

CT HMIS Steering Committee – Meeting Minutes
 Thursday December 13, 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	
Radhika Potluri	Greater New Haven	Alternate	✓
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

1. October Minutes – Crane Cesario
 - Motion to approve: David Lang
 - Seconded: Suzy Rivera
 - All in favor, no abstentions:

2. Nutmeg Updates:
 - CT HMIS Known Issues:
 - Bulletin Board always updated in CT HMIS
 - ROI has been updated with the option to enter an anonymous client
 - PATH reports have been updated
 - 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
 - Another submission tomorrow 12/14
 - Bed and unit information has been added to the submission
 - Currently there is no detail report to help identify issues – working with CaseWorthy to create one
 - Client Merge
 - Client merge is still operational. Working through the backlog of tickets, starting with the newest.
 - AMI
 - 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.
 - 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
 - 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
 - Reminder that there is a monthly CT HMIS reports webinar. Next webinar is 12/20.
 - YHDP
 - 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:
 - Have the ability to sign directly within the system
 - Have the ability to electronically sign a document to be saved
 - 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
 - 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