

CT HMIS Steering Committee – Meeting Minutes

Friday, September 11, 2020 – 10:00 a.m. - 11:00 a.m.

Join the meeting: join.me/lcasey.cceh

Dial in by phone: United States - Boston, MA [+1.857.444.6500](tel:+18574446500)

ATTENDEES

HMIS SC Member	CAN	Voting	Present
Diane Albini	Northwest	Main	√
Beau Anderson	Northeast	Alternate	
Leigh Shields-Church	Greater New Haven	Alternate	
Nancy Cannavo	Northwest	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	
Dave Lang	Southeast	Main	
Maria Laporto	Greater New Haven	Main	
Adam Layton	Northwest	Alternate	
Avery Lenhart	Northeast	Main	
Karen Mahar	Fairfield County	Alternate	√
Matthew Morgan	Greater Hartford	Main	
Bri Pierscinski	Northwest	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:

	Name	Organization
√	Linda Casey	CCEH
√	Jim Bombaci	Nutmeg Consulting
√	Lisa Callahan	DMHAS
√	Russ Cormier	Nutmeg Consulting
	Lisa DeLieto	Columbus House
	David Gonzalez- Rice	CCEH
	Melanie Gonzalez	New Reach
	Tachica Murray	Nutmeg Consulting
√	Shade Orimogunje	CCEH
	Don Vincent	Leeway
	Megan Ward	The Gathering Place

1. Welcome & Check-in - All

- Roll call of attendees
- Radhika Potluri informed Rose that Lisa DeLieto & Maria Laporto are no longer in their roles at Columbus House

2. Previous Meeting Minutes – Lauren Zimmermann

- Motion to approve: Karen Mahar
 - Seconded: Stacy Hooker
 - All in favor, no abstentions

3. CCEH Process Changes – Linda Casey

- **CT HMIS SC staff change**
 - Rose Kelly will take over Folashade Orimogunje’s role in the SC meetings
 - Thank you ‘Shade for you work this past year
- **New HMIS access/data sharing process review**
 - Hold access and data sharing agreement meetings off-cycle from the bi-monthly SC meetings as needed
 - CCEH will provide a Doodle poll and we will convene with whoever is available at the most popular date and time
- **Release Bin changes – Rose Kelly**
 - Rose Kelly is working with James Buckley at Nutmeg and proposed 1-2 dedicated SC members to review release bin requests rather than a committee meeting regularly
 - Request are sporadic and meetings will be scheduled as needed

- If a SME is needed a second meeting can be set up for the SME to attend and provide guidance
- Rose Kelly will follow up with SC for 1-2 dedicated members
- **Upcoming CCEH website changes**
 - Current tabs will change to include richer content that will be easier to find
 - All forms
 - Provider resources and video clips
 - Information on any upcoming changes
 - CCEH will share progress as this develops
- **Change HMIS SC meeting duration**
 - Change meeting to 1.5 hours rather than 2 since we are not meeting in person
 - This will still allow enough time if there is an item that needs discussion
 - Goal is to be less than 1 hour

4. 2021 PIT Plan – Linda Casey

- **Planning underway**
 - Folashade Orimogunje will be project manager
 - Most RCs have been recruited
 - Meetings have been held with Simtech and Nutmeg
- **Awaiting guidance from HUD on unsheltered count**
 - Sheltered count & HIC will remain unchanged
 - Change to methodology ; separating PIT count data from Youth Outreach Count data
 - All data will be what is collected the night of PIT
 - This data includes Youth

5. HMIS Updates – Linda Casey

- **BNL Version 2 – initial testing**
 - CCEH needs more input from testers
 - Another round with the next set of features will be coming up
 - CCEH requests feedback

6. New Dashboards

- **Race Equity**
 - A draft of race equity will be available in 1-2 weeks for internal testing and commentary only
 - Meredith volunteered to provide feedback
- **Covid**
 - Data is currently spotty but it is being collected

7. Access to data warehouse requests

- Access can only be granted to the individual Organization's data

8. Nutmeg Updates – Jim Bombaci

• High-level HMIS updates since last meeting

- Most recent income added to BNL
 - Provides real-time tracking
- Covid 19 export is available
- Duplication search feature
 - Enhanced logic has been added to duplication search feature
- Document check screen has been updated
 - Will only show the View button if there is a document uploaded
- ESG Waiver interface has been launched
 - Available to all roles
 - Provides details for every Org
- Upcoming code migration is being tested now
 - May only create aesthetic changes
 - Will provide training if changes are more complex
- Radhika Potluri asked about running utilization reports for clients in hotels
 - There are no clients in shelters
 - Per Jim Bombaci – DOH is aware of the issues of providing reports on clients
 - DOH is not expecting full reports but may ask users for information if needed
 - Radhika can provide data she is collecting

9. Future CT HMIS SC topics – Lauren Zimmermann

• Would like to get back to issues from last brainstorming meeting

- Encouraged input on any new issues communities are experiencing
- Meredith Damboise suggested revisiting priorities to start making progress on those
- Consensus is to get back to business as usual

• New Covid funds will create issues that will continue to grow

• DOH and city offices are funding sources

- Funding sources will continue to change
- Enrollments and assessments will be impacted
- Time should be dedicated to the next meeting to prioritize where to start

New Business

- **Are external HMIS users accessing what they should be?**
 - Identification of parameters for HMIS audit log
 - James/Jim from Nutmeg can provide reports on who accessed client records or enrollments
 - Review usage to be sure users are not outside of their access parameters
 - CCEH would like volunteers for an Audit Log Review Committee
 - CCEH will send out a Doodle Poll in the next 1-2 weeks
 - We will meet with whoever is available for the most popular date and time

Next Steps

- **Minutes will be sent out within the next week rather than waiting until the next meeting**
 - Feedback from members can be incorporated
 - Minutes will also be included with the Agenda for the November meeting

Next Meeting(s)

2020 Meeting Schedule

- Friday, November 13 (10am – noon)