**Coordinated Entry Committee Meeting**

**October 26th, 2022**

**2:00 – 3:30 p.m.**

***CE Committee onboarding session 1:30 – 2pm. all are welcome!***

**Teams Meeting**

**MINUTES**

1. **Welcome/Attendance** **–** Ryan called the meeting to order at 2:00 pm following the Onboarding session. Attendance was taken.
   1. **Member or Participant –** All members are required to be on a team. The list was shown to assure being a member or participant is correctly marked for each person.
   2. **Work group membership review –** Those in attendance could see what team they are on or if not, sign up for a team. Several people were added to teams.
2. **September meeting minutes including attendance –** With the change on the attendance from last month changing 3 people to excused, Nicole A. moved and Sue S. seconded to approve the Sept 28 meeting minutes. Motion passed.
3. **Match Requirements – Review match form link/process**
   1. <https://docs.google.com/forms/d/e/1FAIpQLSeCAgir7aMo-IE21cTcqGthh6dY_TGjOJIk-aFNgGYMbtGiXA/viewform?usp=sf_link>
   2. **Review progress –** Be sure to share your time and hard work as Match. Please do so monthly. Ryan will be reaching out to DV partners for Match as it is needed.
4. **Message from the CE Committee chairs (Hannah/Wendy/Marissa)** Thanks!
5. **Introduce Holly Sieren – WI BOS CE System Specialist** – Holly comes from a Veterans Outreach Case Manager background and has experience with Coordinated Entry. Ryan will transition to C.E. Coordinator and still be part of our meetings.
6. **EHV update** – There are still Emergency Housing Vouchers available through WHEDA. If we have clients in programs and ready to move on, be sure to process them for a voucher. Sauk will pull 1 from the list and Brown is still pulling. There is only 1 year left before any turnover will not be refilled. If clients have this voucher, it is good forever as long as they qualify.
7. **Pre-screen update and training plan** With DV RRH projects expanding and the DV order of priority changed and approved by the BOD, there were questions not on the Pre-Screen that needed to be added. These included: How many times have you left or attempted to leave your abusive situation? What is the approximate date that you began to make plans to look for housing to leave your current abusive situation? Had already been added. A script for DV Pre-Screen Questions for RRH Prioritization will also be distributed with these new questions. This will be addressed at the SSO meeting on 10/27 and they will share with coalitions.
8. **Order of priority for YHDP and DV RRH** YHDP order of priority is officially in place in HMIS and almost ready to go. The Non-HMIS section is still being developed. If anyone wants to begin now, let Ryan know and he will put it in place for you. See above for DV RRH.
9. **Work groups (with current projects) check in** 
   1. **Assessment & prioritization,** 
      1. **Shift to prioritization –** No Ryne, so Ryan reported the team met and is shifting the focus from assessment to prioritization. They found the assessment played a significantly less important role in placing clients and began focusing on what was known. What do we value and how do we incorporate this into the system. Maybe 5-6 questions that point to what we value in placing clients. How do we ask these questions in a way that is legal? Corin will check with the legal department. The estimated time frame is within 6 months to have this system in place. Reports will be pulled from HMIS to assist.
   2. **Implementation,** 
      1. **After hours plan review –** Be sure they are current and submitted for review.
      2. **Follow up process review** – The follow-up process for CE is a bit complicated and needs to be evaluated. If you have ideas and input, please give your feedback to Corin at corin.tubridy@viventhealth.org
   3. **OSOC,** 
      1. **Working on evaluating systems for OSOC** Ashley Perkins is Chair. She is looking for more people. Several offered to join during the meeting. This committee will work on Participant Agreements for Other Systems of Care. If there are people on the CE committee from OSOC, it would be great if you join this team and provide input. If interested, contact Ashley at [aperkins@community-action.org](mailto:aperkins@community-action.org) Mari will co-chair.
   4. **Youth**
      1. **Youth RRH/TH project order of priority proposal – Evaluation** – Team is working on the standards.
   5. **DV**
      1. **Sue Sippel and Holland Dvorak are co-chairs. DDV RRH prioritization** This team looks at safe way to handle bringing DV partners and homeless together.
      2. **DV SSO training**
      3. **Non-HMIS system – Feedback?** This has been out for a few weeks and they are looking for feedback. Some has come in and changes are being implemented. Sue reported people are waiting for their credentials having completed the training. Ryan reported over 200 took the class and he only has 130 enrollments. If you took the class and have not received your certification, e-mail Ryan or Holly.
10. **CE in HMIS – Any updates?** Katie reported nothing new at this time.
11. **CE conversation. What are your CE concerns? What is going good with CE?** Discussion of people showing up as not homeless. If they are in imminent risk of losing their housing, they should go on the Homeless Prevention list. If they are going to be homeless as in going to shelter that night, it MUST be changed to homeless status or client will lose out on housing opportunities. If showing not homeless and they are, do a status update. Also discussed OSOC putting information into Clarity and the cost. If they utilize the NonHMIS list, there is no cost. Katie will look into the cost of OSOC using the HMIS list.
12. **Next Meeting November?** Our regular meeting would be the day before Thanksgiving, so we will hold it on Wednesday, November 30. Implementation will be at the regular, November 16.

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Oct 26, 2022, 2:00 – 3:30 PM (America/Chicago)  
  
  
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