CT HMIS Steering Committee – Meeting Minutes
Thursday December 13, 2018 – 10:00-12:00
CVH – Page Hall – Room 213 – Middletown, CT

ATTENDEES

<table>
<thead>
<tr>
<th>HMIS SC Member</th>
<th>CAN</th>
<th>Voting</th>
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<tbody>
<tr>
<td>Diane Albini</td>
<td>Waterbury/Litchfield</td>
<td>Main</td>
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<tr>
<td>Beau Anderson</td>
<td>Northeast</td>
<td>Alternate</td>
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<tr>
<td>Nancy Cannavo</td>
<td>Waterbury/Litchfield</td>
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<tr>
<td>Crane Cesario</td>
<td>Greater Hartford</td>
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<td>Brenda Coutu</td>
<td>Northeast</td>
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<td>Meredith Damboise</td>
<td>Greater New Haven</td>
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<td>Stacy Hooker</td>
<td>Meriden/Middlesex/Wallingford</td>
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<td>Neelam Joseph</td>
<td>Fairfield County</td>
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<td>Linda Kerr</td>
<td>Central</td>
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<tr>
<td>David Lang</td>
<td>Southeast</td>
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<tr>
<td>Maria Laporto</td>
<td>Greater New Haven</td>
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<td>Adam Layton</td>
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<td>Avery Lenhart</td>
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<td>Phillip Lysiak</td>
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<td>Karen Mahar</td>
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<td>Matthew Morgan</td>
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<td>Gabrielle Padilla</td>
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<td>Bri Pierscinski</td>
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<td>Radhika Potluri</td>
<td>Greater New Haven</td>
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<td>Lisa Quach</td>
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<tr>
<td>Suzy Rivera</td>
<td>Central</td>
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<td>Maria Satterwhite-Porpora</td>
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<td>Trisha Shah</td>
<td>Southeast</td>
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<tr>
<td>Lauren Zimmermann</td>
<td>Fairfield County</td>
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Other Attendees Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
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<tbody>
<tr>
<td>✓ Brian Roccapriore</td>
<td>CCEH</td>
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<tr>
<td>✓ Jackie Janosko</td>
<td>CCEH</td>
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<tr>
<td>✓ Jim Bombaci</td>
<td>Nutmeg Consulting</td>
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<tr>
<td>✓ Lisa Callahan</td>
<td>DMHAS</td>
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<tr>
<td>✓ Russ Cormier</td>
<td>Nutmeg</td>
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<tr>
<td>✓ Dan Shetler</td>
<td>Columbus House</td>
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1. October Minutes – Crane Cesario
   • Motion to approve: David Lang
     o Seconded: Suzy Rivera
     o All in favor, no abstentions:

2. Nutmeg Updates:
   • CT HMIS Known Issues:
     o Bulletin Board always updated in CT HMIS
     o ROI has been updated with the option to enter an anonymous client
     o PATH reports have been updated
     o Automatic cleanup happening with PATH – there are a large number of records that are over 1 year with no services, those records are being exited.
   • LSA
     o Another submission tomorrow 12/14
     o Bed and unit information has been added to the submission
     o Currently there is no detail report to help identify issues – working with CaseWorthy to create one
   • Client Merge
     o Client merge is still operational. Working through the backlog of tickets, starting with the newest.
   • AMI
     o Two options for AMI updates:
       ▪ 1. Financial assessment table – AMI can be removed (AMI for SSVF and HOPWA are not calculated from this table).
       ▪ 2. HUD provides a statewide AMI value – and we could move from baseline HMIS to update CaseWorthy with that.
     o Brian will work with Jim to send an email to the CT HMIS SC to distribute to their regions, including recommendations - with an expected response date of January 18th.
   • DMHAS Data Collection
     o Data collection for non-treatment programs – changing the minimum data collection. Diagnosis and substance abuse assessment data are going to be collected.
   • Reports Webinar / CTHMIS.com tools reminder
     o Reminder that there is a monthly CT HMIS reports webinar. Next webinar is 12/20.
   • YHDP
     o Make sure DOAs are being submitted.

3. Release Bin Update – Nutmeg / CCEH
   • Release bin will be meeting in early January.
   • Many submissions were bug fixes, which were quickly updated by Nutmeg.
   • Several projects are under review.

4. Case Note Template – CCEH
   • Feedback was received on the template.
   • All feedback was incorporated, and we are going to be moving forward with the template.
5. Update to Coordinated Entry in CT HMIS – CCEH / Nutmeg
   • Group met to start the discussion, process is moving forward in multiple small groups. Group will reconvene in early 2019 to determine next steps.

6. Data Dashboard Project Update – Lauren Zimmermann
   • CTCANData.org
   • Two new dashboards – CAN Comparisons, and Comparisons.
     - Released in beta form
     - CAN Comparisons gives a quick overview of all CANs
     - Comparisons allow you to compare side by side any combination of regions or projects.
   • Please submit feedback to help@ctcandata.org
   • There are discrepancies between APRs and what the dashboards show
   • Update that will happen next Monday – enrollment begin and end dates are going to be switched to the enrollment member table from the enrollment table.
   • Dashboard refreshes every Monday morning.

7. HMIS NOFA – CCEH
   • HUD released a one time NOFA for HMIS primarily directed toward low performing communities to merge with high performing communities. CT HMIS is already a combined community – we are exploring the possibility of

8. EDEN (Executive Data and Estimated Needs) – Beau Anderson
   • Continues to meet monthly
   • Items covered:
     - Covered SWAP results and recommendations
     - System Performance Measures and how to set priorities as a state
     - Calculations of projected need in the state
     - Any direct technical work will be moved from EDEN to the CT HMIS SC group
   • Next meeting is 12/20

9. Sexual Orientation/Gender Identity/Expression (SOGIE) Data Collection – Lauren Zimmermann
   • Identified by EDEN as an item that is more talked through and a recommendation would be made by the CT HMIS SC.
   • Request to add the SOGIE data for equity information to see if equitable access if being provided
   • Conversation
   • Recommendation:
     - Allow YHDP and RHY projects to collect the data and learn from their collection efforts, and use that to inform the data collections efforts.
     - Potential to survey participants (clients) that have asked the information about how they feel about asking the additional questions. Build in questions around the sensitivity of the information.
     - Revisit in the summer of 2019.
10. Electronic Signatures in CT HMIS – CCEH
   • YHDP projects are asking about the ability to have an electronic signature.
   • Cost related: Brian will research, and report back to the group.
   • No opposition to the idea.
   • Will research options of:
     o Have the ability to sign directly within the system
     o Have the ability to electronically sign a document to be saved
     o Keep ability to have paper forms

11. CT HMIS Data Request Committee – CCEH
   • One request from the DIG (Data Integration Grant) project for de-identified client information for people in Ryan White and HOPWA projects.

12. CAN Satisfaction Survey – Beau Anderson
   • Need to set a start and end date – target launch date of early January
   • Waiting on final feedback on survey questions
   • Audience: Partner survey – designed for anyone who works in the homeless service sector
   • Estimate: survey will take 12 minutes to complete, and is accessible

13. 2019 PIT Update – CCEH
   • PIT is in process – HICs have been updated with a few outstanding projects
   • Process for validating chronic homeless numbers will be different this year, CCEH will provide guidance for the new method.

14. New Business
   • How projects are added into CT HMIS
     o Nutmeg will look into creating an alert to HDCs when a new program is created
   • Family challenge at the lyceum – when a CAN does a case conference and recommends a transfer from one shelter to another. Referred to CAN leadership group to start that conversation.

15. Next Meeting(s)
   • 2/8/19 – CVH – Page Hall Room 213 – 10-12:00
   • 4/12/19 – CVH – Page Hall Room 213 – 10-12:00
   • 6/14/19 – TBD