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

**ATTENDEES**

<table>
<thead>
<tr>
<th>HMIS SC Member</th>
<th>CAN</th>
<th>Voting</th>
<th>Present</th>
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<tbody>
<tr>
<td>Diane Albini</td>
<td>Northwest</td>
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<tr>
<td>Beau Anderson</td>
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<td>Leigh Shields-Church</td>
<td>Greater New Haven</td>
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<td>Nancy Cannavo</td>
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<td>Crane Cesario</td>
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<td>Brenda Coutu</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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<td>Dave Lang</td>
<td>Southeast</td>
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<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>Karen Mahar</td>
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<td>Matthew Morgan</td>
<td>Greater Hartford</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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<td>Suzy Rivera</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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<td>Lauren Zimmermann</td>
<td>Fairfield County</td>
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Other Attendees Present:

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Linda Casey</td>
<td>CCEH</td>
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<tr>
<td>Jim Bombaci</td>
<td>Nutmeg Consulting</td>
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<td>Lisa Callahan</td>
<td>DMHAS</td>
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<tr>
<td>Russ Cormier</td>
<td>Nutmeg Consulting</td>
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<tr>
<td>Lisa DeLieto</td>
<td>Columbus House</td>
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<td>David Gonzalez- Rice</td>
<td>CCEH</td>
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<td>Melanie Gonzalez</td>
<td>New Reach</td>
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<td>Tachica Murray</td>
<td>Nutmeg Consulting</td>
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<tr>
<td>Shade Orimogunje</td>
<td>CCEH</td>
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<tr>
<td>Don Vincent</td>
<td>Leeway</td>
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<tr>
<td>Megan Ward</td>
<td>The Gathering Place</td>
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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
  o Current tabs will change to include richer content that will be easier to find
  o All forms
  o Provider resources and video clips
  o Information on any upcoming changes
  o CCEH will share progress as this develops

• Change HMIS SC meeting duration
  o Change meeting to 1.5 hours rather than 2 since we are not meeting in person
  o This will still allow enough time if there is an item that needs discussion
  o Goal is to be less than 1 hour

4. 2021 PIT Plan – Linda Casey
• Planning underway
  o Folashade Orimogunje will be project manager
  o Most RCs have been recruited
  o Meetings have been held with Simtech and Nutmeg

• Awaiting guidance from HUD on unsheltered count
  o Sheltered count & HIC will remain unchanged
  o Change to methodology; separating PIT count data from Youth Outreach Count data
  o 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
  o CCEH needs more input from testers
  o Another round with the next set of features will be coming up
  o CCEH requests feedback

6. New Dashboards
• Race Equity
  o A draft of race equity will be available in 1-2 weeks for internal testing and commentary only
  o Meredith volunteered to provide feedback

• Covid
  o 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)