

CT HMIS Steering Committee – Meeting Minutes
 Friday, August 10, 2018 – 10:00-12:00
 CVH – Page Hall – Room 213 – Middletown, CT

ATTENDEES

HMIS SC Member	CAN	Voting	Present
Diane Albini	Waterbury/Litchfield	Main	✓
Beau Anderson	Northeast	Alternate	
Lisa Callahan	Meriden/Middlesex/Wallingford	Main	✓
Deanna Becivengo	Meriden/Middlesex/Wallingford	Alternate	
Nancy Cannavo	Waterbury/Litchfield	Main	✓
Crane Cesario	Greater Hartford	Main	✓
Brenda Coutu	Northeast	Main	
Meredith Damboise	Greater New Haven	Main	✓
David Gonzalez-Rice	Southeast	Alternate	
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	
Leanne Parent	Meriden/Middlesex/Wallingford	Alternate	
Bri Pierscinski	Waterbury/Litchfield	Alternate	✓
Radhika Potluri	Greater New Haven	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
✓	Tachica Murray	Nutmeg
✓	Michael Apotsos	CCEH
✓	Dan Shetler	Columbus House
✓	Melanie Gonzalez	New Reach
✓	Velma George	City of New Haven
✓	Gabrielle Padilla	Waterbury/Litchfield

Welcome and Introductions

1. June Minutes – Crane Cesario

- Update to correct date.
- Motion to approve min: Stacey Hooker
 - Seconded: Meredith Damboise
 - All in favor, no abstentions.

2. CT HMIS Funding Update – Crane Cesario

- This is a standing agenda item to keep the committee updated. Letters have gone out last week. In FY2019, two percent of the budget will come from agency fees – previously it was seven percent.

3. CT HMIS Roles – CCEH

- Role of CT HMIS Steering Committee is to bring info from CT HMIS back to their communities.
- Additional opportunity for HMIS SC representatives to help their communities by informing them of what resources exist for HMIS.

4. HMIS Known Issues / Updates / Client Merge – Nutmeg

- Check in screen – display issue that is causing users to think that check ins are not being saved in the system. Information is being saved, but it is not displaying properly. Issue has been escalated to CaseWorthy.
- Timeline for mergers: Brian will research with Nutmeg and have a timeline available for the next steering committee meeting.
- Another client duplicate generator report will be available at the next CT HMIS SC meeting.

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

- Reminder that the reports webinar exists – and is an underutilized resource.
- Reports webinars are posted on cthmis.com – available to all users
- Trainings are posted three months in advance
- Conversation:
 - make the webinars be specific to a particular report (APR/SUR/etc) so more people will watch recordings instead of a general reports webinar.
 - have a link to the reports webinar in the reply to all helpdesk tickets to increase attendance
 - have attendance of the reports webinar be an annual requirement of the CoCs

6. Case Note Deletion by Organizations – Nutmeg / CCEH

- Currently only CT HMIS System Administrator can delete case notes
- Question came up about how organizations can gain access to delete their own case notes, without going to the helpdesk.
- Conversation: How to vet organizations / users who would be granted the access to be able to delete case notes in the system.
- Next steps: Brian will draft a revised case note deletion policy to approve an organization and user, will send to the HMIS SC next month for review.

7. Scan card options in CT HMIS – Nutmeg

- This was an issue at the ease of use workgroup as a means to simplify data entry
- CCEH will be providing an overview of supplies and costs necessary to make it happen

8. Release Bin Update – CCEH / Nutmeg

- Status of items:
 - 22 projects
 - 6 active
 - Newest project was completed yesterday – adding link to HMIS for submitting a helpdesk ticket
 - CAN leadership – tracking time homeless screen should be complete in 1-2 weeks
 - HOPWA provider waitlist functionality webinars are out on Tuesday
 - Due diligence report in CA is complete, but is being vetted by DOH CAN managers
 - Case notes defaulting to shared for CA network. No further conversation – the coordinated access networks.

9. CT HMIS Alternate Reporting Access – CCEH

- Reminder that access to the alternate reporting access is available, and was attached to the packet for this meeting.

10. Data Dashboard Project Update – Lauren Zimmermann

- Spoke about the dashboards at the last meeting.
- Lauren demonstrated the emergency shelter performance dashboard
- Anticipated launch for the dashboard is the week after Labor Day, 2018

11. Updates to Coordinated Entry in CT HMIS – CCEH

- Current system is built on the “reservation system”
- New HUD requirements and advancement of technology
- Start planning process in October of 2018, launch in Q2 of 2019
- Anyone looking to volunteer to be a part of the process should contact Brian Roccapiore

12. CT HMIS Ease of use workgroup – Lauren Zimmermann

- Group has met 2-3 times to bring together way that the system could be improved through technology and process
- Time limited group. Next meeting will be setting action items on how to move forward, and then sunset the group.

13. CAN ROI – Crane Cesario

- Additional authorization from the CCAN (Central Coordinated Access Network) that allows the CAN to talk to multiple systems about the needs of the clients. Greater Hartford CAN has drafted a similar addendum.

14. PSC Request for CT HMIS Access – Crane Cesario

- Partnership for Strong Communities has requested access to HMIS. HMIS SC leadership has drafted a letter explaining the federal guidelines about access to data and providing alternatives.
- Access will be provided through the new dashboard project for general access to data, specific requests will be done through CCEH

15. Data and Estimated Needs Group - CCEH

- New iteration of the DEN group that will meet bi-monthly – will look more at the overall vision and direction of the data systems in CT. Official name of the group will be E-DEN (Executive Data and Estimated Needs)
- Request to look at revamping the release of information to include the ability to match clients for additional services in other systems such as healthcare

16. CAN Satisfaction Survey – CCEH

- From Beau Anderson at the Department of Housing: As part of our system wide effort to comply with the HUD Coordinated Entry requirements, a CAN Leadership Policy Writing group was formed. In addition to writing and revising policies, this group is also developing surveys to satisfy the evaluation requirements. Three surveys are currently in the works, and will be written, programmed, tested, fielded, and analyzed in the following order:
 - A) Partner Survey – will be an online, self-administered survey sent to staff at all participating providers beginning in Fall 2018, and repeated annually. (10-15 minute survey length)
 - B) CoC Participant Survey – will be an online, self-administered survey sent to adults enrolled in RRH and PSH projects for in the past 31-120 days, sent out on a rolling basis (monthly to all new enrollees entering the period and non-respondents from prior periods, 5-10 minute survey length).
 - C) Coordinated Access Survey – will be an online, self-administered survey sent to adults who scheduled a CAN appointment, 8-14 days after that appointment date, beginning in early 2019 and sent out on a rolling basis (weekly, 5 minute survey length)

- For surveys B and C, a formal data request to CT HMIS SC for contact information to be used for this purpose will be forthcoming. New training materials, webinar, or other communications will be created and shared to emphasize the importance of collecting e-mail addresses at project entry. We will also make available alternate methods of completing the survey, but options may be limited based on time and cost constraints, at least in the near term.

17. 2019 PIT Update – CCEH

- Started the regional coordinator recruiting earlier this year to allow as much time for regional coordination as possible (earlier recruitment of volunteers, etc)
- There will be a kick off meeting on 9/19 (tentative)
- Mobile app survey will be done again this year

18. New Business

- New DQ plan will be distributed with the minutes of this meeting.
- Suggestion to move CT HMIS SC to a standing 10-12 meeting instead of 1-3
- Instead of the blank helpdesk ticket email, have cthmis.com have a form that might help prompt people to fill out the proper information

19. Next Meeting(s) – times are subject to change based on the new business discussion

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

- 10/12/18 – CVH – Page Hall Room 213 – 1-3:00
- 12/14/18 – United Way of Greater New Haven - 1-3:00
- 2/8/19 – CVH – Page Hall Room 213 – 1-3:00