

Coordinated Entry Committee Meeting

Nov 29th, 2023

2:00 – 3:30 p.m.

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

Teams Meeting

Minutes

- I. **Welcome/Attendance** – Holly welcomed and took attendance at 2:00 pm.
 - a. Member or Participant – review while attendance is up to assure you are correctly noted.
- II. **Meeting minutes including attendance**
 - a. **October 25th – VOTE** Stacey Feidt moved and Stephanie Kaiser seconded the motion to pass the minutes from October 25th. Motion passed.
- III. **Match Requirements – Review match form link/process** – Document your time!
 - a. https://docs.google.com/forms/d/e/1FAIpQLSeCAgir7aMo-IE21cTcqGthh6dY_TGjOJlk-aFNqGYMbtGiXA/viewform?usp=sf_link
 - b. Review progress
- IV. **Message from the CE Committee chairs (Stephena/Wendy/Marissa)** Thank you all for work on all the changes occurring at this time.
- V. **Work groups (with current projects) check in**
 - a. **Assessment & prioritization**
 - i. Transition plan for new assessment – The three new trainings have been completed this week. They are recorded and posted on WIBOSCOC website. You need to complete the trainings to enter clients. 12/1 – HMIS will be live in the system; will be able to enter prescreen and barrier assessment into Clarity. 12/8 – Non-HMIS will be live. Lists will be run 12/1 and utilized until 12/18 when lists can be run in the new system.
 - b. **DV**
 - i. Creating a resource list – this will be available to everyone in the state to provide to anyone fleeing DV.
 - c. **Prevention**
 - i. Will be making final revisions at their next meeting. The new Screening tool will be completed at the next meeting. We will be able to vote on

the new Prescreen form in December. Changes are being made to make it more acceptable.

VI. Implementation

The CE Manual is not current at this time. Policies are being added and updated. Implementation will review the draft and provide to the CE team for approval when complete. This may take several months.

VII. CE in HMIS – Any updates? Priority lists will be run 12/1 to be utilized until 12/18 when new lists are available. A list will be run to let us know who needs reassessments done.

VIII. CE conversation. What are your CE concerns? What is going good with CE?

- a. If a person has been in Jail or Prison for more than 90 days and it's the day of their release, how do we verify homeless? Will ask Meredith for clarification.
- b. If Category 1 prior to going to a friend's house and it's been less than 7 days at friends, they are still homeless. If more than 7 days at friend's, they will need to be removed from the list and reentered onto prevention.
- c. Process if person identifies as a Veteran. Refer to Veteran agency VORP, CVI, SSVF, CVSO, etc. Let the VA program house the veteran. If they are not eligible, they would be housed in our programs. The Veteran's Advisory Board is making a list of people to contact in our areas.
- d. What is best way to track people for our organizations to see if their reassessments are complete? Stephanie reported ICA is working on a list that shows who is in each organization to track. Or, can run the priority list and keep track. Once it's live on the 18th, it will flag those who need to be reassessed.

IX. Next Meeting Dec 27th, 2023, but will be rescheduled due to the holiday.

a. Options to reschedule: Holly will send out a Doodle Pole to see what works best:

- i. Mon, Dec. 18th at 10:00 or 1:00
- ii. Tues, Dec. 19th at 1:00
- iii. Wed, Dec. 20th at 1:00

Meeting adjourned at 2:27 pm