## **9. VA CT Read-only Access - CCEH**

- This option is in the works, we're still waiting on the VA for next steps.

## **10. Data Request Subcommittee Update – Noel Kammermann**

- DMHAS data request for using existing FUSE Data: to reuse the data for other research purposes including identifying potential negative VA outcomes. It was approved.

## **11. New Business**

- Release of Information Update
  - ROI – New ROI is approved. Discussion ensued. Nutmeg will roll out with HMIS Upgrade in mid-November. It's a good idea to update ROIs periodically and not wait for expiration.
- Jim Bombaci: Goals: should facilitate a small group to decide what the options are.
  - There were no takers on August webinars on reporting. The next Reports webinar is October 27<sup>th</sup>.
    - September 22 Webinar, be sure to register on CT HMIS web site.
    - HDC meetings and trainings are scheduled to the end of the year. Training capacity for Nutmeg is at maximum now, 9-10 per month.
    - User trainings are also scheduled. Please note CAN and ES fill rapidly.
    - PATH webinars may be utilized, not only live training. Nutmeg will follow up.

## **12. Next Meeting**

- To be determined with BOS at the next CT BOS SC meeting scheduled next, today.
- Monday mornings may not be good – only four people here today also attend CT BOS SC.

- Motion to adjourn: Nancy Cannavo
  - Seconded: John Merz