



CT HMIS Steering Committee – Meeting Minutes
Friday, September 10, 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	9/10/21
Central	Jessica Carabillo	Main								
Central	Linda Kerr (left 9/2021)	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	X
FFC	Neelam Joseph	Main	X	X	X	X			X	X
FFC	Maria Satterwhite-Porpora	Alternate			X	X	X			X
GHART	Crane Cesario	Main	X	X	X	X		X	X	X
GHART	Lisa Quach	Main	X		X	X	X		X	
GHART	Tamika Riley	Alternate								X
GNH	Meredith Damboise	Main	X	X	X	X	X	X	X	X
GNH	Leigh Shields-Church	Alternate								
GNH	Radhika Potluri	Alternate	X	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								X
Northwest	Diane Albini	Main	X	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		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
	Russ Cormier	Nutmeg Consulting
	Rose Kelly	CCEH
	Lindsey Boudreau	CCEH
X	Vicky Luo	CCEH
	Jacob Tadesse	New Reach

1. Welcome & Check-in – Linda Casey

- Check in question: “Do you have projects or programs that you wish you could analyze/research for efficiencies or effectiveness to see how you’re doing?”
- Attendees shared their responses in the chat:
 - BOS & DOH projects
 - RRH to bridge, esp. for non-supported permanent housing vouchers
 - It would be great to see the effectiveness of RRH (returns to homelessness after standardized 6 mo, 1 yr, 2 yr, etc.) time periods and broken out by different populations (families vs. individuals, chronic vs non)
 - Effectiveness of Diversion- % of clients who return to the homeless system after 6 mo., 1-year, 2-year time periods

2. Previous Meeting Minutes – Linda Casey

- Motion to approve: Meredith Damboise, Seconded: Nancy Cannavo
- All in favor, no abstentions

3. CCEH Lead Agency and PIT Conversation – Linda Casey

- Given recent emails re possible vote to change HMIS contract to DOH, wanted to quell any misconceptions re CCEH. This is another example of the statewide re-thinking of many aspects of how CT runs the homeless response system. The conversation on HMIS will be revisited, this time with more lead time. There are positives and negatives to switching the contract, but there is also a lot of redundancy in current structure among agencies. More to come but this is considered a healthy review of our system’s efficiencies.
- The reason CCEH is not running the PIT this year is because we missed the deadline to notify of our intent to re-apply. There was a lot going on with the transition of the CEO and we missed the deadline by a day, which meant we were out of the running. CCEH did request an extension given the extenuating circumstances, but DHMAS did not approve it. ACT was the only other applicant and therefore received the PIT contract for 2022.

4. Update on Statewide Consistency Efforts – Lauren Zimmermann

- There are many agencies using Smartsheets in various ways. The CANs and backbone organizations have a variety of Smartsheet implementations – it is used to track CAN appointments, diversion, shelter rosters, outreach, By-Name-List management, etc.
- Statewide effort underway to streamline uses; there was a consensus to start with outreach data collection and coordination functions.
- Goal is to have data get into HMIS for statewide reporting.
- Thought is to share responsibility and leverage the HMIS Steering Committee to collect recommendations.
- If interested in joining discussion sessions, reach out to Lauren Zimmermann. This is an open process, and all are invited to participate. Avery Lenhart and Nancy Cannavo expressed interest in joining the conversation.

5. Data Quality Updates – Linda Casey

- Draft Data Quality Plan is close to completion. There will be one last open meeting on September 16th for any last comments before review and approval by the CoCs.
- This is part of overall data quality strategy and upcoming SPMs. There will be more webinars and smaller, more frequent, data quality topics addressed so it is not as overwhelming.
- Update on data quality brainstorming session from April 2021 meeting – several items were raised as data quality issues and progress has been made on several items since that meeting.
 - Alerts in HMIS:

- Alerts display in HMIS for conflicting chronic homeless/disabling condition data (HUD universal At Entry assessment vs program assessment)
- Alerts display for null values for disabling conditions in HUD program assessment At Entry
- Alerts display if HIV/AIDS disabling condition drop down is null in the HUD program assessment At Entry
- *P20 WIN data sharing*
 - CCEH officially is part of the statewide P20 WIN data sharing collaborative
 - First effort is to work with Department of Labor to get wage and labor data to supplement what is self-reported by clients in HMIS
 - First of many opportunities to work with state agencies to share data
 - Potential for further research and data collaborations
- *Data Quality Dashboard*
 - CCEH is developing a data quality dashboard. Contact Vicky Luo (vluo@cceh.org) to share ideas.
- Duplicate records in HMIS continue to be a challenge. There are over 4100 records in the queue for deduplication. Nutmeg created a customer service form in 2019 to capture details about the de-duplication request; tickets submitted prior to 2019 require more follow-up with the users since they do not have the needed details. CCEH's recommendation and request for the HMIS SC is to approve Nutmeg to focus on the tickets from 2019 onward (approximately 3200 tickets) and not address the 926 tickets pre-dating 2019.
 - Meredith Damboise: Consider including any open enrollments prior to 2019 as well
 - Maria Satterwhite-Porpora: What happens to records prior to 2019? Answer: they would remain as-is (not be de-duplicated).
 - Avery Lenhart: Start date should include September 30, 2018, to capture records for 3-year lookback for chronicity calculations
- **PROPOSAL:** Focus on tickets from September 20, 2018, onward for Nutmeg to prioritize for deduplication.
 - Motion to approve: Nancy Cannavo, seconded by Meredith Damboise

6. Length of Time Homeless Calculations – Linda Casey

- There are two items to be addressed for the LOTH: automating its calculation in HMIS (currently a manual process and laborious) and determining how/if it can be used to prioritize people on the BNL once the VI-SPDAT is no longer in use (likely soon).
- There are 2 use cases for LOTH: prioritization on BNL (# days homeless) vs determining eligibility for chronic status.
 - Calculating LOTH based on bed night counts would be a more granular way to determine equity for BNL. Currently, all LOTH follows HUD guidance of 1 day = 1 month. There are other items for consideration, including hotels are based on entry/exit dates and outreach clients could be based on current living situation updates and/or last service date.
 - Calculating based on 1 day in shelter = 1 month is helpful for estimating chronicity.
- This is raised in this meeting to remind folks of the possibilities and that a change is likely coming; a deeper open discussion will be held to figure out a solution. All are welcome to attend.

7. Data Sharing Agreements & Longitudinal Studies – Linda Casey

- Question for the group: What should the timeframe be for DSAs for longitudinal studies?

- Background: A recent request for an extended DSA was approved by the ad hoc HMIS SC group last month; wanted to bring to larger group for consideration of what the standard should be since that was the first request of its kind.
- The DSA that was approved did not request new data; it was going to use the same data over the period of 5 years.
 - Nancy Cannavo favored a 2-year limit
 - Meredith Damboise: Could make a difference if the DSA requested updated data during the 5-year agreement; need to revisit on case-by-case basis
 - Neelam Joseph: 5 years seems appropriate for a longitudinal study
 - Lauren Zimmermann: Organization should notify CCEH if there are any key personnel changes who access this data during the duration of the DSA. Request that there is a stipulation that any findings be shared with CCEH and HMIS SC.
- **PROPOSAL:** 5-year DSAs are appropriate for longitudinal studies. Requesting organization must notify CCEH of any key personnel changes in writing and the DSA will be amended accordingly. Findings must be shared with CCEH and the HMIS SC.
 - Motion to approve: Meredith Damboise, seconded by Nancy Cannavo

8. COVID Dashboard – Linda Casey

- CCEH will be rolling out a new COVID-19 dashboard to track testing and vaccination data for the homeless response system, including demographic breakdowns.
- Currently sharing draft version at various statewide meetings.
- Upcoming webinar will provide additional opportunities for feedback. Send any feedback to Vicky Luo at vluo@cceh.org.

9. Nutmeg Updates – Jim Bombaci

- HUD 2022 Data Standards: Changes are going live October 1, 2021. Nutmeg is working with CaseWorthy to finalize details. There will be a training session on October 1.
- Thanks to Radhika's ticket for SSVF data requirements, Nutmeg will maintain the previous .CSV format. The .CSV format changes every year.
- Nutmeg will keep 2 years of APRs available: the previous years' format 2020 vs. the new format 2021
- Alerts continue to be developed for data quality issues for assessments, enrollments, move-in dates in PSH and RRH programs, and more
- End users will see the left side menu option for data that's impacting the federal funding forms, statewide reports, i.e., LSA, SPM
 - ETA: in the next few months
- PIT 2022: Lindsay F. (Supportive Housing Works) will be the primary messenger for PIT-related webinars and instructions.

10. New Business

- None

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

- Friday, November 12, 2021
- Friday, February 11, 2022
- Friday, April 8, 2022
- Friday, June 10, 2022
- Friday, September 9, 2022
- Friday, November 4, 2022 (November 11th is Veteran's Day)