



**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

Attendance	Member	Voting	4/24/2020	6/12/2020	9/11/2020	11/13/2020	2/12/2021 (State Holiday)
Central	Linda Kerr	Main	X	X		X	X
Central	Vanessa Malley	Alternate		X			
FFC	Lauren Zimmermann	Main	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	
GHART	Lisa Quach	Main	X		X	X	X
GNH	Meredith Damboise	Main	X	X	X	X	X
GNH	Leigh Shields-Church	Alternate					
GNH	Radhika Potluri	Alternate	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	
Northwest	Nancy Cannavo	Main	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

Other Attendees Present

	Name	Organization
X	Linda Casey	CCEH
X	Jim Bombaci	Nutmeg Consulting
	Lisa Callahan	DMHAS
X	Russ Cormier	Nutmeg Consulting
	Melanie Gonzalez	New Reach
	David Gonzalez- Rice	CCEH
X	Rose Kelly	CCEH
	Tachica Murray	Nutmeg Consulting
	Don Vincent	Leeway
	Megan Ward	The Gathering Place

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

- HUD specifications constrain changes and modifications to the current process
- 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

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
 - A conversation needs to happen in relation to active PSH participants
 - Review how it is working and the partial services
 - There is no clear policy in place to define expectations
 - Linda Casey discussed whether or not the Steering Committee is the best place for this discussion
 - 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
 - Meredith Damboise discussed how the remote sessions have resulted in less active participation and reduced strategic planning
 - She suggested keeping the JAM board priorities as a standing item for these meetings
 - 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
 - Meredith Damboise voiced concern about the Steering Committee meeting attendance
 - The Steering Committee member list should be reviewed as some members are no longer involved and may not have been replaced yet impacting participation
 - 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
 - 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
 - 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)

- Friday, April 9, 2021, 10:00 a.m. to 11:30 p.m.
- 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