

May 28, 2026

10:30am-12:00pm

CT Data Strategy Board Minutes

Attendance:

Alice Minervino	☐ Present	☒ Absent	Maria Satterwhite-Porpora	☒ Present	☐ Absent
Amanda Gordon	☒ Present	☐ Absent	Meredith Clay	☒ Present	☐ Absent
Beau Anderson	☒ Present	☐ Absent	Mollie Machado	☒ Present	☐ Absent
Brian Roccapriore	☒ Present	☐ Absent	Nadine Malone	☒ Present	☐ Absent
Jackie Gardner	☒ Present	☐ Absent	Ryan Beach	☒ Present	☐ Absent
Jim Bombaci	☒ Present	☐ Absent	Stephanie Lazarus	☒ Present	☐ Absent
John Merz	☐ Present	☒ Absent	Steve DiLella	☐ Present	☒ Absent
Lauren Sheehan	☒ Present	☐ Absent	Takima Robinson	☒ Present	☐ Absent
Lauren Pareti	☒ Present	☐ Absent			

Welcome & Introductions: 10:30Meredith & Lauren

Review & Acceptance of April Meeting Minutes 10:30-10:35Meredith & Lauren

Motion to Approve: Mollie

Seconded: Brian

All approved

Ops/Admin 10:35-10:40Jackie Gardner

- Financials/Contract Updates

Billing for Data Warehouse will be going out for the 25-26 Year as some agencies were not invoiced, then new invoices will be going out for the 26-27 year.

Subcommittee Updates 10:40-10:50

- KPI Subcommittee UpdateJackie Gardner

Inflow/Outflow Dashboard discussion wrapped up, need to confirm moving forward with the project.

Discussion regarding timing and possible vendor switch

Motion to move forward with funding the Inflow/Outflow Project according to the specs laid out by KPI Subcommittee: Amanda

Seconded: Mollie

All approved, no abstentions

- Coordinated Entry Workflow Revamp SubcommitteeBrian Roccapriore

Modernization workgroup identified a lot of problem issues. Data infrastructure group is working to determine duplicate data entry, unnecessary data, streamlining workflows. Diversion group is working to

improve consistency in diversion delivery. CAN Roles group identifying differences in the processes between CANS.

Moving toward working on designing the ideal system and identifying improvements.

Updates on RFP for HMIS Software Vendor 10:50-11:05

Jackie Gardner

Discussion about review processes and finalists. Pros and cons of each system discussed. No matter what decision is made, we need to reevaluate what data we're collecting and what may not be needed any longer.

Next steps: we will communicate a clear decision, why the decision was made, what functionality exists, etc.

This group will need to take the lead on communicating the decision to the field.

John Merz's Retirement 11:05-11:10

Lauren Sheehan

Takima joined the call to provide update on John's retirement plans. Still retiring 6/30. John will remain a consultant for the foreseeable future.

Board Vacant Slot Update 11:10-11:15

Meredith Clay

Still only 2 applicants, but application is due at the end of the month. The hope is to onboard people starting in July. Will need to consider which slots people can fill. Will work asynchronously to get additional members to apply.

Monitoring Update 11:15-11:20

Jackie Gardner

The following agencies received monitoring notices: New Opportunities, Homes with Hope, Pacific House, TSA of New Britain, Friendship Service Center, McKinney Men's Shelter, Eddy Shelter, Open Doors, Access Agency, New London Homeless Hospitality, and Open Hearth.

Jackie will send a copy of the monitoring tool to CoCs and HDCs so they know what to expect.

Case Note Sharing for Non-Coordinated Entry Projects 11:20-11:30

Jackie Gardner

Leigh Shields Church of DOH initially requested we review defaulting to shared case notes for non-CE projects. CE & Outreach Group also asking about requesting this as a system enhancement to "support improved coordination and continuity of care."

DMHAS has historically blocked case note sharing, but will be meeting next week with someone at DMHAS who can determine if this is possible. Nutmeg may be able to restrict the sharing based on project subtype if approved. We will need review the HMIS release to evaluate if its possible. May have HIPPA related compliance issues for providers who enter HIPPA covered data. The goal is to have access to Emergency Shelter and Street Outreach and Coordinated Entry notes shared. Nutmeg could create a standardized case note form that provides just the information necessary for case managers. Training providers can also help determine what case notes should be set to shared. Nutmeg will follow up on what is possible for a

standardized case note, DMHAS will follow up on permissions, Jackie will follow up with DOH on needs. We will also get input from people with lived experience once the ask is more formalized.

Use of AI for Creating Case Notes Policy Draft 11:30-11:40

Jackie Gardner

Some case managers are using AI to write case notes. Given that most AI platforms save the prompts used, there is a potential risk related to client data being fed into AI to create these case notes. Proposed policy would limit the ways AI can be used for generating case notes.

We will need to adjust the policy draft to account for closed system like what United Way uses. The policy will need to have language around authorized AI systems being used by an agency differentiated between using a personal AI account.

2 prong strategy of communication about policies—refer to your organization’s policy or if you are going to use AI, then include what the HIPPA identifiers are that can’t be included in the open systems, and revising the policy to talk about what is approved usage.

HMIS Budget Lines for New Projects in NOFO 11:40-11:45

Jackie Gardner

Housing Innovations will provide details on what HMIS funds can and can’t be used for when added as a line item to existing projects. Funding for the HMIS line items in project applications has different parameters than HMIS funding as a CoC Component.

Reenabling Backwards Functionality in Workflows 11:45-11:50

Jackie Gardner

Tabled for this month

Other Business 11:50-11:55

Communications to CoCs/CANs/Providers 11:55-12:00

Jackie Gardner

- Data warehouse bills for the 25-26 Fiscal Year being sent to agencies who didn’t receive an invoice, new invoices for 26-27 Fiscal Year to follow.
 - KPI Subcommittee authorized the Inflow/Outflow Report & Dashboard project to move forward. Coordinated Entry Revamp Subcommittee working through workflow processes, identifying issues, and moving toward redesigning the way the data collection happens in HMIS.
 - HMIS RFP Decision will be finalized shortly and communication will follow highlighting the committee’s decision and next steps.
 - Applications for open slots on the DSB are still being accepted until the end of May, aiming to onboard new members for July start on DSB.
 - Monitoring work has started. Agencies monitored this year received an email with the form to fill out to assess compliance with the MOU. Findings will be used to provide TA to agencies who may need it.
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Meeting Adjourn 12:00
