



CT HMIS Steering Committee
April 22nd, 2019 – 1:00 – 3:00
CT State Library, 786 South Main St. Middletown, CT 06457

HMIS SC Member	CAN	Voting	Present
Diane Albini	Waterbury/Litchfield	Main	✓
Beau Anderson	Northeast	Alternate	✓
Nancy Cannavo	Waterbury/Litchfield	Main	✓
Crane Cesario	Greater Hartford	Main	✓
Brenda Coutu	Northeast	Main	
Meredith Damboise	Greater New Haven	Main	✓
Stacy Hooker	Meriden/Middlesex/Wallingford	Main	✓
Neelam Joseph	Fairfield County	Main	✓
Linda Kerr	Central	Main	✓
David Lang	Southeast	Main	
Maria Laporto	Greater New Haven	Main	✓
Adam Layton	Waterbury/Litchfield	Alternate	
Avery Lenhart	Northeast	Main	
Phillip Lysiak	Central	Alternate	
Karen Mahar	Fairfield County	Alternate	
Matthew Morgan	Greater Hartford	Main	
Bri Pierscinski	Waterbury/Litchfield	Alternate	
Radhika Potluri	Greater New Haven	Alternate	
Lisa Quach	Greater Hartford	Main	✓
Suzy Rivera	Central	Main	✓
Maria Satterwhite-Porpora	Fairfield County	Alternate	✓
Trisha Shah	Southeast	Main	✓
Lauren Zimmermann	Fairfield County	Main	✓

	Other attendees	Organization
✓	Brian Roccapriore	CCEH
✓	Brenda Earle	DMHAS
✓	Susan Walker	CCEH
✓	Lisa Callahan	DMHAS
✓	Russ Cormier	Nutmeg
✓	Don Vincent	Liberty
✓	Dan Shelter	Columbus House

✓	Justine Couvares	Chrysalis Center
✓	Jim Bombaci	Nutmeg

1. Welcome / Changes in roles

- Goodbye and Thank You to Brian Roccapriore for your years of service and dedication!
- Crane Cesario has requested to switch roles with Vice-Chair Lauren Zimmerman, who has agreed to hold the Chair position in the future. We will look at policies and hold a vote in the near future. The change may take effect after July 1, the start of the new fiscal year if reasonable for our process and timing.

2. December Minutes – Crane Cesario: Approved

3. Nutmeg Updates:

- CT HMIS Known Issues - None
- CT HMIS Updates – PIT and RHY upload are on track
- LSA - On track
- Client Merge: On track
- Reports Webinar / CTHMIS.com tools reminder

4. Data Dashboard Project Update – Lauren Zimmermann - No update on the Data Dashboard Project. Appeal to members of CT HMIS Steering to continue to identify any issues or areas for improvement and submit them via feedback@ctcandata.org. EDEN will be working on setting some system-level performance goals that will be incorporated into the dashboards once adopted.

5. CCEH / Agency HMIS MOU – CCEH - All agencies are required to re-sign MOU. Strategies for ensuring completion will be discussed at June 14th meeting.

6. CT HMIS Client Duplicates – CCEH - Brian reached out agencies creating numerous duplicates. 211's process collects minimum amount of identifying data, potentially increasing likelihood of creating duplicates. Russ is going to look at users who are creating the most duplicates and share information at June 14 meeting. Proposed Ideas: Reminders and instructional videos; set duplicate threshold and suspend HMIS user privileges after warning period for users who have exceeded duplicate threshold. CT HMIS Representatives agreed to bring the issue back to their CAN for discussion and determination of best local process for handling repeat duplicator problem.

7. 211 Case Note Template – Lauren Zimmermann - Lauren will present draft case note templates for 211 and CAN appointments at June 14 meeting.

8. EDEN (Executive Data and Estimated Needs) – Beau Anderson – The EDEN committee refocused its proposed system performance measures for sheltered homelessness to view performance over time and work will set incremental goals for the following measures: Permanent Exits from sheltered homelessness, Length of stay in sheltered homelessness, Returns to sheltered homelessness, **and** Shelter to shelter transfers. EDEN plans to discuss criteria and guidance for permanent/temporary exit destinations. EDEN will also need a new co-chair after Brian's departure.

9. 2019 PIT Update – CCEH HDX deadline 4/30/19. Numbers have gone down. No unsheltered families. Good news in both CoCs.

10. CCEH Staffing Updates – CCEH Brian's last day. Susan Walker (CCEH) will staff HMIS Steering Committee moving forward.

11. New Business -

- Need to set a date for Release Bin Committee. Dan Shetler of Columbus House will join.
- Restructuring CANS: October when data standards are released.
- System Updates: HMIS downtime during scheduled CAN appointments is avoided whenever possible, though it is sometimes unavoidable when critical updates require coordination between Nutmeg (local system administrator) and Caseworthy (software vendor based in another time zone).

12. Next meeting(s), all located at the CT State Library, located 786 South Main St. Middletown, CT 06457:

- Friday 6/14 – 10am-12
- Friday 8/9 – 10am-12
- Friday 10/11 – 10am-12
- Friday 12/13 – 10am-12