

CT HMIS Steering Committee – Meeting Minutes
 Friday, February 9th, 2018 – 1:00-3:00
 CVH – Page Hall – Room 213 – Middletown

ATTENDEES

HMIS SC Member	CAN	Voting	Present
Diane Albini	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
✓	Brian Roccapiore	CCEH
✓	Jackie Janosko	CCEH
✓	Kate Chamberlin	CCEH
✓	Russ Cormier	Nutmeg
✓	Jim Bombaci	Nutmeg
✓	Lisa Quach	Journey Home
✓	Fred Morton	DMHAS

Welcome and Introductions

1. December Minutes – Crane Cesario

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

2. CT HMIS Funding Update – CCEH / Crane Cesario

- This is a standing agenda item to keep the committee updated. Letters will be going out to all agencies for the FY19 CT HMIS fees that will be due in July. This year ODFC agencies are included.
- Reminder that grantees can use HUD funding by assigning budget items for HMIS expenses

3. HMIS Upgrade and Known Issues – Nutmeg

- HOPWA services matching known issue
- APR – table 23 for exit destinations – percentages are off – ticket is open with CaseWorthy
- APR mean and median time calculation is also off – ticket is open with CaseWorthy
- APR evaluations have generated some issues – many were user related.
- Emergency Shelters service mismatch on SUR
- 7-9am on 2/19/18 (President’s Day holiday) the system will be down – notices to be emailed

4. Reports webinar / CTHMIS.com tools reminder – Nutmeg

- Email goes out to all users monthly about the reports webinar – still very lightly attended
- Recordings are available on cthmis.com
- Resource to provide 1:1 attention in troubleshooting your own reports

5. Anonymous Clients & ROI – Nutmeg

- Multiple tickets have been submitted with questions about this issue
- Clients can go in as anonymous, but it is to the clients benefit to be fully into the system
- Conversations need to happen at the agency level about the benefits and process
- If a client starts as anonymous, then decides to be identified the user can update the demographics screen and continue to work with the client under their real name

6. Virus software / Security Maintenance – Nutmeg

- If a virus is identified, please contact the helpdesk
- Reminder to follow internal IT protocols for virus protection: do not open / reply!

7. Release Bin Update – Nutmeg / CCEH

- This is the process to add system enhancements and functionality to HMIS
- 17 projects are currently in the release bin
- 2 rejected, 6 completed, 6 are in progress, 2 are with CaseWorthy, 1 will be reviewed after this meeting

8. CAN ROI – Lauren Zimmermann

- Working with the multiple interagency releases to see if there was an opportunity to standardize the release
- In order to proceed with standardization, need to consult with legal entities who approved the local releases – very time consuming, and may have little benefit at this time.
- Question: is this a process that we need to continue to work on?
- Consensus – not a valuable process to continue pursuing

9. Data Dashboard Project Update – Lauren Zimmermann

- ODFC had additional HUD funds working with Nutmeg / CCEH / Columbus House to create a new version of data dashboards
- Creating a wide variety of dashboard based on projects types that will be widely available.
- Not PII will be available in the outward facing dashboard
- Nutmeg stated developing it in early January – Alpha testing begins next week

10. Data Request Committee – CCEH

- Two requests since the last meeting.
- First to refresh the data for the SWAP analysis from DOH. Recommended 2nd instance of previously approved request.
- Second from CHC who requested HMIS data to assess the scope of overlap between Person-Centered Medical Home program targeted clients, and residents of Connecticut who have experienced homelessness. This was reviewed twice by subcommittee for corrections – now recommended
- Both requests approved by SC.

11. PIT Update – CCEH

- PIT has happened – most agencies have entered their data.
- Emails will be coming from CCEH and/or CoCs to assist in data collection efforts
- CT Coalition Against Domestic Violence is managing DV data centrally
- PIT report will be out at the end of April / early May

12. Data Quality Plan - CCEH

- Another small subcommittee – met to talk about HUD required data quality plan
- Crane reviewed the draft: it is very well written. Needs some minor updating and consensus on time frames, based on this steering committee's recommendations.
- Need to bring a document to the next HMIS SC meeting once revisions are made to include the CAN structures in CT.
- HUD is pushing for real time data entry.

- Data timeliness: Need input on data timeliness standards for street outreach projects.
- Discussion: we will aim to have ready before next CT BOS Meeting and in advance of our next meeting.

13. Mailgate / State access to data – DOH / CCEH

- From Beau Anderson: I am requesting approval to use the State of Connecticut’s Secure Email system (MailGate) to share files containing HMIS client data with authorized recipients who are not permitted to utilize TrueCrypt (for online, encrypted sharing via Dropbox) or USB Flash Drives (for in-person, physical data transfers). This is information that is compiled from multiple HMIS exports for easy client record updating, sometimes by special request from authorized users or agencies, but most frequently as part of a monthly technical assistance effort that facilitates maintenance of the By Name List. If approved, the data would only be shared to users who specifically request to receive it in that format who are unable to install TrueCrypt. Information about MailGate is attached, and I have highlighted some relevant details below:
- Once logged into MailGate to receive the message with attachment, users cannot forward the message from within MailGate except to other ct.gov email addresses
- All mail is deleted after 30 days
- MailGate user accounts are disabled after 30 days of inactivity, and deleted after 60 days of inactivity
- Decision to allow sharing through mailgate in the limited circumstances outlined by Beau

14. Diversion Projects in HMIS – CCEH

- Mercy Housing in Hartford started with a diversion project type
- Going to open it up to everyone in the state
- Small group formed of CCEH/DOH/CAN representatives/Nutmeg to review functionality
- Anyone welcome to be part of the group – which will be meeting 2/22.

15. New Business

- CCEH ATI is coming in May – request for proposals is out now.
- ROI has an option to include / exclude children from the release – the hard copy of the ROI does not match the system.
 - Current system involves a hard copy release per child
 - Will review and discuss the at the next meeting
- Need to update the Spanish ROI revision date to match the English version: no other changes have been made.

16. Next Meeting(s)

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

- 4/13/18 – UWGNH – 370 James Street in New Haven – 1-3:00
- 6/8/18 – CVH – Page Hall – Room 213 – Middletown – 1-3:00
- 8/10/18 - UWGNH – 370 James Street in New Haven – 10-12:00