CT HMIS Steering Committee – Meeting Minutes
Friday, April 9, 2021 – 10:00 a.m. - 11:30 a.m.

ATTENDEES

Attendance	Member	Voting	4/24/2020	6/12/2020	9/11/2020	11/13/2020	2/12/2021 (State Holiday)	4/9/2021
Central	Linda Kerr	Main	X	X		X	X	X
Central	Suzy Rivera	Main						X
Central	Vanessa Malley	Alternate		X				X
FFC	Lauren Zimmermann	Main	X	X	X		X	X
FFC	Neelam Joseph	Main	X	X	X	X		
FFC	Maria Satterwhite-Porpora	Alternate			X	X	X	
GHART	Crane Cesario	Main	X	X	X	X		X
GHART	Lisa Quach	Main	X		X	X	X	
GNH	Meredith Damboise	Main	X	X	X	X	X	X
GNH	Leigh Shields-Church	Alternate						
GNH	Radhika Potluri	Alternate	X	X	X	X	X	X
MMW	Stacy Hooker	Main	X	X	X	X		
Northeast	Beau Anderson	Alternate						
Northeast	Brenda Coutu	Main						
Northeast	Avery Lenhart	Main						
Northwest	Diane Albini	Main	X	X	X	X		X
Northwest	Nancy Cannavo	Main	X	X		X	X	X
Northwest	Adam Lyton	Alternate						
Northwest	Bri Pierscinski	Alternate						
Southeast	David Lang	Main	X	X		X	X	
Southeast	Trisha Shah	Main	X	X		X	X	X

Other Attendees Present

	Name	Organization
X	Linda Casey	CCEH
X	Jim Bombaci	Nutmeg Consulting
X	Lisa Callahan	DMHAS
X	Russ Cormier	Nutmeg Consulting
	David Gonzalez- Rice	CCEH
X	Rose Kelly	CCEH
	Tachica Murray	Nutmeg Consulting
	Don Vincent	Leeway
X	Lindsey Boudreau	CCEH

1. **Welcome & Check-in - Linda Casey**
   - o Linda presented the check in question: "Which data (field or calculation) in HMIS would you consider to be the most difficult to get accurate or to believe is accurate?" and asked attendees to put their responses in the chat during roll call
   - o Summary of items shared:
     - o Income (5 votes)
     - o Benefits
     - o Annual assessments status for legacy clients in legacy S+C grants
     - o How many times homeless
     - o Length of homelessness
     - o Mental health/substance abuse at time of enrollment (unwilling to report)
   - o Roll call of attendees

2. **Previous Meeting Minutes – Linda Casey**
   - o Note that additional attendance chart will be added – group approved minutes with that addition
   - o Motion to approve: Meredith Damboise
   - o Seconded: Trisha Shah
   - o All in favor, No abstentions

3. **Brainstorming and breakout room discussions**
   - o The group was asked to brainstorm for 10 minutes in breakout rooms on the following question:
     - o In an ideal world with no constraints, what would you do to improve the data quality in HMIS? How would you motivate HMIS users? List 2-3 ideas and for each idea
       - ▪ How would it be implemented?
       - ▪ In what timeframe?
       - ▪ What resources would be needed?
   - o Each group reported back on their conversations and the ideas are summarized in the document "Data Quality Brainstorming"

4. **HMIS Roadmap and Updates – Linda Casey**
   - o The roadmap is a high-level look at HMIS initiatives for calendar year 2021.
   - o Updates on some items were provided while reviewing the timeline
     - o Web app
       - ▪ Pilot concluded during Q1 2021 which provided valuable insight into the direction for phase 2
       - ▪ The next iteration of the app will be a lighter version that can be easily used by both municipal contacts as well as street outreach teams
       - ▪ Requirements gathering for the 2nd phase is in progress and this will culminate in an API with HMIS for fuller integration
     - o PIT/HIC
       - ▪ Hotel/motel use during the PIT required additional review but data validation is nearing its completion
       - ▪ HDX has not yet opened for HIC/PIT and there will be a 30 day window once it is opened to submit data
     - o Covid vaccine tracking
       - ▪ Rolled out in Q1 2021
       - ▪ Data entry is increasing
     - o BNL v2
       - ▪ Was delayed due to competing priorities but has been moving forward over the last two months

- Subject matter experts have provided information and CCEH is reviewing requirements
- Will provide a lot of added value for users
- HUD VASH
  - Caseworthy has the capability to import VA data into HMIS Nutmeg beginning to test functionality to move forward
- Dashboards
- Reporting
- PATH Enrollment Improvements
  - CCEH will work with PATH staff to collect requirements in Q2 and collaborate with Nutmeg in Q3 to propose options for what can be done to improve the process and user interface
- User Experience
  - CCEH continues to collect user enhancement request and plans on combining them in one roll out in Q4

5. **Nutmeg Updates – Jim Bombaci/Russ Cormier**
   - **HMIS Downtime Improvements – Russ Cormier**
   - Nutmeg has been working over the past few months to relocate the servers so that scheduled maintenance can take place in the 2 am – 3 am window to reduce disruption to users
   - The final plan is a complete migration of the system
     - This will help alleviate some of the negative impact on the 2-1-1 system which operates 24/7.
     - Currently working with vendor to finalize migration plan, will work with 211 to schedule downtime for transfer

6. **New Business**
   - Nothing raised

7. **Next Meeting(s)**
   - Friday, June 11, 2021, 10:00 a.m. to 11:30 p.m.
   - Friday, September 10, 2021, 10:00 a.m. to 11:30 p.m.
   - Friday, November 12, 2021, 10:00 a.m. to 11:30