**Coordinated Entry & Assessment Committee**

**Meeting Minutes**

**Wednesday, July 22, 2015**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member/Agency** | **Present** | **Excused** | **Absent** |
| Corin Tubridy – West CAP | **X** |  |  |
| Karen Faulkner – Golden House |  |  | **X** |
| Karen Roehl – LAW | **X** |  |  |
| Maggie Carden – ICA | **X** |  |  |
| Lisa Sanders – Shalom Center |  |  | **X** |
| Kate Surprise – Waushara Human Services |  |  | **X** |
| Emily Pope – Edgerton Outreach |  |  | **X** |
| Melissa Randall – CAP Services | **X** |  |  |
| Sarah Rodefer – NAMI Waukesha | **X** |  |  |
| Sue Sippel – The Domestic Violence Center/The Family Center |  | **X** |  |
| Tammy Modic – Northwoods Alliance for Temporary Housing |  |  | **X** |
| Carrie Zinda – Forward Service Corporation | **X** |  |  |
| Sarah Williams – Edgerton Outreach |  |  | **X** |
| Barb Fischer – Advocates of Ozaukee |  |  | **X** |
| Tony Gibart – End Abuse WI |  | **X** |  |
| Jeanette Petts - CACSCW | **X** |  |  |
| Debbie Bushman - NEWCAP | **X** |  |  |
| Jenny Yang – Family Services |  |  | **X** |
| Megan Katers – Golden House |  |  | **X** |
| Becky Piper – Career Development Center |  |  | **X** |
| Ann Kohanek – West CAP | **X** |  |  |
| Paige Wandling – Salvation Army LaCrosse |  |  | **X** |
| Carrie Poser – WI BOSCOC | **N/A** |  |  |

**Agenda Items**

1. **Review HUD’s Coordinated Assessment Policy Brief** 
   * 1. Housing First Orientation – Becky
     2. Emergency Services – Tammy
     3. Referral to Projects – Lisa
     4. Referral Protocols – Lisa
     5. Outreach – Corin
        1. The document covers ways to do outreach but could be more explicit about doing outreach to those on the street/in a place not meant for human habitation.
        2. The committee discussed the need to determine how agencies/systems document that they are doing outreach.
        3. We will need to train providers on how to conduct outreach and document.
        4. How will we evaluate this required component?
     6. Ongoing Planning and Stakeholder Consultation – Jenny
     7. Informing Local Planning – Kate
     8. Using HMIS – Melissa
        1. The HUD Brief states there will be more guidance forthcoming.
        2. Maggie stated that HUD is strongly encouraging the use of HMIS for Coordinated Entry
        3. The committee discussed that even if only one agency in a region is using HMIS and/or the prioritization list, this is the best way for the BOS CoC to track referrals
2. **Training Topics (Jeanette, Lisa, Maggie)**
   1. Short list of topics:
      1. Process start to finish
      2. Screening
      3. Prioritization
      4. Referrals
      5. Trauma-Informed Care
      6. Confidentiality
      7. Evaluation
      8. HMIS work flow
   2. We should ask the BOS membership what they want for training to help us prioritize
      1. During presentation or Committee Report
3. **Coordinated Entry and Service Point**
   1. Discussion was had about the burden of collecting UDEs for all referrals, when the household may not receive services.
      1. Maggie explained that UDEs are not required for referrals, we only need to collect Name, Gender, and DOB
      2. For the Prioritization List we will also need the Homelessness History and Disability (to determine chronic homeless status)
      3. There is a Coordinated Entry Assessment that can capture this information
4. **August Presentation**
   1. General Outline
      1. The committee discussed whether to run through the process start to finish
         1. Discussion: we did this in February
         2. Discussion: Is this the right audience? Mostly Directors and Managers, not front line staff
      2. Discussion: Breaking into small groups runs the risk of everyone not getting the same information
      3. Discussion: Walk through the entire document one section at a time.
         1. After each section do a roll call of each CoC to ask questions
         2. Ensure the questions are appropriate to the section
         3. Keep an eye on the time
   2. Who will help prepare and present?
      1. Corin and Jeannette will do the presentation
      2. Melissa will keep track of time
      3. Debbie will walk with the microphone
      4. Any other committee members that will be at the meeting should be prepared to assist with the presentation in some way.
   3. What do we want ICA (Jennifer) to present?
      1. Corin will talk to Jennifer about the best use of her training and time
5. **Policy and Procedure**
   1. Add language to the Outreach section using the HUD language
   2. Provider Grievance Policy
      1. Ask Robyn how the Board of Directors will fit into this procedure
      2. Karen R. will take on the development of this policy
   3. Add Appendices
      1. UDE form
      2. Release of Information for Coordinated Assessment System
      3. Grievance Forms
   4. Process if an agency declines a referral
      1. We need to find examples
      2. How do we define “acceptable” reasons to decline a referral?
   5. How to use the Prioritization List – Maggie will write
6. **Topics for Next Meeting**
   1. TH Prioritization
7. **Future Meetings**
   1. BOS Presentation: Thursday, 8/13/15, 1:00 p.m. – 4:30 p.m.
   2. Next Committee meeting?