

## CT HMIS Steering Committee – Meeting Minutes

Friday, December 8, 2017 – 1:00-3:00

United Way of Greater New Haven – 370 James Street – New Haven

### ATTENDEES

HMIS SC Member	CAN	Voting	Present
Diane Albin	Waterbury/Litchfield	Main	
Beau Anderson	Northeast	Alternate	
Lisa Callahan	Meriden/Middlesex/Wallingford	Main	
Nancy Cannavo	Waterbury/Litchfield	Main	
Crane Cesario	Greater Hartford	Main	✓
Brenda Coutu	Northeast	Main	
Meredith Damboise	Greater New Haven	Main	
Stacy Hooker	Meriden/Middlesex/Wallingford	Main	
Neelam Joseph	Fairfield County	Main	✓
Linda Kerr	Central	Main	✓
David Lang	Southeast	Main	✓
Maria Laporto	Greater New Haven	Main	✓
Adam Layton	Waterbury/Litchfield	Alternate	
Avery Lenhart	Northeast	Main	✓
Phillip Lysiak	Central	Alternate	
Karen Mahar	Fairfield County	Alternate	✓
Matthew Morgan	Greater Hartford	Main	
Gabrielle Padilla	Waterbury/Litchfield	Alternate	
Bri Pierscinski	Waterbury/Litchfield	Main	
Suzy Rivera	Central	Main	✓
Maria Satterwhite-Porpora	Fairfield County	Alternate	
Trisha Shah	Southeast	Main	
Lauren Zimmermann	Fairfield County	Main	✓

### Other Attendees Present:

	Name	Organization
✓	Sarah Guy	New Reach
✓	Jim Bombaci	Nutmeg
✓	Lisa Quach	Greater Hartford
✓	Velma George	City of New Haven
✓	Dan Shetler	Columbus House
✓	Radhika Potluri	Columbus House
✓	Caroline Perez	MMW CAN
✓	Alison Champlain	City of New Haven

## Welcome and Introductions

### 1. October Minutes – Crane Cesario

- Motion to approve min: Karen Mahar
  - Seconded: Suzy Rivera
  - All in favor, no abstentions.

### 2. HMIS SC Structure

- This is an older topic, updated for the group today. The decision to move from a sub-CoC to CAN structure for HMIS Steering membership was made. Review voting from last meeting. Each CAN will have two voting members, and two alternates. All CT HMIS Steering Committee Reps, please make sure you have alternates for your area for committee meeting attendance coverage and to make sure community providers can stay up to date on issues and decisions.

### 3. HMIS Upgrade and Known Issues

- A Challenging upgrade, most known issues have been resolved, major lingering items:
  - Emergency shelter check ins (changed reference point for dates during check in process resulting in false positives for errors), Nutmeg has been manually editing as stop gap until resolved at CaseWorthy level
  - Already submitted tickets are being worked on
  - Crane raised DV issue for small PH project – not a system issue, reminder that subsequent HUD data standards result in issues with providers retroactively ensuring data completeness
  - Windham raised issue about program enrollment – tabled for offline follow up
  - Positive: single user access piloted, rollout likely soon

### 4. AHAR

- Nutmeg reports that everything accepted by HUD, smoother year than years prior (likely due to required fields)

### 5. Project Merges, New Projects, Expired Projects, Project Funding (HUD grant ID's example) – Nutmeg

- AHAR and PIT implications, notify Nutmeg as soon as possible project merge identified, information would then be merged for housing inventory meaning providers would only submit once for PIT. Nutmeg staff should be notified of new project as soon as possible so new project setup sheet can be sent, expedites set up. Notification all via helpdesk ticket.
  - Crane reminds group that merging projects can have staffing / admin implications, especially for large scale projects.

- Question posed about responsibility of notifying helpdesk when provider is subcontractor (e.g. DOH or DMHAS is recipient). Nutmeg recommends that providers still submit helpdesk ticket to ensure Nutmeg is notified – and include funder in notice.
- HMIS Steering strongly encourages providers to include grant ID number and name when communicating with Nutmeg for naming convention, organization, etc.

## **6. ES data collection – remove or keep Non-Cash and Health Insurance assessments**

- HUD no longer requires non-cash and health insurance assessments. Providers have reported to Nutmeg a request to keep those elements. Keeping these would require a deviation from CaseWorthy baseline, meaning any subsequent HUD data standard changes would require that Nutmeg staff “re-add” these fields back into assessments. Suggestion to keep for one year and look at usage to reassess. Field would remain required so usage would remain at 100%. Determining factor is usage (e.g. funder requirement, grant writing, etc). Recommended to carry it forward, as is. Has been deactivated for a period of time, so committee recommends reactivating immediately to prevent significant gaps in data completeness. Recommendation that funders notify providers / acknowledge data incompleteness during reporting.
  - Motion (Karen Mahar): keep non-cash benefits and health insurance as part of emergency shelter intake until next data standard upgrade, and will assess any financial implication at that point
  - Second: Linda Kerr
  - All in favor – no abstentions

## **7. Release Bin Update**

- 17 requests since February, 2017, 2 completed, 4 accepted but not completed, balance need more information or completed technical review
- Seems to be backlog since May
- Many changes were put on hold due to data standard upgrade, Crane will check in with Jackie
- Appeal for Release Bin Committee volunteers. No takers.

## **8. CT HMIS Trainings and Webinars**

- Reports webinars sparsely attended. Webinars are recorded and available on CT HMIS website. Recommended to sort them by subject matter versus date completed to make them more accessible to users.

## **9. CT HMIS ROI**

- This is an issue that was raised in monitoring review but looks to be an old issue from previous ROI version. We’re looking at updating the process for interagency releases, such

as CCT releases, to be added to the process and supplement the CAN ROI, for communities that need this additional coverage. More information to follow on this secondary release as it becomes available.

## 10. Data Request Committee

- We had one request come in from CHC that was requesting data to match to EHRs in their system. The request was denied because of the use of HMIS data. The group reconvened with a revised request and conditionally approved it with some revisions and restrictions on the use of the data – limiting it to only aggregate use. They will report back on volume of overlap to HMIS Steering for advocacy / coordination purposes. Appeal for volunteers to participate in process moving forward.

## 11. PIT Update

- The HIC process has wrapped up for the most part. The CT Coalition Against Domestic Violence is going to be playing an increased role in the data collection from the DV projects on the night of the PIT. Regional Coordinators are picking block groups for canvassing and we'll be working on the small maps for volunteers in the week between Christmas and New Years. Nutmeg reports inclusion of funder type/funding information in HMIS, which will populate into PIT database. HUD is requiring all projects be in HMIS, regardless of whether or not they use HMIS. Created new Org "PIT 2018" where projects that are non-HMIS participating are entered under to reduce provider confusion and possible unintentional errors.

## 12. Data Quality Plan

- We've had little progress with this committee with only one HMIS SC member volunteering to be part of the group. We are seeking five total people to commit some time to this project in the first month of the New Year so we can have a more polished product to bring to the full HMIS Steering Committee for the February meeting.
  - Volunteers: Karen, Suzy, Linda, Caroline, Radhika
  - Email comments to Crane and Brian, Brian will send out a doodle poll to schedule a virtual meeting for January, 2018

## 13. New Business

- None

## 14. Next Meeting(s)

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

- 2/9/18 – TBD
- 4/13/18 – TBD
- 6/8/18 – TBD