

## **Coordinated Entry Committee Meeting**

**May 25th, 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 (onboarding) for anyone who would like to know what the Committee does, its history or has any questions. This will be offered again on June 22 at 1:30. 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** – All members are required to be on a team. E-mail Hannah, Wendy or Ryan letting us know what team you want to be on if you are not on a team. Much of the committee work happens on teams. You can be on as many teams as you would like. Participants are not required, but we would love your expertise.
  - b. **Work group membership review**- Reviewed the list to see who needs to sign-up for a team.
- II. **April 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**
  - a. [https://docs.google.com/forms/d/e/1FAIpQLSeCAgir7aMo-IE21cTcqGthh6dY\\_TGjOJlk-aFNqGYMbtGiXA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeCAgir7aMo-IE21cTcqGthh6dY_TGjOJlk-aFNqGYMbtGiXA/viewform?usp=sf_link)
  - b. **Review progress**- Progress is going well, please continue to record your Match at the above link. This is important to the many grants the Balance of State is administering.
- IV. **Message from the CE Committee chairs (Hannah/Wendy)** – Thank you and please record your Match.
- V. **Re-activating a CE enrollment – Policy proposal** – A Coordinated Entry enrollment can be re-activated in Clarity. A client can go back on the list if they meet the requirements and it is their choice to be re-activated. If agency A was the original agency to place a person on the list and agency B wants to re-activate, the reactivation will go back to agency A and client will have multiple people on their care team in Clarity. If re-activating a client – put a note why it was reopened so all can see. It was suggested to e-mail the original agency too. Motion to pass Re-Activating a CE Enrollment as amended with adding a note, was made by Corin and

Ryne /Megan 2<sup>nd</sup>. Motion passed. Ryan will check to see where this proposal will live and see if it needs a formal vote.

- VI. **CE Committee Charter** – The CE Charter requires a yearly review and vote. Because the Charter was not sent out ahead of the meeting, we will vote at the June meeting. The Assessment Team needs to be added. The Implementation team will review the structure. The Charter was sent out after this meeting to all committee members for review and input. If changes or input, sent to Ryan, Wendy, Hannah, or Corin (all cc'ed in the e-mail) by June 10 to allow time to review.
- VII. **After Hours plan review form revision** – Ryan explained that the after Hours plan is for emergency services after hours. HUD requires that agencies have a plan and that at minimum it connects homeless to coordinated entry and it is done within 5 days. The Implementation team reviews the plans and the following was added to the review form: Is there a live – direct connection to CE?
- VIII. **EHV update** There are still additional vouchers available. Brown is Full, Kenosha and Sauk are close. WHEDA vouchers – about ½ are filled. Keep submitting category 1-4. If you are struggling with the WHEDA people, e-mail Ryan to close the communication gap. This has been improved and the process is going well.
  - a. **Must be submitted through SSO staff** – All vouchers must go through the SSO to be accepted.
  - b. **WHEDA changes** – presentations are via Prezi, not in person.
- IX. **Work groups (with current projects) check in**
  - a. **Evaluation**, Survey results show a lack of understanding of CE, understandable with so much turnover.
    - i. **Strategic Planning Session** are coming to work on an evaluation system and improvements.
  - b. **Assessment & prioritization**, Ryne will present what has been developed at the June meeting to encourage transparency with the new assessment. We will be able to see what has been done.
    - i. **Working with HUD TA provider** The proposed prioritization tool has been presented to the HUD TA provider for feedback. The team is looking forward to this feedback.
    - ii. **Continued progress** – A co-chair is needed to assist with note taking. This team meets the 2<sup>nd</sup> Monday of each month from 11-12. If you are interested, e-mail Ryne at ryne.lodl@appleton.org.
  - c. **Implementation**,
    - i. **Policy and Procedure manual updates** – This is a work in progress. If anyone sees items missing or that need changing, tell Corin, Ryan or a CE Co-Chair. An updated copy will be presented for review in the near future.

- ii. **After hours plan review** – The team will review and let CoC's know the results in a timely manner.
- d. **OSOC**, This team still needs a Chair!
  - i. **Working on evaluating systems for OSOC**
  - ii. **Need chair**
- e. **Youth** Emily West volunteered to Chair and Kennedy Kingston will Co-Chair
  - i. **YHDP approved.** This team will need to start working soon as the YHDP was approved and grant proposals turned in.
  - ii. **Need chair** Have
- f. **DV** Sue S. is Chair and Holland Dvorak is new Co-Chair. This is a busy team that meets monthly and accomplishes much including:
  - i. **DV RRH prioritization**
  - ii. **DV SSO training**
  - iii. **Non-HMIS system**
- X. **CE in HMIS – Any updates?** Stephanie reported there is an audit dashboard available to those with a Looker License. If no updates have been made within 30 days, can look at active enrollments or pending enrollments. The assigned staff pulls the home agency to this report. BOS CE Follow-up audit report.
- XI. **CE conversation. What are your CE concerns? What is going good with CE?** Due diligence was discussed. Need to follow-up with clients and use calls, e-mails, contact the care team for information or whatever method is possible. What does due diligence mean – when we refresh the manual, we will make this very clear.
- XII. **Next Meeting June 22nd, 2022.**

Adjourned at 2:50 pm