



257 Lawrence Street, Hartford CT 06106 | P (860) 721-7876 | F (860) 257-1148 |  
www.cceh.org

**CT HMIS Steering Committee – Meeting Minutes**

Friday, April 24, 2020 – 10:00 a.m. - 11:00 a.m.

Join the meeting: [join.me/lcasey.cceh](https://join.me/lcasey.cceh)

Dial in by phone: United States - Boston, MA [+1.857.444.6500](tel:+18574446500)

**ATTENDEES**

HMIS SC Member	CAN	Voting	Present
Diane Albini	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	√
Dave Lang	Southeast	Main	√
Maria Laporto	Greater New Haven	Main	
Adam Layton	Northwest	Alternate	
Avery Lenhart	Northeast	Main	
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
√	Tachica Murray	Nutmeg Consulting
	Megan Ward	The Gathering Place
	Melanie Gonzalez	New Reach
√	Shade Orimogunje	CCEH
	Don Vincent	Leeway
	Lisa DeLieto	Columbus House

**1. Welcome & Check-in - All**

- Roll call of attendees
- Remembering Phillip Lysiak, a dedicated CT HMIS SC member who passed away due to illness unrelated to COVID-19

**2. February 2020 Minutes – Lauren Zimmerman**

- Motion to approve: Nancy Cannavo
  - Seconded: Rahdika Potluri
  - All in favor, no abstentions

**3. Update on Hotel Tracking effort via Smart sheets – Lauren Zimmerman**

- Shelter decompression in place due to the pandemic in order practice social and physical distancing
- Smart Sheets are currently used to track over 800 individuals moved from the highly dense shelters due to
  - Smart sheets’ friendly user interface
  - Urgent need to decompress shelters
- Nutmeg to develop a very simple user friendly interface in HMIS to integrate data from Smart sheets in the HMIS Systems for HMIS users

**4. Upcoming HMIS Changes – Linda Casey**

- Hotel tracking data- A prototype has been developed in HMIS, prototype will be refined on Monday, April 27, 2020
- Smarts Sheets not tracking any clinical data at the moment, CCEH & Nutmeg working with Beau to integrate the original hotel tracking data from Smart Sheets into HMIS to ensure right level of data( COVID Status) is entered and obtained from HMIS System

- The interface will be used to track all clients enrolled in the HMIS system; Emergency Shelters, Transitional Housing, Rapid Rehousing, Permanent Housing.
  - Dashboard for COVID status to include all clients in the system
- With the stringent laws in CT regarding sharing of health data, CCEH is looking at a work-around to obtain data from local health departments through DPH to provide data to the hotels and shelters once clients leave the hospitals so these hotels and shelters can take appropriate actions.
- A question was asked if we need clients to sign a new ROI to share COVID data. There's no need to sign a new Release of Information for the COVID data with existing clients. The CT policies and HUD's guidance allow for sharing. Linda offered to write up clarifying guidance on this.
- A question on tracking income was raised; the ESG CAPER and APR do have income data, but it is only entry, annual, and exit income. Providers need more recent income. CCEH will circle back with the group and have a webinar or requirements session to review any gaps in what is needed and get a solution.

#### **5. Data Collected Outside HMIS – Linda Casey**

- We know providers are capturing a lot of data outside of HMIS related to the COVID response such as handicap accessibility, pets, food, Income, COVID related deaths and non-COVID related deaths, non-specific medical concerns. CCEH would like to review this data to see if any makes sense to include in HMIS.
  - Members to e-mail Linda list of any fields and documents used to track COVID-19 data

#### **6. Tracking HUD Waiver Changes including Housing Quality Inspections - Crane Cesario**

- With the waivers on how PSH and RRH programs make changes, manage re-certifications and move-in, providers & members are advised to think in advance about data elements that can be tracked within or outside the HMIS database
  - Lisa Quach to write out her concerns on how the disabling condition waivers are applied in HMIS, this will be reviewed as a release bin item.
  - CT BOS will make a release on use of waivers soon

#### **7. HUD Coordinated Entry – Linda Casey**

- Deadline changed from April 2020 to October 2020
  - Changes will be done in stages towards October, 2020
  - Not priority now but it's been worked on as time allows and will be shared before October, 2020

#### **8. Nutmeg Updates:**

- HMIS /Case Worthy Version 8 update
  - Updated April 21, 2020
  - No significant changes for users
- New update
  - Updated Login Page - the home screen

- Video Help pop-ups
- Security Updates
- General code and database structure improvements
- Print option now available at the end of enrollment workflow

Users should not experience any data loss due to the update if such a situation arise, members should reach out to [help@nutmegit.com](mailto:help@nutmegit.com)

Any error experienced by users may be browser related. Chrome & Firefox browsers are recommended

## **9. Next Meeting(s)**

### **2020**

- Friday, June 12, 10:00 a.m. to 12:00 p.m.
- Friday, September 11, 10:00 a.m. to 12:00 p.m.
- Friday, November 13, 10:00 a.m. to 12:00 p.m.