



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

ATTENDEES

Attendance	Member	Voting	4/24/20	6/12/20	9/11/20	11/13/20	2/12/21 (State Holiday)	4/9/21	6/11/21
Central	Linda Kerr	Main	X	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	X
FFC	Neelam Joseph	Main	X	X	X	X			X
FFC	Maria Satterwhite-Porpora	Alternate			X	X	X		
GHART	Crane Cesario	Main	X	X	X	X		X	X
GHART	Lisa Quach	Main	X		X	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	X	X			X
Northeast	Beau Anderson	Alternate							
Northeast	Brenda Coutu	Main							
Northeast	Avery Lenhart	Main							
Northwest	Diane Albini	Main	X	X	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	Main	X	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
X	Rose Kelly	CCEH
X	Lindsey Boudreau	CCEH
X	Jacob Tadesse	New Reach

1. Welcome & Check-in – Lauren Zimmermann

- Check in question: “Name one way to motivate providers to enter quality HMIS data?”
- Attendees shared their responses in the chat:
 - Show users the data/outcomes from their program- make it directly relevant to their work. (2 votes)
 - Data quality scores for providers to compare scores against other providers.
 - Provide feedback on data quality.

2. Previous Meeting Minutes – Linda Casey

- Motion to approve: Nancy Cannavo, Seconded: Crane Cesario
- All in favor, one abstention (Stacy Hooker – was not present at last meeting)

3. Yale research data sharing request – Lauren Zimmermann

- A physician at Yale is interested in a data match between Yale EMR and HMIS related to system changes due to Covid-19. Data will be used to see if there is any difference in ER visits for substance use or psychiatric reasons during the time individuals were in hotel shelter vs. congregate shelter.
- The researcher is in process of getting approval from an IRB and then will submit the Data Request which will follow the usual process of review by subcommittee.
- The group raised some questions about the research which Lauren will take back to the requestor.

4. Continuation of Verbal ROI – Linda Casey

- The group discussed whether to continue with a verbal ROI as the current authorization for it expires at the end of June.
- There was also discussion around whether the Attorney General needed to sign off.
 - HUD guidelines indicate a verbal ROI is acceptable; CCEH researched CT laws and there are none that would prevent a verbal ROI.
 - Input from Crane Cesario indicated that typically the AG approves language, not the implementation mechanism.
- All HMIS documents that reference the ROI will be updated.
- Motion from Meredith Damboise; seconded by Nancy Cannavo to approve the following:
 - Display alert on client dashboard if client only has a verbal ROI.
 - Providers should always strive to get a wet signature from the client as first choice.
 - If a verbal consent is obtained initially, client should sign ROI form at first physical appointment (CAN, ES, etc.)
 - If a verbal consent is obtained initially, and there is no option to obtain a wet signature upon expiration of ROI, then another verbal ROI is acceptable.

5. BNL v2 – Lindsey Boudreau

- The “Active” client universe for the updated BNL has been in testing and feedback received from the Housing Solutions Collaborative is currently being implemented.
- Formal roll out of the “Active” universe will likely happen in the next month.
- Request was made for HSC members to weigh in on whether the Inactive or Data Quality universe should be pursued next.

6. HUD VASH – Linda Casey

- We are in the process of implementing new functionality to import HUD VASH data collected in VA data systems into HMIS. Having this information in HMIS will benefit CoC competition.
- VA currently has DSA which their legal team is reviewing; once that is signed, we can continue to move forward with setting up the import process.

7. Data Quality – Linda Casey & Rose Kelly

- Based on brainstorming at April's HMIS SC meeting and discussion with the Housing Solutions Collaborative CCEH is moving forward with the following priorities around data quality:
 - Using HMIS system logic to assist users in improving the quality of data entry and allow copying of information between enrollments with different funding streams.
 - Signing on to the P20WIN partnership with the goal of data sharing income information with DOL.
 - Putting out an RFP to build training curriculum in a Learning Management System.
 - Creating dashboards that will allow users to quickly and easily understand that status of their program's data quality.
 - Please email Linda (lcasey@cceh.org) if you would like to be part of the group to give input on dashboards.
- A draft of an updated Data Quality Management Plan is in progress. The updated document will serve as a tool for CCEH, CoCs, and end users to improve HMIS data quality.
 - Rose asked for volunteers to review the data quality plan and provide input for the document and dashboard development.
 - Please email Rose (rkelly@cceh.org) if interested in being part of that process.
 - Data dashboard planning is in progress to allow users to self-serve their data quality metrics to assess their areas of strength and opportunities for improvement. Users will be able to see where their agency is in relation to meeting benchmarks on data quality metrics.
 - User resources for help with avoiding and correcting data issues are being developed including documents, short videos, and a troubleshooting guide.

8. PIT – Linda Casey

- The formal PIT report is being drafted and is a pared down version compared to last year.
- The PIT data dashboard is available on CCEH.org and is updated with this year's findings.
- Data on the chronic status of individuals was problematic this year – ties in with the need for increased focus on data quality.

9. Nutmeg Updates – Russ Cormier

- **HMIS Server Moves:** first is tomorrow for 4 hours; second is for new data center. Cutover in mid-July (either weekend of 10th or 17th). Downtime will be minimal, less than 30 minutes.

10. New Business

- Meredith Damboise raised the possibility for expanding access for HDCs to “self-serve” some common functions.
 - The group discussed some possibilities such as the ability to delete case notes, reopen enrollments, or deactivate users.
 - Jim noted that the case note deletion was vetoed by the SC in the past.
 - Crane raised the concern around possible misuse of the permissions and there was some discussion of possible backstops.
 - Russ will follow up with the Nutmeg helpdesk to see if there are some common ticket items that may qualify for this.
 - Meredith will draft and send to Crane, Radhika, Linda, and Russ for review.
- Meredith Damboise raised a question about the ability for HDCs to review duplicates.

- There is currently a report to review duplicates, CCEH will resend release notes. Release Notes sent via email to the group 6/11/21.
- Meredith Damboise informed the SC that the Data and Accountability Work Group is looking to earmark data development funding needs and will be following up with Linda and Russ to get input.

11. Next Meeting(s)

- Friday, September 10, 2021, 10:00 a.m. to 11:30 p.m.
- Friday, November 12, 2021, 10:00 a.m. to 11:30