**Coordinated Entry Committee Meeting**

**January 27, 2021**

**2:00 – 3:30 p.m.**

**Go-To Meeting**

**MINUTES**

1. **Welcome/Attendance** **–** at 2:00 pm by Ryan Graham
2. **December meeting minutes:** Sue Sippel moved and Sara Meier 2nd motion to approve minutes from 12/16/2020. Motion passed. Sue requested the attendance be sent out with minutes so people can see if they are labeled correctly.
3. **Match Requirements – Review match form link/process – Please do ASAP**
	1. <https://docs.google.com/forms/d/e/1FAIpQLSeCAgir7aMo-IE21cTcqGthh6dY_TGjOJIk-aFNgGYMbtGiXA/viewform?usp=sf_link>
4. **Message from the CE Committee chairs (Wendy/Hannah)** – Hannah Conforti was introduced as co-chair with Wendy Schneider. Thanks for all the hard work.
5. **Order of Priority for Prevention:** We have approved moving imminently over at risk for homelessness and this is already included in Service Point. On the Prescreen, under “how much longer can you expect to reside there”, “14 days or less” has been added to verify imminent risk of homelessness. In order to move clients into the priority where they should be, priority lists should be reviewed and those already on have this added.
6. **Non-HMIS access – ICA** temporary access to facilitate the development of the new Non-HMIS PL list – VOTE: Jack from ICA has access to the Non-HMIS list, but Randy does not. Randy is working on transferring data from the current list to the new Non-HMIS list, but he needs permission to have access. This will be a limited time permission until the New Non-HMIS list is complete. There are around 700 people on the list and it would be a large process for the DV team. They have approved Randy’s access. Debbie B moved and Ryne 2nd to provide Randy temporary access to the Non-HMIS list. Motion passed unanimously.
7. **Collecting months homeless for Cat 4 not in a Cat 1 situation:** If a category 4 person is not category 1, they are bumped to the bottom of the priority list. In order for them to move up to where they should be on the list, the months homeless must be added. Under DV, it has been added: What is the approximate date that you began to make plans to look for housing to leave your current abusive situation? The months must be added. When contacting clients to obtain this information, please keep them safe. This will be added to the PreScreen form coming out soon. Abbi J. asked how soon we need to update clients. As soon as possible with keeping them safe. The Non-WISP list will mimic the WISP list. We want to be transparent with how people are coming off the lists and will look at data and adjust to make it so.
8. **Pre-screen form changes:** Coming Soon Adding the 14 or less days and approximate date planning to leave abusive situation? Once updates are made, the revised Pre-Screen will be distributed.
9. **Coordinated Entry policy and procedure updates, plan, and work group assignments:** This has been a major project. All Workgroup Chair’s should give any minutes and changes made to the manual to Ryan, Wendy or Hannah ASAP. Once received, Ryan will compile manual to present for vote.
10. **CE conversation. What are your CE concerns? What is going good with CE?**
11. Kate shared her appreciation on the differentiation between at risk and imminent risk of homelessness. She also stated it is difficult to distribute prevention funds with the current moratorium on eviction prevention. Debbie agreed. It doesn’t help that households are not being evicted, but also not paying rent and we are unable to provide funding due to the moratorium. Kate asked if the State or BOS could waive this request. Debbie said WISCAP is working with HUD on a waiver. The New WRAP funds will be coming mid-February and this fund will help.
12. Hannah asked on updates for WRAP: There is a meeting on Feb. 10 to explain the process and updates and funds should be available Feb. 15. Funds may be used for more services and there will be additional funds. Ryan stated if Coordinated Entry would help make the process easier or help, let him know.
13. Ryne asked how long people need to stay on the priority list if they are not Category 1. They want to stay on, but are no longer category 1. If they are not homeless, they should be moved to the prevention list if at risk. Or, they should be removed from the priority list as they won’t come up for housing.
14. **Next Meeting February 24th, 2021.** We hope to have the Manual to present for vote.

Meeting adjourned at 2:45 pm