



CT HMIS Steering Committee – Meeting Minutes
Friday, February 11, 2022
10:00 - 11:30 a.m.

ATTENDEES

Attendance	Member	Voting	11/13/20	2/12/21 (State Holiday)	4/9/21	6/11/21	9/10/21	11/12/21	2/11/22 (State Holiday)
Central	Jessica Caraballo	Main						X	X
Central	Suzu Rivera	Main			X				X
Central	Vanessa Malley	Alternate			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	x	X
GHART	Crane Cesario	Main	X		X	X	X		
GHART	Lisa Quach	Main	X	X		X			
GHART	Tamika Riley	Alternate					X	X	X
GNH	Meredith Damboise	Main	X	X	X	X	X	X	X
GNH	Leigh Shields-Church	Alternate							
GNH	Radhika Potluri	Alternate	X	X	X	X	X	X	X
MMW	Stacy Hooker	Main	X			X			
MMW	Stephanie Corbin	Alternate						X	
Northeast	Beau Anderson	Alternate							X
Northeast	Brenda Coutu	Main							
Northeast	Avery Lenhart	Main					X		
Northwest	Diane Albini	Main	X		X	X		X	X
Northwest	Nancy Cannavo	Main	X	X	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	Lindsey Boudreau	CCEH
X	Rose Kelly	CCEH
X	Diana Berube	CCEH
X	Jim Bombaci	Nutmeg Consulting
X	Tina Cormier	Nutmeg Consulting
X	Yeharar Stephen	FSC
X	Laura Moore	New Reach

1. Previous Meeting Minutes – Lindsey Boudreau

- Motion to approve: Suzy Rivera, Seconded: Meredith Damboise
- All in favor, no abstentions

2. HMIS SC Policy and Alignment

- Lauren Zimmermann raised the need to review CT HMIS policies and procedures this year along with its bylaws including the structure and membership of the committee; the position of the HMIS SC relative to other groups in the state that have an interest in CT HMIS; and ensure that all of the roles and responsibilities of the HMIS SC are being met.
- Lauren Z. asked for members to join a small group that would meet for a limited amount of time to discuss these topics and report back to the HMIS SC at the next meeting
- Meredith Damboise and Maria Satterwhite-Porpora both volunteered to join the group. Representatives from CCEH & Nutmeg will also be included.
 - For those not in attendance at the meeting please reach out to Lauren if you would like to join as well.

3. CCEH Updates

- MOU Updates
 - CT HMIS participating agency MOUs are expiring June 30, 2022
 - Rose Kelly presented proposed changes to the MOU
 - The primary changes are adjusting language that is in the present tense to the future tense since those signing the agreement will not be able to fulfill the requirements until after they complete the MOU and are trained in CT HMIS.
 - The SC discussed changing the language of the MOU to reference that CT HMIS “may” be assessed since CT HMIS user fees are currently not being charged.
 - The SC discussed whether it was still accurate to reference that the HMIS SC is organized by CoC since each CAN sends members to the HMIS SC.
 - a. Lauren Z. noted that the HMIS SC is a function of the CoCs. The CANs represent portions of each of the CoCs and therefore that section of the MOU is still accurate.
 - Nancy Cannavo made the motion to approve the changes to the MOU and Meredith D. seconded. All attendees voted to approve, there were no abstentions.
 - Rose K. also summarized CCEH’s plans to reach out to agencies to update their MOUs
 - The SC agreed that that beginning the process now, well ahead of the expiration is acceptable and regardless of when agencies return their MOU the new expiration will remain 6/30/2025.
 - The SC recommended that the deadline for returning the documentation is 6/1/2022 so that CCEH has time to execute and does not want to set a grace period.
 - a. Lauren Z. offered to provide support if there is “radio silence” from organizations.
 - b. We will work on a case-by-case basis around cutting off access to CT HMIS.
 - c. Nancy C. raised the issue of bureaucracy within large institutions creating barriers to getting this documentation signed in a timely manner and the group agreed that we will provide leeway to agencies who are working towards getting the documentation updated.

- CCEH has sample documentation that agencies can use to meet the requirements and will send that out with the communications around the updates.
 - CCEH will reach out to the executive director or equivalent at each agency and copy the HMIS Data Coordinator to request an update to the MOU.
 - It was recommended that Docusign or Adobe be considered as a way to collect signatures electronically. CCEH will explore this.
- Hartford Data Collaborative Data Sharing Agreement
 - Rose K. presented the DSA from Hartford Data Collaborative.
 - The Hartford Data Collaborative is requesting PII from CT HMIS to pair with data from CCEH's DRHAP program and data from other external sources.
 - The committee approved the DSA without approving the DRHAP elements as they agreed they did not have authority to comment on those elements.
 - Lauren Z. also requested that Hartford Data Collaborative provide their findings back to the HMIS SC.
 - Hartford Data Collaborative has agreed to this in conversations about this data and CCEH will add this stipulation to the DSA as well.

4. Updates on CT HMIS Training Planning

- Lindsey Boudreau provided an update on discussions that CCEH and Nutmeg have started around improving CT HMIS training.
- Two short term solutions were offered to speed up access to training: Allow agencies to pay for training outside of the regularly scheduled training and pilot a train the trainer model so agencies with the infrastructure could train their users in-house.
 - SC members indicated they did not agree with offering agencies the option of paying their own way for training but were interested in the train the trainer proposal.
 - Nutmeg and CCEH will continue discussions around implementing this to ensure it aligns with current training standards.
- CCEH and Nutmeg have also discussed longer term solutions for improving training and asked the steering committee whether they would like to form an ad hoc committee to provide input on requirements gathering.
 - SC members noted that they believe the challenges with training access are a resource issue and Lauren Z. noted that funders will be discussing the CT HMIS funding landscape and any further conversations about changes to training should wait until those conversations are had.
 - In the meantime, CCEH and Nutmeg will send out a survey to all users to gather feedback on what they would like to see from training.

5. Nutmeg Updates

- PIT
 - Jim Bombaci provided an update on the PIT count and highlighted some of the benefits of pulling information directly from CT HMIS into the PIT app.
 - Because of this methodology the state is getting a much more accurate count and is also able to see more clearly where duplication is happening in the system.
 - The PIT app will be open all year which will provide agencies with a quick way to see what their count is at any point in time.
- MFA
 - Tina Cormier provided an update on the Multi factor authentication project which will begin in March.

- There was discussion around the use of phone or email for MFA notifications. If there is phone and email, phone will be primary and email will be fall back. If no phone then email will be primary. There will be a form where users can update their contact information.
- There was a question about the expiration of the validation.
 - a. A shorter amount of time is best but it needs to be balanced with user experience.
 - b. Beau Anderson offered that the state uses a 7 day time period and the group agreed to use that as the benchmark.

6. Preview of Data Quality Dashboard

- Time ran out on the meeting and the committee agreed with the recommendation to hold the preview as a separate meeting.
- A doodle poll will be sent to schedule a follow up meeting.

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

- Friday, April 8, 2022
- Friday, June 10, 2022
- Friday, September 9, 2022
- Friday, November 4, 2022