

CT HMIS Steering Committee – Meeting Minutes
 Friday, October 12, 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 | ✓ |
| 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 | |
| Lisa Quach | Greater Hartford | 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 |
| ✓ | Jim Bombaci | Nutmeg Consulting |
| ✓ | Lisa Callahan | DMHAS |
| ✓ | Russ Cormier | Nutmeg |
| ✓ | Dan Shetler | Columbus House |

Welcome and Introductions

1. August Minutes – Lauren Zimmermann

- Lisa Callahan no longer the MMW representative.
- Motion to approve min: Suzy Rivera
 - Seconded: Neelam Joseph
 - All in favor, no abstentions.

2. CT HMIS SC 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.

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

- Client merge is now active – merges have started.
- This version of the merge is the one that Nutmeg wrote, and we are still waiting on the CaseWorthy version.
- When a merge happens, all organizations will be alerted via email that the merge has taken place.
- The “surviving ID” will be the one that has the most recent CAN enrollment
- Merges will take place from the most recent tickets, and working backwards
- Working on a web form for merges, to keep the requests consistent
- LSA / formerly AHAR – submissions are able to be tested on 10/31. Testing on our system will begin soon – notices on the LSA cleanup will be going out soon. HUD has changed the programming on the report, and CaseWorthy is working on them now. The current deadline for the LSA upload is 11/30.

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

- Reports webinars are open, and previous ones are recorded.
- CTHMIS.com has guides for users data entry assistance.
- CAPER reports have been modified recently.
- APR / PATH reports have recently been updated.
- Cthmis.com has a known issues section that is linked directly to Nutmeg’s ticketing system – users can go there to see if there issue before submitting a ticket.

5. Release Bin Update – Nutmeg / CCEH

- Proposed shared templates for 211 and CAN case notes – handout.
- Communities will take back and review, and will discuss at the next meeting.

6. Update to Coordinated Entry in HMIS – Nutmeg / CCEH

- Thursday 10/18/18 – meeting at CVH in room 212.
- 90 minute meeting to figure out how we are going to move forward.
- Potential agenda:
 - 10 min walkthrough 211 through generating BNL
 - Review troublesome areas
 - Review HUD CE requirements
 - Plan next steps

7. Data Dashboard Project Update – Lauren Zimmermann

- Dashboards are live on ctcanada.org
- Use the next month for projects to go in and test / clean up their data
- Notify Lauren if there are any inconsistencies from your expectations of your data, and what is shown in the dashboards
- Please take the survey at the top of the screen to provide feedback on the dashboards
- Old outreach data was systematically cleaned up by Nutmeg.

8. CT HMIS Ease of Use Workgroup – Lauren Zimmermann

- Subgroup of this group to make HMIS easier to use.
- Helped to generate good conversation, and system improvement.
- The group has been sunset.

9. ROI Update – CCEH

- Strike the print name, since it already appears on top.
- Add line to include children in the household – add bullet to include minor children.
- Add revision date.
- Vote: Nancy Cannavo
- Seconded: Neelam Jospeh
- No abstentions

10. CT HMIS Project Naming Convention – CCEH

- Project Name – Org Name – (Project Type) – (Pop Served) – Grant number
- Brian will get a list from Nutmeg, distribute by CAN.

11. Executive Data and Estimated Needs Group – Beau Anderson

- First meeting was in August – group will meet monthly
- Group with data experts and statewide decision makers
- Group is in beginning stages and is setting priorities
- CTCANdata.org – home of the performance dashboards
- Additional materials will be added to the site going forward

12. CAN Satisfaction Survey – Beau Anderson

- Evaluation requirement from HUD.
- Plan is to put out three surveys, CT HMIS SC will be engaged for a data request for the second and third surveys (CoC projects, and Coordinated Entry).

13.2019 PIT Update – CCEH

- PIT is up and running – the PIT kick off took place last month.
- HUD has not yet released their data collection guidance.
- Maps are printed and will be distributed ASAP to regions.

14. New Business

- Email just went out from Nutmeg about a “view only” role in CT HMIS.

15.Next Meeting(s)

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

- 12/13/18 – CVH – Page Hall Room 213 – 10-12:00
- 2/8/19 – CVH – Page Hall Room 213 – 10-12:00