

**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**

<b>HMIS SC Member</b>	<b>CAN</b>	<b>Voting</b>	<b>Present</b>
Diane Albin	Northwest	Main	
Beau Anderson	Northeast	Alternate	
Leigh Shields-Church	Greater New Haven	Alternate	✓
Nancy Cannavo	Northwest	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	Northwest	Alternate	
Avery Lenhart	Northeast	Main	
Phillip Lysiak	Central	Alternate	
Karen Mahar	Fairfield County	Alternate	
Matthew Morgan	Greater Hartford	Main	
Bri Pierscinski	Northwest	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:

	<b>Name</b>	<b>Organization</b>
✓	Linda Casey	CCEH
✓	Jim Bombaci	Nutmeg Consulting
✓	Lisa Callahan	DMHAS
✓	Russ Cormier	Nutmeg Consulting
	David Gonzalez-Rice	CCEH
	Justine Couvares	Chrysalis Center
	Melanie Gonzalez	New Reach
✓	Dan Shetler	Columbus House
✓	Shade Orimogunje	CCEH
	Don Vincent	Leeway
✓	Lisa DeLieto	Columbus House
✓	July Tran	Skylight
✓	Lara Kohl	Skylight
✓	Ryan Hansz	Skylight
✓	Matt Crist	Skylight

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
    - Seconded: Dave Lang
    - All in favor, no abstentions
3. Skylight Team & HMIS work at OEC – July Tran
  - Skylight has been working with OEC since 2018
    - Currently supporting Governor Lamont’s 500 familiar faces initiative through the OEC & DOH till end of February 2020
    - Has built a website for OEC to address backlog of applications for CT child for care kids applications
    - Working to improve provider experience and data entry for early childhood information system
    - 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
    - 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
    - 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
    - Restructuring of Reaching Home Campaign, its impact and the relationship of various groups within Reaching Home Campaign and the HMIS Steering Committee
  - Mission
    - HMIS Steering Committee should be more strategic
      - Not fighting fires
    - Stewardship
      - Protecting Privacy Information of Clients
      - Vetting Changes and Access to HMIS System
    - Communicating high level strategic plan to the various Coordinated Access Networks
    - Have a representation of all stakeholders – HMIS end users, people with lived experience to inform right decisions
    - Reviewing and updating guiding principles of the HMIS Steering Committee i.e. the By-laws
  - Challenges
    - Involving people with lived experiences has some barriers like transportation
    - Information sharing – Determine effective and efficient ways to share information

- Membership
  - Diversifying membership of the group with persons not just the Coordinated Access Networks only
  - 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
  - Attendance at December 2019 meeting not reflecting the geographical coverage intended
  - 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:
  - Release Notes
  - Webinars
  - Videos
  - Slack
  - Newsletters
  - Updates to data quality webpage
  - 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
  - Individuals to first spend 3 mins to note plans for 2020
  - Discuss notes with other members of the committee and then reconvene

#### 7. 2020 Agenda for the Steering Committee- All

- Reminders and pop ups for annual assessments
- Customizations- list of additional fields like zip codes for CT assessments
- Add veteran form which is currently not part of enrollments workflow

- Review Electronic Security –HMIS is currently accessed from any IP address
- 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
- Reconcile enrollments and multiple income streams per client
- Restrict access for projects with subsidy and service providers sharing data entry responsibility
- Review DMHAS projects in HMIS
- VISPDAT /Next steps tools Protocols -reassessment upon re-entry
- Splash screen for users with different roles
- Duplicate Control
- Naming conventions for programs
- Review and add to HMIS training curriculum – initial training not specific
- Toggling Organization, provider and role functionality
- Question and Answer forum for immediate response
- Catalog and organize help content on the website
- Data Standards updates – updating new elements for existing clients can be time consuming
- Homeless history ‘talk’ to enrollment
- HMIS glitch with scanned documents
- Data clean-up and due diligence improvements
- Warming centers data collection- accurate data collection of sheltered and unsheltered , PIT implementation
- Excel exports –revisit clean ups, drop downs
- Loss of historical data through merged process
- Historical data on BNL Status

#### 8. Nutmeg Updates:

- 2020 Data Standards were in place before October 2019 meeting
  - Issues around exports and imports arise due to the fact that data repositories were changed and updated
  - SSVF and RHY had several issues due to these changes and they have been resolved
  - Quicken assessment updates commenced
  - Disability Alerts functionality now in place
    - Nutmeg to confirm if alert works with any ID given there are clients with several client IDs
- Changes
  - 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