

Coordinated Entry Committee Meeting

March 23rd, 2022

2:00 – 3:30 p.m. (CE committee on boarding 1:30-2)

Go-To Meeting

Minutes

At 1:30, the CE committee held an informational session (on boarding) for anyone who would like to know what the committee does, its history or has any questions. This will be offered again on April 27 at 1:30 pm. Join us for this onboarding meeting.

- I. **Welcome/Attendance** – Ryan called the meeting to order at 2:00 and took attendance.
 - a. **Member or Participant** – Review attendance listing to be sure you are listed as a member or participant. Members can vote on items during meetings.
 - b. **Work group membership review** – Be sure to check the workgroup list and if you are a member, that you are on at least one workgroup. If you are not on a team, let Hannah know which one you would like to be on. Other Systems of Care and Youth are looking for members and Chair's. If you are not sure, consider one or both of these teams.
 - i. **Charter requirements - Please note:**
 - ii. *The second category is simply termed **Member**. Individuals in this category represent their agency for funding requirements through their active participation on the Committee. Active participation includes involvement with a Team, contributing to discussions, completion of tasks as assigned by the Committee chair, and meeting the attendance requirements of the full Committee. Members have the right to vote on items presented to the Committee.*
- II. **February meeting minutes including attendance** – Sue S. moved and Corin seconded to pass the minutes and attendance as written. Motion passed.
- III. **Match Requirements – Review match form link/process** – This is very important as Match is needed for many grants at the BOS level. If you can use Match please follow the link and input your match. Be sure to check with your supervisor to see if you can use your time for Match. If you are paid with a CoC/ESG funded grant, your time may be used as Match in your own agency. Be sure to check.
 - a. https://docs.google.com/forms/d/e/1FAIpQLSeCAgir7aMo-IE21cTcqGthh6dY_TGjOJlk-aFNgGYMbtGiXA/viewform?usp=sf_link
 - b. **Review progress** – Only 5 entries in 2022, so it is important to check. We should have a chart showing progress at the April meeting.

IV. **Message from the CE Committee chairs (Hannah/Wendy) – Thank You!**

V. **EHV update**

- a. **Must be submitted through SSO staff** – Agency staff submitting for an EHV must do so through the SSO to avoid confusion and follow proper steps.
- b. **WHEDA changes** – After last month's meeting and discussion, Ryan received multiple e-mails stating the scope of issue with the vouchers and compiled them to report to WHEDA. Progress has been made vouchers being processed. With staff turnover, WHEDA is not ready for another category 4 pull, but will accept categories 1, 2 and 3 at this time. Over 300 vouchers are spoken for at this time. Ryan will let the SSO staff know about reimbursement process so time can be submitted for reimbursement. The inspection reimbursement is still under discussion.

VI. **Work groups (with current projects) check in**

- a. **Evaluation**, - Committee met and reviewed Client surveys and is working on the agency surveys. The committee will find what sticks out as a challenge and present to this committee to decide if they want to dig into the challenges, assign them to teams or let them go. Next meeting April 5 at 2 pm.
 - i. **Processing results will present in April**
- b. **Assessment & prioritization**,
 - i. **Development of new assessment. Now in the process.** This is a steady process to develop the best assessment tool. The committee wants to have one tool to use with singles, families and youth, thus making it more difficult. This team is asking for experts to join the team or just participate for input. Experts in AODA, Mental Health and other areas of concern for our clients. If anyone knows of good talent, please let Ryne and Amber know as Chairs. Ryan, Ryne, Amber and Tegan will be meeting with HUD TA staff next week to receive assistance in this process.
- c. **Implementation**,
 - i. **Policy and Procedure manual updates** – continuing process.
 - ii. **After hours plan review** – this team evaluates after hours plans. Ryan received 3-4 more for Implementation to review. This team meets monthly.
- d. **OSOC**,
 - i. **Working on evaluating systems for OSOC** – There is interest from agencies who are not mandated to perform CE. This team will develop Agency and Staff agreements that work for these agencies. This would include Health and Human Services, Libraries, School Districts, etc.
 - ii. **Need chair** If interested, please let Hannah know.

- e. **Youth** – Starting soon as the YHDP grant progresses. Once the contracts go out, each agency will need to provide a participant. This team will decide how CE fits in with ending Youth homelessness. If you are involved with the YHDP, you will want to join this team.
 - i. **YHDP approved.** – Very busy time with this process and Coordinated Community Plans (CCP)
 - ii. **Need chair** – If interested, let Hannah know.
- f. **DV** Very busy team. DV provides guidance to the DV SSO Staff. All DV SSO staff are on the CE committee.
 - i. **DV RRH prioritization**
 - ii. **Non-HMIS system** Committee is key in making sure this system works.

VII. CE in HMIS – Any updates? Stephanie reported she has been busy reviewing CE data and finding any problem areas to tweak and make better. The community referral threshold has been removed – don't need to accept or deny a referral anymore. Training materials are being updated to add missing items so it is clarified for end users. ICA has been very responsive and helpful through this process – much appreciated.

VIII. CE conversation. What are your CE concerns? What is going good with CE? Ashley P. asked what to do if a client is on both the HMIS and Non-HMIS list. As the NonHMIS list ID only belongs to the NonHMIS referring agency, it is difficult to know when this happens. They should be pulled at the same time anyway, so it should not be an issue. Sue S. explained how someone may be on both lists.

Ryan will be discussing with the SSO Staff how clients end up on multiple coalition lists. It is easy to put them on many, but clients should be making informed choice in where they want to live. Can they travel to other areas and will they have housing when they get there until they find permanent housing? Those who are putting clients on more than ½ of the coalitions lists will be met with to see if they have the clients best interest in mind. Are they helping them make informed choices? If a person is in more than one coalition and your coalition contacts them for housing and they say – give me a couple weeks. You can let them know that they will be passed over until the next time and move on to the next person. There is now a training component that will help prevent this from happening. No program should be held for someone who wants to wait. Clarity has a report that tells where the people on multiple lists are coming from so this can be addressed.

Ryan is also putting together a FAQ document with questions that are asked of him.

Meeting adjourned at 2:47 pm

IX. Next Meeting April 27th, 2022.