CONNECTICUT COALITION to END HOMELESSNESS

CT HMIS Steering Committee – Meeting Minutes
Friday, April 8, 2022
10:00 – 10:45 a.m.

ATTENDEES

Attendance	Member	Voting	2/12/21 (State Holiday)	4/9/21	6/11/21	9/10/21	11/12/21	2/11/22 (State Holiday)	4/8/22
Central	Jessica Caraballo	Main					X	X	X
Central	Suzy Rivera	Main		X				X	
Central	Vanessa Malley	Alternate		X					
FFC	Lauren Zimmermann	Main	X	X	X	X		X	X
FFC	Neelam Joseph	Main			X	X	X		X
FFC	Maria Satterwhite-Porpora	Alternate	X			X	x	X	
GHART	Crane Cesario	Main		X	X	X			X
GHART	Lisa Quach	Main	X		X				
GHART	Tamika Riley	Alternate				X	X	X	X
GNH	Meredith Damboise	Main	X	X	X	X	X	X	
GNH	Leigh Shields-Church	Alternate							X
GNH	Radhika Potluri	Alternate	X	X	X	X	X	X	
MMW	Stacy Hooker	Main			X				X
MMW	Stephanie Corbin	Alternate					X		X
Northeast	Beau Anderson	Alternate						X	
Northeast	Brenda Coutu	Main							
Northeast	Avery Lenhart	Main				X			
Northwest	Diane Albini	Main		X	X		X	X	
Northwest	Nancy Cannavo	Main	X	X	X	X	X	X	
Northwest	Adam Lyton	Alternate							
Northwest	Bri Pierscinski	Alternate							
Southeast	David Lang – stepping down as of April 2022	Main	X		X	X			
Southeast	Phil Brose	Main							
Southeast	Trisha Shah	Main	X	X			x	X	

Other Attendees Present

Name	Organization	Name	Organization
Lindsey Boudreau	CCEH	Lisa Callahan	DOH
Rose Kelly	CCEH	Katie Durand	DOH
Jim Bombaci	Nutmeg Consulting	Jeff Pierre	New Reach
Tina Cormier	Nutmeg Consulting	Amanda Gordon	Community Housing Advocates
Don Vincent	LCS	Mollie Machado	DMHAS

Previous Meeting Minutes
- o   Motion to approve: Crane Cesario, Seconded: Stacy Hooker
- o   All in favor, no abstentions

CT HMIS SC Policy Small Group Report Out
- o   Lauren Zimmermann provided an update that the group has been reviewing policies and procedures; committee bylaws; the position of the CT HMIS SC relative to other groups in the state that have an interest in CT HMIS; and the roles and responsibilities of the CT HMIS SC to ensure they are being met.
  - The group is also reviewing the composition of the committee and considering ways to have different roles, project types, functions, and specialties represented in the membership
  - The group is also reviewing the functions of the various subcommittees of the SC including the enhancement request process
- o   The group plans to have documents for the full Steering Committee to review for the June meeting
  - o   Others are still welcome to join the group, Amanda Gordon volunteered

Co-Chair Announcements
- o   Crane Cesario announced that she has submitted to retire from DHMAS and will be a temporary worker through the end of the calendar year unless her position is filled before then. Crane will therefore be stepping down from the CT HMIS Steering Committee.
- o   Members of the group expressed their gratitude for Crane's incalculable contributions to the homeless services system and to the steering committee over the years.
- o   Those interested in becoming an officer of the CT HMIS SC should follow up with Lauren Zimmermann
  - The group will plan to vote at the June meeting

CCEH Updates
- o   Training
  - o   Lindsey Boudreau gave the update that following last meeting, when the SC agreed they would be interested in offering a Train the Trainer model to agencies, Lindsey and Tina Cormier from Nutmeg have begun conversations around what that model will look like
  - o   Longer term training updates are pending CT HMIS funding conversations
- o   Data Outliers Dashboard
  - o   Lindsey presented follow up steps regarding a dashboard related to data quality items that CCEH previewed to members of the CT HMIS SC in March
    - ▪   Lindsey noted that the purpose of the dashboard is to provide a mechanism for providers to look at snapshots of their data entry on a quarterly basis as a way to generate conversation and review around CT HMIS data all year long, rather than during specific data clean up efforts
      - CCEH further plans to use the dashboard to guide outreach and TA around data
  - o   Those who attended the preview had concerns about the proposed dashboard
  - o   CCEH listened to the feedback and has made updates to the dashboard itself and to plans for its roll out and display and intends to move forward with a roll out based on the updates as presented to the group
  - o   During the initial review of the dashboard there were concerns that there was not enough context for the dashboard and others raised that some of the data that is being flagged is already accurate, so calling those items a data quality issues is not correct and may misrepresent a program's data
    - ▪   CCEH has reconsidered the framing of these items and has updated the language throughout the dashboard to clarify that these items are outliers that should be reviewed for accuracy rather than definitive errors
    - ▪   Notes at the top of some of the data element tabs have been updated to give a bit more context about the reasons why the information may show up as it does

- CCEH has also discussed providing the report directly to HDCs before the information is published on the dashboard so that there is some visibility and opportunity to make updates before the data is published on the dashboard.
- The report that serves as the data source for the dashboard will be available for users to run in CT HMIS, so programs will be able to run it at any time and make updates as needed.
  - During the initial review of the dashboard concerns were raised about the public nature of the dashboard
    - The purpose of the dashboard is to provide a quick way for programs to look at their outliers and also streamline the process of getting this info out, since it will all be in one centralized location
    - CCEH also believes if it is public, it will generate conversation around the information at the agency level and prompt programs to look at their data on a more regular basis
    - To address the concerns, CCEH has discussed the potential of putting the dashboard on a password protected web page
      - The level of security on this would not be high, since the purpose is still for it to be public for users of our system, it would be shared, but it could reduce the likelihood that someone who would not understand what they were looking at would stumble onto this information
      - Tableau cannot be password protected, and someone can get from one dashboard to another so again, not impenetrable
  - There was additional discussion around adding information that longer LOS are positive for some program types and also reviewing adding PSH programs to the dashboard
  - Roll out and next steps
    - CCEH will be making the source report available in CT HMIS for all users to run before the dashboard becomes available
    - CCEH will create communications and other training materials related to the dashboard
    - Lauren Zimmermann recommended connecting with each CAN around the roll out of the dashboard

Nutmeg Updates
- MFA
  - Tina Cormier provided an update on the Multi factor authentication project which is in progress.
  - Communication with HDCs has begun
  - Preparing for an end of May roll out
- Beginning 4/27/22 Nutmeg will resume offering in-person training
  - Going forward in-person and virtual will both be offered
  - Users can register at CTHMIS.com

Next Meeting(s) – All meetings are 10:00 a.m. to 11:30 a.m. and will remain virtual

  - Friday, June 10, 2022
  - Friday, September 9, 2022
  - Friday, November 4, 2022