CT HMIS Steering Committee – Meeting Minutes  
Friday, February 14, 2020 – 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>
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<td>Leigh Shields-Church</td>
<td>Greater New Haven</td>
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<td>Nancy Cannavo</td>
<td>Northwest</td>
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<td>Crane Cesario</td>
<td>Greater Hartford</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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<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>
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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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<td>Avery Lenhart</td>
<td>Northeast</td>
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<td>Phillip Lysiak</td>
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<td>Karen Mahar</td>
<td>Fairfield County</td>
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<td>Matthew Morgan</td>
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<td>Bri Pierscinski</td>
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<td>Radhika Potluri</td>
<td>Greater New Haven</td>
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<td>Lisa Quach</td>
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<td>Suzy Rivera</td>
<td>Central</td>
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<td>Maria Satterwhite-Porpora</td>
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<tr>
<td>Trisha Shah</td>
<td>Southeast</td>
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<tr>
<td>Lauren Zimmermann</td>
<td>Fairfield County</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>
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<tr>
<td>David Gonzalez- Rice</td>
<td>CCEH</td>
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<tr>
<td>Megan Ward</td>
<td>The Gathering Place</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>
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<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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<td>Ryan Hansz</td>
<td>Skylight</td>
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1. **Welcome & Check-in - All**
   Check-In Question: What are the top 1 or 2 priorities this committee does?
   Most agreed responsibilities of CT Steering Committee include:
   - Center Point between HUD & clients
   - Strategically plan improvements on utilization of CT HMIS data
   - Upholding confidentiality and protecting privacy information
   - Identify population and resource needs for ending homelessness
   - Guidance and direction on CT HMIS to stakeholders within the state
   - Communication to key CT HMIS stakeholders
   - Develop and implement policies based on day to day client & user experience

2. **December 2019 Minutes – Linda Casey**
   - Motion to approve: Nancy Cannavo
     - Seconded: Trisha Shah
     - All in favor, no abstentions

3. **Relationship of CT HMIS SC with Reaching Home ‘Data & Accountability’ workgroup – Linda Casey**
   - Original charge for CT HMIS SC was to guide and have accountability for the CoCs
   - Provide guidance to CCEH & Nutmeg as needed
   - Mission is much broader at present
     - Next step for CT HMIS SC is to define the scope of CT HMIS SC
     - Reaching Home ‘Data & Accountability’ workgroup is perceived as a visionary on evaluation of the system.
       - Complementary to CT HMIS SC
4. **Updating CT HMIS ROI Participating Agency List – Crane Cesario**
   - Current list is dated 2018, needs to be updated
   - CANs and Regions to update list
     - Some CANs have an additional list of agencies, we need to be sure clients understand clearly, and reduce duplication
     - It was suggested that clients should be presented with two separate lists indicating entities participating in HMIS and those not participating in HMIS
     - Nutmeg will provide an organization list on or before March 3, 2020. Same list will be presented at the Housing Solutions Collaborative Meeting
     - Automated inclusion and notification of new organization to be implemented by Nutmeg
     - All inter-CAN releases to be compiled, reviewed before next meeting and discussed at the April 2020 meeting

5. **Family BNL Project – Skylight Team**
   - Working on Pre-school development grant since October 2019 in collaboration with OEC & DOH to investigate:
     - Families experiencing homelessness
     - Specific challenges
     - Opportunities where OEC can support homeless families
   - The team identified two opportunities  a)service delivery from OEC stand point and b) Family BNL as a data touch point
   - Commenced collaboration with CCEH & Nutmeg in January 2020 and improvements with these cases were identified:
     - Length of time homeless
       - Possible way(s) to calculate field
       - Current usage
     - Family Composition
       - Source(s) used to generate family composition
     - Suggestions on an ideal Family BNL
     - A report on the research will be generated and distributed at the end of February, 2020

6. **Working Session – Lauren Zimmerman**
   - Prioritize list of CT HMIS SC agenda items for 2020
   - Suggested additions to list agreed upon in December 2019
     - Immediate need protocol
       - What’s the HMIS protocol for people with immediate need who call providers directly?
     - Include user friendly workflow for DMHAS & PATH
     - Making the provider box wider on the log-in page
     - Include robust outreach data
     - Develop user log-in dashboard
Include connections to hotels by agencies

- Agreed upon prioritized list for 2020
  - Reconciling the multiple funding streams
  - Reminders and pop-ups for annual assessments
  - Customization of fields like zip codes and education
  - Better tracking referrals
  - Warming centers for overflows, hotels and motels.
  - Revisiting DHMAS Projects
  - Ability to easily access and track client’s homeless history at every enrollment
  - Smart sheet integration
  - Duplicate control
  - Archiving unused fields
  - Catalog help content

Time- limited work groups on prioritized list

- HMIS glitch with scanned documents – Nancy, Nutmeg, CCEH & Lauren
- Reminders and pop-ups for annual assessments- A user centric dashboard will be developed by Nutmeg after brainstorming with group members- Radhika, Lauren, Neelam, Nutmeg & CCEH
- Reconciling the multiple funding streams – Karen, Meredith, Trisha, Lauren & CCEH
- Warming centers, overflow, hotels & motels – Nancy, Stacy, Lauren, CCEH & Nutmeg
- Other CT HMIS SC members who could not attend February 2020 meeting can indicate interest in any of these work-group and join the work-groups

7. Nutmeg Updates:

- De-duplication
  - Regeneration of the quarterly duplicate report to be self-serving dashboards for HDCs
  - To be released on February 24, 2020
  - Improved duplicate check service functionality on-going and worked through the Release Bin with CCEH includes;
    - Ranking of the potential right client
    - Check use cases to apply to algorithm

- Version 8.0 Upgrade
  - All CaseWorthy clients to upgrade to Version 8 by June, 2020
  - Technical testing ongoing, meeting to be scheduled between Case Worthy & CCEH soon
  - Very little user interface changes expected
  - Anticipated timeline before Data Standard changes though dependent on outcome of testing
  - New features included but subject to committee’s preference(s)

- Data Standard Changes
Implementation to be finalized
Testing environment to be set up week of February 17, 2020.
Documentation of the roll-out on-going

8. CCEH Updates:
   • Release Bin: Request for additional sub-committee members
     Additional Release Bin members
     o Radhika Potluri rpotluri@columbushouse.org
     o Tricia Shah tsah@alwayshome.org
     o Neelam Joseph neelamjoseph@ct.gov
   • HMIS Access Request
     Interested members to stay and discuss briefly after the meeting HMIS access and data requests
   • Coordinated Access Data Entry changes:
     o Two workshops held regarding the 2020 Data Standard Changes
       ▪ Possible changes to intake and exit forms
     o Release notes for all changes will be shared with all stakeholders
   • PIT & Youth Count
     o Team scrubbing through the data
     PIT
       ▪ Over 650 volunteers for the PIT
       ▪ Change from block groups to census tracts in 2020
       ▪ No significant change in numbers when compared to 2019 data
       ▪ CCEH proposed perhaps consider changing count to every other year based on evaluation of resources, man-hours and results for the 2020 count
       • Only 7 unsheltered people were discovered that we didn’t know about
     Youth Count
       ▪ Staff turnover had some impact on the count
       ▪ Misinterpretation of the privacy concerns by the schools also had negative impact in some regions

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

   2020
   • 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