

## CT HMIS Steering Committee – Meeting Minutes

Friday, June 6<sup>th</sup>, 2018 – 1:00-3:00

CVH – Page Hall – Room 213 – Middletown, CT

### ATTENDEES

CT 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
✓	Lisa Quach	Journey Home

## Welcome and Introductions

### 1. April Minutes – Crane Cesario

- Motion to approve min: 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. FFC had additional HMIS funds, which needed to be expended by the end of the FFY which enhanced the system through the creation of the second instance of CT HMIS. Due to the influx of funds, the ODFC CT HMIS providers will not be assessed a fee for the upcoming year.

### 3. CT HMIS Known Issues – Nutmeg

- Two big issues: 5/31 issue with exiting (resolved in a few days), 6/6-6/7 issue with enrollments that has been resolved.
- DMHAS / PATH work – DDAP upload is having issues with visibility after the latest CaseWorthy update.
- Approvers for financial service requests – some users are experiencing visibility issues.
- SSVF – exit destinations are not populating once data is uploaded into the VA repository. Working with the VA to identify the source of the error.
- PATH report – work being done and it is functioning correctly for the 2018 version of the report.
- Single login is complete for all users.
- HDC call: change for municipal CAPER report, New Haven / Bridgeport / Hartford will need to communicate with their agencies to run their reports.
- APR uploads: Common error message – HoH mismatch. Will review on HDC call with a relatively simple fix. All HDC calls are recorded and uploaded to [www.cthmis.com](http://www.cthmis.com) and are emailed after the call takes place.

### 4. Release Bin Update – CCEH / Nutmeg

- Status of items:
  - 10 completed projects
  - 3 accepted and in the pipeline to be worked on
  - 7 rejected (4 were duplicate requests)
  - More projects are back to the requestor for more information
  - Case notes are not shared by default, request is for case notes within the Coordinated Access Organization to default to shared.
  - Request for training around proper case notes.
    - Discussion.

- Motion to approve moving the Case Note default for just the Coordinated Access Organization in CT HMIS, release bin group will refine language around case note template, and a notice to all users before the change is made.
- Brian will review with 211 to get their approval.
- Motion is tabled to the next meeting.
- CT HMIS SC will craft a message and will distribute to CAN leadership.

## **5. Data Dashboard Project Update – Lauren Zimmermann**

- Review of dashboard history.
- A preview was shown at the ATI.
- If anyone wants to preview and provide feedback, they should contact Lauren.

## **6. CT HMIS Alternate Reporting Access – CCEH**

- Is available now to all CT HMIS projects with row level security.
- Brian will distribute one sheet with minutes for SC members to distribute in their CANs.

## **7. CT HMIS Ease of use workgroup – Lauren Zimmermann – CCEH**

- Group met last month – review of large issues for further exploration.
- Items reviewed:
  - Access to data (resolved with alternate data access project)
  - Training, and orgs with QA infrastructure can help train their own users on additional project types after initial training.
  - Increase data quality by decentralizing administrative access
  - Naming conventions
  - Data entry verifications
  - Improved system logic
  - Decoupling the housing and service enrollments – track entry / exit for services and housing separately.
  - Referrals and services plans to align with funder requirements
  - Additional data to collect beyond what the funders require
  - System “warm handoffs”
  - Clarification around governance process around CT HMIS
  - Further conversation around mechanisms for clients to enter their own data / make things faster at the front end.
  - Further conversation around the duplicate check, and making sure the system looks for first / last name being reversed in the system.

## **8. Data Quality Plan – CCEH**

- Ready to vote on the data quality plan.
- Motion to approve: Karen Mahar
- Second: Nancy Cannavo
- All in favor, no abstentions.

## **9. Diversion projects in CT HMIS update – CCEH / Nutmeg**

- Webinar took place last month, and projects are available.
- CAN managers Kara and Leigh are going to be working with the CANs to identify users needing access and support rollout

## **10. Updating CT HMIS Front Page Dashboard – CCEH / Nutmeg**

- Open enrollments
- BNL Status
- List of possible duplicate IDs
- Latest VI-SPDAT Score / assessment type / date.
- Recent services – date of last service and what it was.
- ROI Status
- Alert is the client is a sub-population (Vet / Youth)
- Additional request to add the VI-SPDAT score to the “Client status on BNL” screen.
- Managerial tools for checking on clients who need assessments – Meredith Damboise will provide an example.
- Brian will mock up what this will look like, with explanations as to why this is important, and bring to the July “ease of use” workgroup.

## **11. Duplicate Report – CCEH**

- Request to have a percentage of total clients in the organization.
- Request to have this report as a managerial tool within CT HMIS.
- Individual organizations who want a list of usernames creating duplicates should contact Brian Roccapriore.
- Merge requests should still be sent to the helpdesk – Nutmeg is alpha testing their own client merge today.

## **12. PATH Reporting – Maria Laporto**

- SAMHSA has requirements for data collection – enter client at first contact into CT HMIS, then engagement, enrollment, and exit. Focus on data collection for pre-enrolled clients until they are ready to engage in the program.
- Client ROI doesn’t allow an option for anonymous client entry.
- Smaller group will review and bring back to the SC.

## **13. New Business**

- None

## **14. Next Meeting(s)**

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

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