CT HMIS Steering Committee – Meeting Minutes
Friday, April 13th, 2018 – 1:00-3:00
United Way of Greater New Haven – 370 James Street – New Haven

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 Roccapriore	CCEH
✓	Jackie Janosko	CCEH
✓	Kate Chamberlin	CCEH
✓	Russ Cormier	Nutmeg
✓	Jim Bombaci	Nutmeg
✓	Michael Apotsos	CCEH
✓	Pamela Ralston	CCEH / ODFC
✓	Sarah Guy	New Reach
✓	Velma George	City of New Haven
✓	Radhika P	Columbus House
✓	Dan Shetler	Columbus House
✓	Alison Champlain	City of New Haven

Welcome and Introductions

1. February Minutes – Crane Cesario

- Correct Dave Lang's name on first page.
- Motion to approve min: Dave Lang
    o Seconded: Linda Kerr
    o All in favor, no abstentions.

2. CT HMIS Funding Update – CCEH / Crane Cesario

- This is a standing agenda item to keep the committee updated. Advance notice 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 Known Issues – Nutmeg

- PATH report is the only currently known issue. CaseWorthy is aware, and is working to remedy the problem.
- Client merge is still not ready for deployment
- Single login, has gone through users with the last name A-E to merge all of their CT HMIS logins to one single login.

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

- Nutmeg has been recording all reports webinars – they are posted on www.cthmis.com, and are regularly reviewed on the monthly HDC calls.

5. Release Bin Update – CCEH / Nutmeg

- Met after the last CT HMIS SC.
- 8 projects have been completed, 2 rejected, 2 are awaiting review, and several are under technical review.
- Will be meeting again in the next month.
- Discussion: how the "Is there funding available for this modification?"
    o Release bin will review the labeling of the question, and will come back with the modifications at the next CT HMIS SC meeting.

6. Data Dashboard Project Update – Lauren Zimmermann

- Ongoing project building publicly available data dashboards for performance data across program types.
- The implementation of the alternate data access is up and running.
- There will be a workshop at CCEH's ATI featuring a first look at the dashboard project.

7. Duplicate Clients – Beau Anderson

- Issue of clients having multiple HMIS IDs in the system.
- CaseWorthy has been promising a fix for multiple years
- Users should still submit duplicates to the helpdesk.
- Discussion: Are there alternate solutions?
o Nutmeg has put together their own potential fix for the problem, and brought it to CaseWorthy. CaseWorthy did not decide to pursue that option.
- Discussion: Beau's handout for stopping duplicates before they are created.
o The current client search feature works well for finding clients, but does not do enough to stop the creation of a new client.
o Proposed addition – adding instructional text to the top.
- Discussion: Request to have the document that identified duplicates in the system again. CCEH will produce the report.
- Discussion: Changing the text of the button from "This is a New Client" to "No matching client found".
- Discussion: Implement a system to have users to select all matching names before they are able to create a new client.
    - Request to adopt Beau's two changes
    - Motion: Karen
    - Second: Stacey
    - All in favor, no abstentions

8. Data Request Committee – CCEH
- Two requests:
- Westat: To evaluate the effectiveness of the YHDP program.
- OEC: The State of Connecticut Office of Early Childhood (OEC) is requested HMIS data to evaluate the extent to which children in families who have experienced homelessness succeed in accessing OEC home visiting services and supports.

9. PIT Update – CCEH

- PIT is almost complete – data is being finalized.
- CoCs have their numbers and are reviewing.
- Data is on track for HDX submission by the 30th.

10. Data Quality Plan – CCEH
- Data Quality subgroup finalized their plan.
- CT HMIS SC members are asked to take back to their communities for a final approval at the next CT HMIS SC.
- Feedback is requested by Friday May 11th.
- CCEH will send out an individual notice after this meeting with the reminder about reviewing the DQ plan.

11. Diversion Projects in HMIS update – CCEH / Nutmeg

- Diversion projects are modeled after the Mercy Housing program
- Outreach to the CANs has taken place to see how many users will be accessing this project type, and by how much.
- Projects will be available for CAN use in the next several weeks.

12. HMIS Alternate Reporting Access – CCEH / Nutmeg

- Creation of the ability to access the underlying data is now available, handout distributed.
- Is there a way to disentangle the training from the package:
- o It's a piece of the package based on the higher level of support needed to maintain the environment.
- Can users pay for multi-years at one?
- o Yes
- Is there a way to refresh the data in real time?
- o Not in real time, currently it refreshes once a day. System is designed as an analytic reporting tool.
- Is report logic available?
- o Not in this environment, but they can be provided.
- If there are multiple agencies that opt into this, suggest that they are connected and have the ability to meet regularly.

13. Updating HMIS Front Page Dashboard – CCEH / Nutmeg

- Discussion to modify what information is contained on the front page when looking up a client in HMIS.
  - o Timeline of what programs and when – enrollment history. Open and most recent four enrollments.
  - o BNL Status
  - o Recent services in the system.
  - o The dashboards can vary by the role in the system, example ES can show dashboard A while CAN could display dashboard B.
  - o ROI status.
  - o Brian can provide some examples when sending out to communities

14. CT HMIS recommended improvements – Crane Cesario

- Statewide CAN leadership asked to provide a letter of reference to the state to continue to run CT HMIS for the state. Portion of the last CAN meeting was set aside for improvements to HMIS that people are looking for.
- Questions at hand:
- o Increasing data sharing capabilities
- o Decentralized user training and DQ management. Noted that training and train the trainer capacity has increased and is available.
- o Expand HMIS to include strategic planning and including long term system goals to improve DQ and system ease of use.
- Discussion: CT HMIS is more of an operations level group, and needs to be more strategic.

- Volunteer for the subgroup: Lauren Zimmermann, Dan Shetler, Russ Cormier, Brian Roccapriore, Stacy Hooker, Beau Anderson, and Jim Bombaci.
- Need to focus on the group being solution oriented.

15. New Business
- Data integration grant – data transfer between HOPWA providers and Ryan White providers that project is getting ready to go live / pilot in the next few weeks. CaseWorthy and Careware will be able to communicate between the two systems.
- CaseWorthy has changed their update schedule from a yearly update to a monthly schedule starting this month. Impact to end users: there will be a short amount of system downtime monthly, and more testing time will be needed by the Numteg staff.
- CCEH ATI is taking place on May 17th.

16. Next Meeting(s)

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

- 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