

Coordinated Entry Committee Meeting

Dec 19th, 2023

1:00 – 2:30 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 attendance list while posted to assure you are labeled correctly as a member or Participant. If neither, let us know which.
- II. **Meeting minutes including attendance**
 - a. **November 29th** – VOTE Shannon Parker moved and Stacey Feidt seconded the motion to pass the minutes from November 29. Motion passed.
- III. **Match Requirements – Review match form link/process** – Take credit for your work!
 - a. https://docs.google.com/forms/d/e/1FAIpQLSeCAgir7aMo-IE21cTcqGthh6dY_TGjOJlk-aFNqGYMbtGiXA/viewform?usp=sf_link
- IV. **Message from the CE Committee chairs – Wendy & Stephena** – Happy Holidays!
- V. **Work groups (with current projects) check in**
 - a. **Assessment & prioritization**
 - i. Feedback * The last questions on the Barriers assessment seem out of place – the income questions. * Format – phone versus doing assessment in person. * HIV and Substance Use are stumbling blocks how they are written – people don't understand how to self-report. * With the VI-Spdat, we could not change questions, with this new process, we can explain items to people. Example – do you have any specific diagnosis?
 - ii. Non-HMIS is delayed – still being worked on. This puts Coordinated Entry on hold at this time, until Non-HMIS works.
 - b. **Prevention**
 - i. Starting from scratch creating a new screen – There were too many questions with progress, so committee is starting fresh on the prevention assessment.
 - ii. Recruitment – anyone is welcome to join the work group! – let Holly know if you are interested in the Prevention group.
 - c. **Implementation**
 - i. Will be working on CE Policy & Procedure Manual – this is a big task as it is out of date. The Implementation team has been sent the current manual and will be working on updates during the coming months.
 - ii. Work groups will need to review it for feedback during the process – as progress is made, sections will be sent to appropriate work group to review and provide feedback.
- VI. **BoS Information**

a. Bezos grant

- i. We're currently working on the Request for Proposals (RFP) – this will be posted in January of 2024. Grant provides \$1.25 million over a 5 year period to help end family homelessness.
- ii. Will choose one coalition to receive the grant – The coalition will apply for funding, not just 1 organization.

b. Youth Homelessness System Improvement (YHSI) grant – This grant is not for housing, it provides information sharing, prevention and diversion and provides at risk youth a support system.

- i. CE plays a part in that. Feedback on how CE can help youth? Will look at how CE is working for the YHDP program and provide feedback.

c. Balance of State CoC Conference

- i. Feb 8 – 9, 2024 at Jefferson Street Inn in Wausau
- ii. It's not just for homeless providers.
- iii. Early bird discount on the conference ends on 12/31.
- iv. All information is on our website: <https://www.wiboscoc.org/annual-conference.html> check it out and spread the word on this Conference.

VII. CE in HMIS – Any updates? Stephanie reported: Newsletter came out today: BOS CE HMIS training has been updated and is live. There are 2 sections: Adding a Household to the system and filling program openings from the list. Priority list reports have been updated and can be run. If they are not on the list, it will flag them in the report and they will need to be reassessed.

VIII. CE conversation. What are your CE concerns? What is going good with CE? The PreScreen form has changed to match new CE intake. Need to remove from old Que and reassess to prioritize people correctly. Here is the link to training.
https://www.canva.com/design/DAF0uYHsGb0/YHEUvsl6M6sJ-Z3L4iKsA/view?utm_content=DAF0uYHsGb0&utm_campaign=designshare&utm_medium=link&utm_source=editor

IX. Next Meeting Jan 24th, 2024

- a. We switched platforms and will be using TEAMS from now on for the meetings. If you need the invitation, please let Holly Know.
- b. Please send Holly an email if you did not receive the new monthly calendar invite.

Meeting adjourned at 1:33 pm