



CT HMIS Steering Committee Minutes
June 14, 2019 – 10:00am
CT State Library, 786 South Main St. Middletown, CT 06457

ATTENDEES

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

Other Attendees:

Name	Organization	Present
Linda Casey	CCEH	X
Brenda Earle	DMHAS	
Susan Walker	CCEH	X
Lisa Callahan	DMHAS	X
Russ Cormier	Nutmeg	X
Don Vincent	Liberty	
Dan Shelter	Columbus House	X
Justine Couvares	Chrysalis Center	
Jim Bombaci	Nutmeg	
Fred Woodhouse	Open Hearth	X
Shade Orimogunje	CCEH	X

1. **Introductions** - Welcome Linda Casey, new Director of HMIS and Strategic Analysis
2. **April Minutes** – Approved
3. **Nutmeg Standing Updates:**
 - a. **HMIS Issues:** A problem with shelter check-in has been identified in field testing of Caseworthy Version 8, therefore we are still using version 7.2. The goal is to implement Caseworthy Version 8 by 10/1/19, corresponding with the 2020 HMIS data standards changes.
 - b. **Updates:** When data standards change, some data may be updated retroactively. Nutmeg does not anticipate downtime.
 - c. **Webinars:** Reporting webinars are an underutilized resource. The committee agreed to promote webinars at CAN level.
 - d. **Data quality:** The duplicate client function in Caseworthy is not working. We will keep duplicate clients as a standing Steering Committee agenda item.
 - e. **LSA:** Due to a report overhaul, unclear report specs and an unfinished upload tool, communities are resubmitting LSA data at the end of June. Nutmeg does not anticipate any issues with LSA upload.
- **Data Dashboard Project Update** – EDEN is looking at success of projects, with focus on sheltered homelessness (including all forms of shelter), and permanent exits. Work has begun on a new RRH dashboard with financial metrics.
- **EDEN (Executive Data and Estimated Needs)** – EDEN is working on defining “rare, brief and non-reoccurring,” with a focus on exits to permanent destinations. Providers are encouraged to look at exit data on CTCANDATA.org.
- **PIT** – CCEH is releasing the report next week.
4. **Agency HMIS MOU** – 52 Agencies have signed MOUs and 38 are outstanding. Some agencies are not renewing HMIS participation. Shade, Lauren and Crane will touch base over unsigned MOUs.
5. **211 Case Note Template** –The Case Note Template project is an attempt to collect uniform information across CAN, 211 and YHDP settings, and integrate data with HMIS and Smartsheets. There are no updates.
6. **Release Bin Committee** – The Release Bin Committee convened after the Steering Committee to discuss HMIS data customization requests.
7. **CAN Restructuring / 2020 HMIS Data Standards effective 10/1/19** – The Eastern CANs have merged and Danbury has moved to ODFC. The 2020 data standards changes are not anticipated to impact most CT projects.
8. **System Performance Measures** – 2017 SPMs were resubmitted to HDX according to CoC reconfiguration, as well as 2018 SPMS.
9. **Aligning MOU with HMIS Policies and Procedures** – Several minor errors and misalignments between the agency HMIS MOU and HMIS Policies and Procedures have been identified. A motion was made to correct revision dates, broken links and reference errors to bring the Policies and Procedures in line with the MOU. The motion passed. Upon revision, CCEH and the Steering Committee will send an addendum to MOU signees summarizing Policies and Procedures revisions.

10. **Sharing HMIS User Accounts** – Nutmeg became aware of a situation where two caseworkers were sharing one user account and password: a serious violation of the HMIS Policies and Procedures. The account in question was temporarily disabled. We need a clear policy for dealing with this kind of infraction. The committee also discussed security refreshers, such as re-signing End User Agreement and re-certifying security skills.
11. **Onboarding new agencies into HMIS** – Outside of completing the checklist and signing the MOU, the process for granting agency access to HMIS is unclear. Multiple agencies have open tickets requesting HMIS access, or have entered a discussion about the process. Some agencies are interested in view-only licenses. There are questions concerning access and limitations of data sharing. A policy needs to be drafted to address this process gap. In the interim, Susan and Crane will look at open cases and bring recommendations to the August meeting.
12. **Overflow beds** – The problem of uncounted overflow beds in warming centers and seasonal shelters needs to be addressed at the CAN level.
13. **Leadership change**- A motion was made to recognize Lauren as the Chair of the CT HMIS Steering Committee and Crane as the Vice Chair, effective for the August 9th meeting. The motion passed.
14. **Upcoming meetings** - Located at the CT State Library, located 786 South Main St. Middletown, CT 06457:
 - Friday 8/9 – 10am-12
 - Friday 10/11 – 10am-12
 - Friday 12/13 – 10am-12

To Do Before Next Meeting

1. Bring projector needed for August Steering Committee meeting.
2. Promote reporting webinars at CAN level
3. Shade, Lauren and Crane will connect over unsigned MOUs.
4. Add security policies for P and P revisions – addressing sharing accounts
5. Begin policy for vetting agencies that want to participate in HMIS.
6. Begin policy for vetting agencies currently requesting HMIS access.