

June 25, 2026

10:30am-12:00pm

# CT Data Strategy Board Minutes

Attendance:

|                   |                                             |                                            |                           |                                             |                                            |
|-------------------|---------------------------------------------|--------------------------------------------|---------------------------|---------------------------------------------|--------------------------------------------|
| Alice Minervino   | <input type="checkbox"/> Present            | <input checked="" type="checkbox"/> Absent | Maria Satterwhite-Porpora | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            |
| Amanda Gordon     | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            | Meredith Clay             | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            |
| Beau Anderson     | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            | Mollie Machado            | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            |
| Brian Roccapriore | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            | Nadine Malone             | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            |
| Jackie Gardner    | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            | Ryan Beach                | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            |
| Jim Bombaci       | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            | Stephanie Lazarus         | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            |
| John Merz         | <input type="checkbox"/> Present            | <input checked="" type="checkbox"/> Absent | Steve DiLella             | <input type="checkbox"/> Present            | <input checked="" type="checkbox"/> Absent |
| Lauren Sheehan    | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            |                           |                                             |                                            |
| Lauren Pareti     | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            |                           |                                             |                                            |

Welcome & Introductions: 10:30Meredith & Lauren

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

Motion to Approve: Beau Anderson

Seconded: Brian Roccapriore

All Approved

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

Financials/Contract Updates

Will need to provide the budget against the actual spending.

Subcommittee Updates 10:40-10:50

KPI Subcommittee UpdateJackie Gardner

Coordinated Entry Workflow Revamp SubcommitteeBrian Roccapriore

All on pause pending Software decision

NOFO 10:50-11:00Meredith & Lauren

If projects have an HMIS line item they can shift funds to it if they're under spent, but the eligibility of project level HMIS funds may be an issue.

Lauren Pareti provided information about the line items. Will not be able to put through a new HMIS grant in BOS as the vote for what will be included in Tier 1 has already happened. Housing Innovations will provide info on eligibility of line items for next competition.

Updates on RFP for HMIS Software Vendor 11:00-11:10Jackie Gardner

DSB will be sending a letter to the DOH Commissioner and DMHAS and will be reporting back to both CoCs that the RFP Committee is recommending moving forward with Bitfocus' Clarity HMIS Software.

Motion: Brian motioned to approve recommendation

Mollie Seconded the motion.

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All approved

DSB will be making the formal recommendation to move forward with Bitfocus.

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Enhancement Requests 11:10-11:15

Jackie Gardner

Amanda motioned to suspend all enhancement requests contingent on moving to Bitfocus.

Beau seconded.

Note that this is not for bug fixes.

All approved.

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Board Vacant Slot Update 11:15-11:25

Meredith Clay

We have 2 submissions to fill the 2 vacant slots.

Northwest applicant and New Haven applicant. We currently don't have representation on the board from Northwest.

Motion to approve Ashley Hinnman from Northwest and wait on Cathleen until next month when Meredith's representation shifts post an ODFC vote.

Beau Seconded

All Approved

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Data Sharing Renewal Request-Carelon 11:25-11:30

Jackie Gardner

Carelon requesting renewal of the data sharing agreement previously used for the now sunset program CHESS. It's not clear from the request what the specific goals are of continued data sharing, but this may still be a good relationship to maintain. It does not make sense to just renew the agreement as is in light of the end of the CHESS program.

DMHAS to follow up around partnership with Carelon.

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Monitoring Update 11:30-11:35

Jackie Gardner

Completed 10 monitorings, have 5 more ready to review, and waiting on 11 more providers to respond

Recapture risk around HMIS spending. We're not doing fiscal reviews so this may be a potential blind spot. Likely a small number of projects have this line item.

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Case Note Sharing for Non-Coordinated Entry Projects Update 11:35-11:40

Jackie Gardner

We can create a standard case note template that's looking for specific information that's defaulted to shared. DMHAS discussed this with their compliance and they feel that the release covers shared case notes, but would like there to be training and communication around how it should work.

Each CAN should have the opportunity to provide feedback about this as well as CLIP.

Jackie will provide a summary of what the shared case notes effort is for, what will be shared, and why we're asking for this. What are coordinated entry staff looking for specifically. We need to get those details from the CAN staff to share this ask with the CANs.

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Use of AI for Creating Case Notes Policy Draft Update 11:40-11:45

Jackie Gardner

Reviewed draft of AI for Case Notes Policy. We need to provide clear instruction on the policy. Consideration for disallowing any use of open AI. People should definitely not be using personal accounts for AI. Organization accounts are a different because the history is saved to the organization's email, not a personal account, but that may not be secure enough depending on the licensing an agency has. Once the data goes into open AI it is no longer yours.

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Concern about AI making mistakes because it pulls information from previous entries into their platforms. The policy should also include what the best practices are and what the rules are and have consequences for any data breach clearly defined.

Communicate a pause on AI use until the parameters are well defined—why and what we’re concerned about. Jackie will write up the pause policy and share with Nutmeg and in the CoC updates.

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

CAN staff can’t go backwards in workflows because that is disabled. It was decided years ago not to enable it. Jim will review with Nutmeg team to see if that’s a switch that can happen or if it’s an enhancement.

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Other Business 11:50-11:55

DataLinkCT-DOH is now officially part of this project. Beau will present the requests received to DSB and upon approval will be able to share data.

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

- DSB moving forward with recommending HMIS software transition to Bitfocus’s Clarity software. Communication about this move will follow as more information becomes available.
  - All HMIS enhancement requests are now on pause, but this does not apply to bug fixes-submit help desk tickets for any bugs as normal
  - AI use policy under development. Until policy is finalized, no one should be using open source AI software for anything related to HMIS data. As a reminder: Open AI refers to public, commercial, or cloud-based AI tools that process data on external servers not controlled by the agency. Examples: ChatGPT, Gemini, Copilot (public version), Claude, and other web-based AI platforms.
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Meeting Adjourn 12:00

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