

**CT HMIS Steering Committee – Meeting Minutes**  
**Friday February 8, 2019 – 10:00-12:00**  
**CVH – Page Hall – Room 213 – Middletown, CT**

**ATTENDEES**

<b>HMIS SC Member</b>	<b>CAN</b>	<b>Voting</b>	<b>Present</b>
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	
Bri Pierscinski	Waterbury/Litchfield	Alternate	
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:**

	<b>Name</b>	<b>Organization</b>
✓	Brian Roccapriore	CCEH
✓	Jim Bombaci	Nutmeg Consulting
✓	Lisa Callahan	DMHAS
✓	Russ Cormier	Nutmeg
✓	Mike Apotsos	CCEH
✓	Justine Cou	Chrysalis
✓	Melanie Gonzalez	New Reach
✓	Dan Shetler	Columbus House
✓	Don Vincent	Leeway

1. December Minutes – Lauren Zimmermann
  - Motion to approve: Meredith Damboise
    - Seconded: Neelam Joseph
    - All in favor, no abstentions
  
2. Nutmeg Updates:
  - CT HMIS Known Issues:
    - Internet Explorer was blocked for a period – it has been resolved
    - Evaluations from housing innovations
      - When submitting tickets, please submit evaluations with the ticket.
  - LSA
    - Third round of submission with Abt Associates
      - Both CoCs have been submitted
  - Client Merge
    - Merges are happening
    - In merges, the surviving ID is usually the 211 / CE enrollment ID
  - DMHAS data collection
    - PATH not impacted by DMHAS updates
    - Now required to complete substance abuse assessment
    - Update to PATH report coming in April
  - Reports webinar would help resolve many issues with evaluations
    - Common errors: yes to disabling condition or health insurance, with no other information
      - Nutmeg will make a request to CaseWorthy to add in a logic check for the disabling condition / health care scenarios.
    - Reminder to check [www.cthmis.com](http://www.cthmis.com)
  - Request for duplicate enrollments report for be for the last quarter, on every quarter
    - Nutmeg will look into automating
  - Process of refreshing the data center hardware, will be implementing in 30-45 days
  - Updating to version 8.0 of CaseWorthy in the coming months. No user interface changes in 8.0
    - Will introduce a new reporting tool – CaseBot – which will come with an additional cost. Will evaluate.
    - Version 8.1 will include a user interface update – to be released later this year
  
3. Release Bin Update – Nutmeg / CCEH
  - Release bin met in January
    - Approved the following:
      - Ability to print the homeless episodes screen
      - Adding a field to the HOPWA waitlist
      - Add a CE referral status for diversion off of the waitlist
      - Alerts for disability verification
      - Adding income to the CAN intake
    - Following up with one item
    - One long standing item is still waiting on a CaseWorthy fix
  
4. Data Dashboard Project Update – Lauren Zimmermann

- CTCANdata.org
  - Comparison dashboards are now available.
  - Print button is available on the bottom of the screen.
5. HMIS NOFA – CCEH
    - Last month we discussed the HMIS NOFA – it was decided by the CoCs to not apply for the funding. CT would have only been eligible for a minimal amount of points, and would not have been competitive.
  6. HMIS Agency MOU – CCEH
    - The agency level HMIS MOUs are expiring in June of this year. It is CCEH's charge as the CT HMIS lead organization to execute MOUs with each organization. These documents haven't been updated in 6 years. CCEH will be revising the documents in coming months, and if there are any interested parties that want to take part in the revisions, please reach out to CCEH.
  7. EDEN (Executive Data and Estimated Needs) – Lauren Zimmermann
    - Recap of what the group is
    - Work product:
      - Draft performance benchmarks for emergency shelter projects
        - Length of time
        - Permanent Exit
        - Returns to Homelessness
        - Entry to shelter from shelter
      - Goals will be distributed
  8. CAN Satisfaction Survey – Beau Anderson
    - Partner survey has been launched, link was sent in the reminder of this meeting.
  9. 2019 PIT Update – CCEH
    - PIT is still in process
    - No unsheltered families this year
    - Working on verifying the CH status of all people on the BNL
    - HIC is 100% complete, and only a handful of population counts are outstanding
  10. New Business
    - AMI – voted to be removed
  11. Next Meeting(s)
    - All meetings will be held at the CT State Library, located 786 South Main St. Middletown, CT 06457
    - Monday 4/22 – 1-3pm
    - Friday 6/14 – 10am-12
    - Friday 8/9 – 10am-12
    - Friday 10/11 – 10am-12
    - Friday 12/13 – 10am-12