

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

HMIS SC Member	CAN	Voting	Present
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:

	Name	Organization
√	Linda Casey	CCEH
	Jim Bombaci	Nutmeg Consulting
√	Lisa Callahan	DMHAS
√	Russ Cormier	Nutmeg Consulting
	David Gonzalez- Rice	CCEH
√	Megan Ward	The Gathering Place
	Melanie Gonzalez	New Reach
	Dan Shetler	Columbus House
√	Shade Orimogunje	CCEH
	Don Vincent	Leeway
	Lisa DeLieto	Columbus House
√	July Tran	Skylight
√	Ryan Hansz	Skylight

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

- Radhika Potluri rpotluri@columbushouse.org
- Tricia Shah tsah@alwayshome.org
- 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:

- Two workshops held regarding the 2020 Data Standard Changes
 - Possible changes to intake and exit forms
- Release notes for all changes will be shared with all stakeholders

- PIT & Youth Count

- 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