CT HMIS Steering Committee – Meeting Minutes  
Friday, February 12, 2021 – 10:00 a.m. - 11:30 a.m.  
NOTE: This was a state holiday

ATTENDEES

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Other Attendees Present

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>X Linda Casey</td>
<td>CCEH</td>
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<td>X Jim Bombaci</td>
<td>Nutmeg Consulting</td>
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<td>X Lisa Callahan</td>
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<td>X Russ Cormier</td>
<td>Nutmeg Consulting</td>
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<td>Melanie Gonzalez</td>
<td>New Reach</td>
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<td>David Gonzalez-Rice</td>
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<td>X Rose Kelly</td>
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<td>X Tachica Murray</td>
<td>Nutmeg Consulting</td>
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<td>Don Vincent</td>
<td>Leeway</td>
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<td>Megan Ward</td>
<td>The Gathering Place</td>
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1. Welcome & Check-in - All  
   - Roll call of attendees

2. Previous Meeting Minutes – Lauren Zimmermann  
   - Motion to approve: Trisha Shah  
   - Seconded: Meredith Damboise  
   - All in favor, No abstentions

3. PIT 2021 Updates – Linda Casey  
   - Sheltered and Unsheltered Data Review  
     - CCEH is working with the Regional Coordinators (RC) to confirm that the sheltered and unsheltered data have been collected and are accurate  
       - Street Outreach, PATH, Hotel/motel data  
     - The deadline to submit confirmation was 2/10/21 and only 2 RCs have confirmed so far  
     - CCEH will be hosting an Open Forum Tuesday 2/16 at 1pm to discuss this year’s PIT methodology and execution  
       - Solicit feedback on what worked and what didn’t work  
       - Answer questions  
     - PIT Hotel/motel Data  
       - Data are still being worked on and reviewed  
       - Nutmeg is hosting a webinar next Wednesday 2/17 at 1pm for assistance with hotel/motel data  
     - For transparency, CCEH will post drafts PIT findings on their PIT website page  
       - The information will be clearly identified as draft data that have not been finalized  
       - This addresses past concerns of poor communication during PIT data processing  
       - CCEH will send out communications on the status as we progress with finalizing the PIT data

   - CCEH set up a Web app for non-HMIS users to enter unsheltered data  
     - There were 15 unsheltered persons identified in New Haven and Danbury  
     - Half of these were already known to the system and in HMIS  
     - The data from the web app will be useful to reach those in HMIS but not currently enrolled in outreach programs  
     - It will also help with identifying persons in need of services not yet in HMIS  
       - CCEH will work with the CANs to share these data

4. BNL v2 – Linda Casey  
   - Has been delayed due to competing priorities but is back on track  
     - The new BNL will provide much more clarity on who in our state is actually homeless  
     - CCEH is working closely with Nutmeg and they will be releasing the most recent version for review today 2/12  
     - CCEH will be working with our in-house subject matter expert David Gonzalez-Rice as well as the Housing Solutions team for the initial review

5. PATH Enrollment Improvements – Linda Casey  
   - Outreach workers have voiced concerns about the functionality of the assessment tool
6. **Audit Log Update – Rose Kelly**
   - New parameters of access date and Organization name have been added to the report
     - These additions will help with drilling down to closely review access patterns
   - The date parameter will allow for trending
     - The tiered definitions of use (normal vs suspect) will be further developed as we work with the data
   - Next Steps:
     - Review the functionality of the new parameters
     - Begin crafting the who, what, when, where actions to be taken for suspect use

7. **Nutmeg Updates – Jim Bombaci/Russ Cormier**
   - Transitioning from Smartsheets to HMIS Enrollments
     - Jim discussed the transition from Smartsheets enrollments to HMIS enrollments
       - FEMA beds have added complexity to the data entry for these enrollments
     - Nutmeg is hosting a webinar Wednesday February 17th to help users migrate hotel enrollments in Smartsheets to HMIS program entries
     - The webinar will address the sunset process for moving from Smartsheets to HMIS entry
       - Participants will be walked through evaluation process so that they will know what to expect and what agencies can do to enter data correctly
     - Hartford Journey Home will have an exclusion list as they are working independently on migrating enrollments from Smartsheets to HMIS
     - After February 17th everything will be in HMIS so users will use FEMA or hotel enrollments rather than Smartsheets entries
       - Jim will be working with Bert today on the new round of conversions and will communicate updates on the status
   - SPM Data
     - Jim and Rose have been fielding questions on data clean up
     - Some agencies received reports for specific data clean up needs
     - If anyone is unsure of what to do they can submit a help desk ticket or reach out to Rose and someone will respond

8. **HMIS Downtime Improvements – Russ Cormier**
   - Russ addressed the unexpected down time during the last quarter of 2020 into January of 2021
     - The cause was found to be coding issues HUD required to process the LSA and SPMs at the same time resulting in an overload of the system
     - The coding issues were not readily apparent contributing to the length of time to correct the service interruptions
     - Nutmeg is working with Caseworthy and has gotten those issues corrected
       - Since January the unexpected down time has been dissipating with an expectation of continued decline of any service interruptions
   - Scheduled Maintenance
     - Currently, the scheduled maintenance at 7am is set up due to the need for someone to physically be at the data center when the maintenance occurs to monitor the restart process
     - Nutmeg has been working over the past few months to relocate the servers
The goal is to have the servers migrated by the end of Q1 2021
  ▪ The maintenance scheduled for Wednesday February 17th is expected to be the final
down time during business hours
  ▪ Maintenance will be scheduled during a 2am – 3am window going forward
  ▪ 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.

9. Open Business
  • Lisa Quach identified a need to discuss a policy on working with folks with lived experience
    o A conversation needs to happen in relation to active PSH participants
      ▪ Review how it is working and the partial services
    o There is no clear policy in place to define expectations
    o Linda Casey discussed whether or not the Steering Committee is the best place for this
discussion
    o Lisa will put some thought into who the right group would be and may bring this back at the
next meeting
  • Improving the Steering Committee Interaction
    o Meredith Damboise discussed how the remote sessions have resulted in less active
participation and reduced strategic planning
    o She suggested keeping the JAM board priorities as a standing item for these meetings
    o Linda elucidated that the priorities were not part of today’s meeting due to the federal
holiday limiting today’s participants but agreed that this should be added as a standing
agenda item
    o Meredith Damboise voiced concern about the Steering Committee meeting attendance
    o The Steering Committee member list should be reviewed as some members are no longer
involved and may not have been replaced yet impacting participation
    o Linda clarified that there are main and alternate participants for each CAN and only one or
the other is required to be at the Steering Committee meetings
    o Meredith reiterated the main and alternate attendees need to communicate to assure that
one will be in attendance so that there is a CAN representative at all meetings
    o Linda suggested adding a tracker to the minutes to show who was and was not in
attendance to be sure that each CAN has a representative at meetings going forward
      ▪ All future minutes will be modified to include a chart showing attendance for the
year, not just last meeting

10. Next Meeting(s)
    o Friday, April 9, 2021, 10:00 a.m. to 11:30 p.m.
    o Friday, June 11, 2021, 10:00 a.m. to 11:30 p.m.
    o Friday, September 10, 2021, 10:00 a.m. to 11:30 p.m.
    o Friday, November 12, 2021, 10:00 a.m. to 11:30