# CT HMIS Steering Committee – Meeting Minutes
Friday, December 13, 2019 – 10:00 a.m. -12:00 p.m.
CT State Library, 786 South Main St. Middletown, CT 06457

## ATTENDEES

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
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<tbody>
<tr>
<td>✓ Linda Casey</td>
<td>CCEH</td>
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<tr>
<td>✓ Jim Bombaci</td>
<td>Nutmeg Consulting</td>
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<tr>
<td>✓ Lisa Callahan</td>
<td>DMHAS</td>
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<tr>
<td>✓ Russ Cormier</td>
<td>Nutmeg Consulting</td>
</tr>
<tr>
<td>David Gonzalez-Rice</td>
<td>CCEH</td>
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<tr>
<td>Justine Couvares</td>
<td>Chrysalis Center</td>
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<tr>
<td>Melanie Gonzalez</td>
<td>New Reach</td>
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<tr>
<td>✓ Dan Shetler</td>
<td>Columbus House</td>
</tr>
<tr>
<td>✓ Shade Orimogunje</td>
<td>CCEH</td>
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<tr>
<td>Don Vincent</td>
<td>Leeway</td>
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<tr>
<td>✓ Lisa DeLieto</td>
<td>Columbus House</td>
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<tr>
<td>✓ July Tran</td>
<td>Skylight</td>
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<tr>
<td>✓ Lara Kohl</td>
<td>Skylight</td>
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<tr>
<td>✓ Ryan Hansz</td>
<td>Skylight</td>
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<tr>
<td>✓ Matt Crist</td>
<td>Skylight</td>
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1. Introductions – All and welcome the Skylight team

2. June and October 2019 Minutes- Lauren Zimmerman
   • Motion to approve with possible revisions later: Neelam Joseph
     o Seconded: Dave Lang
     o All in favor, no abstentions

3. Skylight Team & HMIS work at OEC – July Tran
   • Skylight has been working with OEC since 2018
     o Currently supporting Governor Lamont’s 500 familiar faces initiative through the OEC & DOH till end of February 2020
     o Has built a website for OEC to address backlog of applications for CT child for care kids applications
     o Working to improve provider experience and data entry for early childhood information system
     o Met with over 30 stakeholders representing various agencies in the state and note the need to have an improved By- Name List which will help
• Design a family by-name list that best summarizes demographics, service needs and housing preferences
• Improve reporting and data analysis using data captured in the family by-name list
• Streamline the creation of the BNL for different types of users
• Improve capability of the BNL to retrieve historical data
  o Skylight requests
    ▪ Access to HMIS to be able to generate an improved BNL after reviewing current reporting structure
• The meeting agreed in principle to recommend that the subcommittee approving access to HMIS approve Skylight team access to HMIS data if Skylight meet required criteria
  o Once approved Skylight will
    ▪ Interview members of each CAN to review how the BNL is utilized to have an understanding of the state’s need
    ▪ Create a prototype and share with the Steering Committee
    ▪ Pilot the prototype with a region and then rollout statewide afterward

4. Year-End Assessment – Lauren Zimmerman/Linda Casey
• An assessment of the purpose, goals and membership of the committee especially with the
  o Restructuring of Reaching Home Campaign, its impact and the relationship of various groups within Reaching Home Campaign and the HMIS Steering Committee
• Mission
  o HMIS Steering Committee should be more strategic
    ▪ Not fighting fires
  o Stewardship
    ▪ Protecting Privacy Information of Clients
    ▪ Vetting Changes and Access to HMIS System
  o Communicating high level strategic plan to the various Coordinated Access Networks
  o Have a representation of all stakeholders – HMIS end users, people with lived experience to inform right decisions
  o Reviewing and updating guiding principles of the HMIS Steering Committee i.e. the By-laws
• Challenges
  o Involving people with lived experiences has some barriers like transportation
  o Information sharing – Determine effective and efficient ways to share information
• Membership
  o Diversifying membership of the group with persons not just the Coordinated Access Networks only
  o Recap of restructuring of membership of the committee 2 years ago from sub-CoCs to CANs composed of 2 voting and 2 alternate representatives from each CAN
  o Attendance at December 2019 meeting not reflecting the geographical coverage intended
  o Meeting will review membership coverage at the next meeting using the sign-in sheet

5. Proposed Changes- Linda Casey
• CCEH Communication Plan
  • Interested in implementing the most efficient way to communicate with all stakeholders ensuring the right audience is targeted using the most appropriate media:
    o Release Notes
    o Webinars
    o Videos
    o Slack
    o Newsletters
    o Updates to data quality webpage
    o Group suggests CCEH collaborates with Nutmeg during the monthly HDC calls
      ▪ Group was tasked to share the most preferred communication channel

6. Review of Results-Based Facilitation Process – Lauren Zimmerman
• Techniques to diversifying engagement process in meetings so all people can participate in meetings effectively
• Meeting to break out into smaller working sessions
  o Individuals to first spend 3 mins to note plans for 2020
  o Discuss notes with other members of the committee and then reconvene

7. 2020 Agenda for the Steering Committee- All
  o Reminders and pop ups for annual assessments
  o Customizations- list of additional fields like zip codes for CT assessments
  o Add veteran form which is currently not part of enrollments workflow
o Review Electronic Security – HMIS is currently accessed from any IP address
o Report back HMIS related information in other statewide & regional meetings with a view to get confirmation from Nutmeg on what works and what does not
o Reconcile enrollments and multiple income streams per client
o Restrict access for projects with subsidy and service providers sharing data entry responsibility
o Review DMHAS projects in HMIS
o VISPDAT /Next steps tools Protocols - reassessment upon re-entry
o Splash screen for users with different roles
o Duplicate Control
o Naming conventions for programs
o Review and add to HMIS training curriculum – initial training not specific
o Toggling Organization, provider and role functionality
o Question and Answer forum for immediate response
o Catalog and organize help content on the website
o Data Standards updates – updating new elements for existing clients can be time consuming
o Homeless history ‘talk’ to enrollment
o HMIS glitch with scanned documents
o Data clean-up and due diligence improvements
o Warming centers data collection- accurate data collection of sheltered and unsheltered, PIT implementation
o Excel exports – revisit clean ups, drop downs
o Loss of historical data through merged process
o Historical data on BNL Status

8. Nutmeg Updates:
• 2020 Data Standards were in place before October 2019 meeting
  o Issues around exports and imports arise due to the fact that data repositories were changed and updated
  o SSVF and RHY had several issues due to these changes and they have been resolved
  o Quicken assessment updates commenced
  o Disability Alerts functionality now in place
    ▪ Nutmeg to confirm if alert works with any ID given there are clients with several client IDs
• Changes
  o Re-evaluation of the two CaseWorthy version 8.0
    ▪ User interface changes not required and not disruptive in the first instance
- CaseBOT functionality disruptive to user interface in the second instance
- Full testing sweep of the two versions planned before end of Q1 2020

- Deployments
  - Dashboards proposed to be implemented before the end of the year
  - Changing default client search to display in ranks
- Smartsheet Integration Pilot
  - Working prototype in place
  - Two way communication established between CaseWorthy and Smartsheet
  - Implementation to be sorted
- Dashboard for duplicate clients
  - Proposed to be out before next meeting
- Challenge(s)
  - Coordinated Access Changes
    - Nutmeg team request providers make plans ahead for the changes next year

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

   **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