

CT HMIS Steering Committee – Meeting Minutes
Friday, June 12, 2020 – 10:00 a.m. - 12:00 p.m.

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	√
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	
Vanessa Malley	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
	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

2. April 2020 Minutes – Lauren Zimmermann

- Motion to approve: Nancy Cannavo
 - Seconded: Stacy Hooker
 - All in favor, no abstentions

3. COVID -19 Updates – Linda Casey

- Linda Casey asked how the testing across the state was going and asked a few people to share.
 - **MMW**
 - Eddy Shelter testing by Middlesex Hospital occurred two weeks prior to June 2020 CT SC meeting.
 - 24 tests
 - 2 positive cases but asymptomatic
 - Need confirmation on continued testing
 - Red Roof inn hotel testing by Hartford Healthcare
 - No positive cases
 - Family Shelter
 - Testing scheduled for week commencing June 15, 2020
 - **Greater Hartford**
 - No new reported cases for week commencing June 8, 2020
 - Regular check-ins and testing on-going
 - **Northwest**
 - FISH Shelter has been decompressed and clients are being tested
 - Testing at the Soup Kitchen in Torrington
 - Testing at New beginnings

- Linda Casey asked who is receiving the testing results: clients or shelter/CAN representatives.
 - Clients and Shelter Directors would likely receive the test results at FISH
- Linda Casey noted that changes have been made to HMIS to accommodate the COVID-19 fields indicating
 - **There are 3 ways to get the test results into HMIS**
 1. Enter it manually one client at a time via the COVID-19 menu option especially for shelters with smaller census
 2. Upload an Excel spreadsheet with HMIS Id, Test Date, Test Result (Positive/Negative) to our secure Dropbox link <https://ncom.egnyte.com/ul/jLLeo11zE4>
 3. Have your healthcare provider or FQHC send CCEH the results via the secure Dropbox link (must have a CCEH Data Sharing Agreement signed by healthcare provider)-
- Linda Casey emphasized implications of having the test results in HMIS are greatly beneficial;
 1. Ability to see client's testing history, especially as clients move around the state. New self-service reporting feature now makes this easier to see all COVID-related data in a single report.
 2. From an epidemiological perspective, especially in anticipation of a second wave of COVID-19, there's an avenue to track and analyze the statewide efforts on measure taken by shelters, regions, and CANs
- Crane Cesario raised concerns about how best to get the buy-in from Shelter Directors with regards to inputting test results in HMIS
- In response, Lauren Zimmermann noted that there's an ongoing collaboration with Kelly Fitzgerald on a larger document which includes utility and sharing of test results in HMIS scheduled to be circulated week commencing June 15, 2020 with CAN partners

4. HMIS Updates – Linda Casey

- **Income Data on BNL**
Following meeting held on April 24, 2020 where representatives noted most recent income data during enrollments could not be accessed in HMIS; most recent income details have now been included on the By Name List
- **HUD Waiver Changes**
Nutmeg is working on this and will need a follow-up session to confirm user interface meets requirements prior to launching. A Doodle poll will be sent out to find group's availability
- **BNL Reboot**
Actively been worked on and has been passed on to Nutmeg for execution. Those who have volunteered to test the new functionality will be notified when Nutmeg indicates it is ready for testing.

5. CCEH Updates – Linda Casey

- Youth & PIT Count

- **PIT**
Both CoCs received information required to be inputted into HDX
BOS confirmed submission as of June 12, 2020 but ODFC yet to confirm.
Report drafted and shared with a few individuals to review.
Reporting format will be more consistent and different in 2020
 - Population and sub-population will report sheltered and unsheltered figures together, not separately as previously done
 - Year-over-year comparison for each pop & sub-pop analysis
 - 5 year trend data for each population and sub-population analysis
 - Plan to release report in next few weeks.
 - **Youth Count**
This is being worked on by a team at CCEH, but no specific date on when report will be released
 - **CT HMIS Access**
Sound Community Services Initiative provide services in supportive and case management services
 - Requesting HMIS access for 3 employees as they currently serve 37 clients
 - Southeastern Mental Health Authority has been entering data for Sound Community Services into HMIS as a courtesy
 - Desire to have access to HMIS to better serve their clients
 - The vote to approve this request was unanimous.
 - HUD Coordinated Entry
An agenda is being worked on by Nutmeg and CCEH.
Invites will be sent out soon.
- 6. Nutmeg Updates – Russ Cormier**
- All COVID-19 changes have been incorporated into trainings
 - Scheduled updates to go live on Monday, June 15, 2020
 - Client Duplicate Screening/ Enhanced Check
 - Additional checking and ranking of the matches
 - Files and document form view
 - Preview of uploaded files & document enabled
 - COVID-19 Extract view
 - Scheduled to go live week of June 15, 2020
 - Scheduled downtime mid-June 2020
 - Upcoming CaseWorthy code migration- CaseWorthy pushes out system updates every 4 to 6 weeks and the next update requires them to make some deeper level changes that will take the system down for about an hour
 - Streamlining , tracking and categorizing system changes in HMIS
 - Meeting scheduled with CCEH on Monday, June 15, 2020
- 7. Release Bin Item - Crane Cesario**
- Incident Reports in HMIS

- Request was made to include the incident report in HMIS to be accessed internally by programs
- Meeting agreed Incident report should be specific to Agency, no cross Agency or CAN access
- It was also agreed that report will be optional as there's a burden of data entry on projects and HDCs
- Nutmeg noted workflow for incident reporting exists within HMIS though not exposed to CT users and will have no cost implication
- CCEH will work with Nutmeg to provide clarity on the functionality existing in HMIS and share with the committee

8. Steering Committee Responsibilities and Priorities - Crane Cesario

- Not the committee's highest priority for now especially given the pandemic
- Agreed upon items will be revisited on an as-needed basis
- Members are encouraged to share an email for any issue requiring attention to the chair, co-chair or CCEH

9. Update on reviewing and updating CT HMIS ROI's Participating Agencies List - Crane Cesario

- Russ shared list and discussions are ongoing to look at elements to determine active and inactive Agencies and how to address same. Three scenarios are to be addressed:
 - **Users**
 - How many inactive users per Agency within a year?
 - Agencies will be required to update users and remove inactive users
 - **Active client activity**
 - Review Agencies with active client data entry complete within annual time frame
 - **View-only Agencies**
 - Review Agency data activity within a year time frame
 - Require from Agencies who haven't used the database within a year a status and next steps
- Goal is to have a self-service report capability
- Most recent list should be posted on the web, including the 'Date Last Updated' for each agency.
- **Frequency of Update**
 - Nutmeg to share system updates on new participants
 - Minimum of annual update for participating list for each CANs
 - CCEH to share a process to update newly admitted Agencies

10. Next Meeting(s)

2020

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