CONNECTICUT COALITION to END HOMELESSNESS

CT HMIS Steering Committee – Meeting Minutes
Friday, October 11, 2019 – 10:00am -12:00pm
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	✓
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 Present:

	Name	Organization
✓	Linda Casey	CCEH
✓	Jim Bombaci	Nutmeg Consulting
	Lisa Callahan	DMHAS
✓	Russ Cormier	Nutmeg
✓	David Gonzalez-Rice	CCEH
✓	Justine Couvares	Chrysalis Center
✓	Melanie Gonzalez	New Reach
	Dan Shetler	Columbus House
✓	Shade Orimogunje	CCEH
	Don Vincent	Leeway

1. Introductions - All
   - Meeting now intended to be result-based utilizing working sessions
     - October meeting a pilot
     - Modifications will be made as required

2. Nutmeg Updates: Nutmeg
- New Data Standards
   - Some discrepancies noted especially with SSVF & PATH projects
     - Providers are encouraged to submit PDX error to Nutmeg for resolution

- Maintenance
   - New hardware installed on October 11, 2019
   - Replaced front end application servers live as of October 11, 2019
   - Configuration of google apps to be confirmed
     - Feedback expected from users

- Analysis of merged Client IDs
   - Development of a self- serving dashboard to depict;
     - System wide metrics
     - Usage patterns over time
     - Trends
   - Level of dashboard will be decided at a later date

- Dashboard will be ready at next SC meeting

3. Release Bin Update – David Gonzalez-Rice
- BNL Status Tool – NOTE: THIS IS NO LONGER APPLICABLE AS A NEW BNL TOOL IS BEING DEVELOPED
    - Outcome of meeting held in June
        - Automation of client details for efficiency and accuracy
        - Updating client status in case worthy for effectiveness
        - Reactivation of returned clients immediately without waiting two weeks
        - Review and possible modification of BNL exit destination to align with ES exit destination
            - A working group including Beau Anderson & Lisa Quach to implement suggestions; contact them if you want to be included

4. Working Session – All
- Granting HMIS Access to Agencies
    - Required Criteria
        - Access would only be given to entities who have relationship with homelessness and must have established a need for access
        - An interface to a separate portal may be created for approved entities
        - MOUs will serve as the application but will contain different languages for full access and view only access
        - CCEH is responsible for handling requests for HMIS access and may include a few SC members
            - The Steering Committee will be involved only when such requests cannot be handled by CCEH & other members
        - Agreed thoughts at the work session will be circulated via email before the next meeting
        - Request for access by a DOH staff member to be discussed outside the meeting
- CCEH will draft initial standard operating procedure (SOP) based on working session and will distribute for comments via email.

5. Topics for other work sessions – Crane Cesario
    - Racial Justice
    - EDEN
    - AHAR/ LSA
    - Improving System Performance Measures
    - Issues related to change to Dedicated Plus

6. Other Business

- Additions to CCEH's website
  - CCEH will include a Data Quality page on its website to help providers with a 'one-stop shop' on data quality tips and tricks. The page will feature short 'how-to' videos and webinars on
    - Data Quality – how to improve
    - Running regular reports – APR, Annual Assessment, etc.

7. Next Meeting(s)
- All meetings will be held at the CT State Library, located 786 South Main St. Middletown, CT 06457

  2019
- Friday, December 13 10:00 am to 12:00pm

  2020
- Friday, February 14, 10:00 am to 12:00pm
- Friday, April 24 , 10:00 am to 12:00pm
- Friday, June 12 , 10:00 am to 12:00pm
- Friday, September 11 , 10:00 am to 12:00pm
- Friday, November 13 , 10:00 am to 12:00pm