CT HMIS Steering Committee – Meeting Minutes
Friday, April 21st, 2016 – 1:30 – 3:00
Portland Library - 20 Freestone Ave, Portland, CT

ATTENDEES

HMIS SC Member	CoC / SubCoC	Present
Diane Albini	BOS Waterbury	✓
Beau Anderson	BOS	✓
Lisa Callahan	BOS Middlesex	
Nancy Cannavo	BOS Litchfield Co.	
Crane Cesario	BOS Hartford	✓
Brenda Coutu	BOS Windham / Tolland	
Teddi Creel	BOS Litchfield Co.	
Meredith Damboise	BOS New Haven	✓
Linda Kerr	BOS Bristol	✓
Amber Higgins	BOS Manchester	
Noel Kammermann	Stamford-Greenwich	✓
Jessica Kubicki	Norwalk/Fairfield Co.	
Neelam Joseph	Norwalk/Fairfield Co.	✓
David Lang	BOS Norwich/New London Co	
Phillip Lysiak	BOS Bristol	
Maria Laporto	BOS New Haven	✓
Karen Mahar	Stamford-Greenwich	✓
John Merz	BOS	
Matthew Morgan	BOS Greater Hartford	✓
Suzy Rivera	BOS New Britain	✓
Marilyn Rossetti	BOS Hartford	
Milena Sangut	BOS Greater Danbury	
Trisha Shah	BOS Norwich/New London Co	✓
Theresa Nicholson	BOS Greater Hartford	
Maria Satterwhite	Bridgeport-Fairfield-Stratford	✓
Lauren Zimmerman	Bridgeport-Fairfield-Stratford	✓

Other Attendees Present:

	Name	Organization
✓	Jackie Janosko	CCEH
✓	Brian Roccapriore	CCEH
✓	Russ Cormier	Nutmeg
✓	Kate Chamberlin	CCEH
✓	Jim Bombaci	Nutmeg
✓	Cat D'Amato	CRT – Hartford Sub CoC
✓	Stacy Hooker	The Connection

1. Welcome and Introductions

2. December Minutes – Crane Cesario

- Motion to approve min: Meredith Damboise
  - Seconded: Noel Kammermann
  - All in favor, no abstentions.

3. CT HMIS Vice Chair Position – Noel Kammermann

- Noel will be vacating the CT HMIS Vice Chair role after this meeting. Interested parties in his position should contact the chair, and the position will be voted on next meeting.
- We'll miss you -- thank you for your dedicated service, Noel! Best wishes!

4. Sage Platform & APR Uploads – Nutmeg

- APRs are no longer entered into ESNAPS – and are only accepted in Sage.
- In HMIS – the new APR is labeled with 2017
- Sage is a platform that is not managed by CT HMIS, but by Abt Associates.
- Requests for logins are done from within the system, and need to be verified by the CoC.
- 90 day window from when the program year ends to when the APR is due – reminder to run the reports early to check for errors.

5. Annual Assessment reminder – Nutmeg

- Reminder that this is the assessment that will impact income, health insurance, and non-cash benefits for the APR.
- Did not replace the during program assessment
- HUD is only now looking at entry / annual / exit assessments
- Assessment can be updated at any time

6. Release Bin Update – Nutmeg & CCEH

- New process is a web form that allows you to enter in the details of any new system requests
- Process is to streamline and prioritize the requests for modifications to the system (new reports / new data elements)
- Platform will allow users to see where their requests stand after they are submitted.
- Errors and bugs should still be reported to the helpdesk.

7. Analytics – Nutmeg

- Released in early November 2016 by CaseWorthy – did not fit into the security structure of CT HMIS.
- Interface looks and acts like MS Excel

- Pilot group has been testing the interface of 5 agencies around the state
- One of the big asks was for the ability to download the data that made up the pivot – functionality will be available within the next week in CT HMIS.
- Planning to roll out in Mid-May to the whole state that has access to reporting

8. Train the Trainer – CCEH

- Started the process with several people in the state in the CAN role.
- Provided each community with training materials and access to the training site.

9. No Show Report – CCEH

- In the past three months, there have been only 5 no shows.

10. Zip Code Updates – CCEH

- Zip code of last previous residence has been added back in to CT HMIS as an assessment at the end of all project types.

11. PIT Update – CCEH

- PIT is almost complete – CoCs are working on HDX data entry.
- Overall the numbers are trending downwards
- PIT report is in progress, and should be out in early May.

12. CaseWorthy & Data Standards Upgrade(s) - Nutmeg
- Currently on version 6.2 – Version 7 has been released.
- New upgrade needs to be done in steps, because it changes the underlying database system that it uses.
- Phased update implementation:
- Mid-June will be the first update, with no noticeable differences to the end user and will require a total of 4 hours of downtime.
- Upgrade to CW 7.0 in July, possibly one day of downtime
- Upgrade to 7.2 for data standard change in early October (date depends now how quickly HUD gets the standards changes to the HMIS vendor community)

13. CT HMIS Data Request Committee - CCEH
- Request for the SWAP tool. Unanimously approved.
- Another to eliminate non-essential data elements.

14. CT HMIS Executive Director Webinar – CCEH

- Took places on 4/18 as a response to the desire for director level information about CT HMIS

• General discussion about process and content

15. SPM and new DQ reports – CCEH
• SPM reports are due to HUD on 5/31
• New DQ report is in the system, but not yet 100% accurate.
• CCEH will be distributing a quick guide on how to run the report once it is completely functional.

16. CT HMIS Funding Update – Crane Cesario
• Letter was sent out to all Executive Directors of CT HMIS participating organizations about the fee that will be assessed in July
• Official letters will be out in June.

17. CT HMIS SC Structure – Crane Cesario
• Discussion on how the format of the group should be represented – CoC vs. CAN
• Initial vote: 2 votes / 4 reps per CAN – Will bring to next CoC meetings to review and get approval before the next CoC meeting.

18. New Business – All
• Milena Sangut is retiring, and will no longer be on the committee.
• Best wishes, Milena! We'll miss you!

19. Next Meeting(s)

Reminder to please be sure to check on room location prior to meeting!

• 6/9/17 – Friday 10:00-12:00 – CVH – Page Hall Room 213
• 8/11/17 – Friday 10-12:00 – United Way of Greater New Haven – 370 James Street in New Haven
• 10/13/17 – Friday 1:30-3:00 – CVH – Page Hall Room 213