

## Coordinated Entry Committee Meeting

May 24, 2023

2:00 – 3:30 p.m.

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

Teams Meeting

### MINUTES

- I. **Welcome/Attendance** –Holly called the meeting to order at 2 pm following the onboarding session providing information on Coordinated Entry, our committee and answering any questions attendees have.
  - a. **Member or Participant** –Check the attendance sheet to be sure you are labeled correctly and that you have an M or P. The Charter will be sent out to everyone so they may determine which category to be classified as.
  - b. **Work group membership review** – If you are a member, be sure to check that you are on a team and participate in their meetings. This is a requirement of the CE Committee.
- II. **April meeting minutes including attendance** – Julie M. moved and Sue S. seconded to approve the April meeting minutes and attendance. 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**
- IV. **Message from the CE Committee chairs (Stephena/Wendy/Marissa)** Thank you for all you do. Be sure to come to the Onboarding session if you have questions or want more information. Also let Holly know if there are subjects you would like her to discuss during the onboarding session. This time is for committee members to ask and learn.
- V. **EHV update – Ryan** None at this time.
- VI. **Work groups (with current projects) check in**
  - a. **Assessment & prioritization**
    - i. **New Assessment Tool** Feedback has been received on the Most Needs section. Is it legal to ask about specific disabilities and barriers? The workgroup is discussing this portion of the assessment tool at this time.

**b. Implementation**

- i. **Updating Pre-Screen Form** – Again listing disabilities is being discussed and the legalities involved.
- ii. **Updating policy and procedure Manual** this is a continual process.

**c. Evaluation - Ryan**

**Strategic Planning Session – next steps in the process** Follow-up meeting with team is scheduled for June 14.

**d. OSOC**

- i. **OCOC Agency Agreement to Membership for comment** – Agency Agreements will go out to the Balance of State for Comment.
- ii. **Updating the OSOC Staff Agreement** In progress.

**e. Youth**

- i. **3<sup>rd</sup> Order of Priority – in HMIS.** Now working on the NonHMIS system to include the 3<sup>rd</sup> order of priority.

**f. DV – Sue, Ryan**

- i. **Non-HMIS policy for emailable list – currently creating a policy before implementing** – Sue reported this process will eliminate a step in the process of getting DV clients housed in a more timely manner. The use of this list requires changes to the current Policy Manual and this is in the process. The team heard about confidentiality and DV clients from a National Organization – this is a complex area.

**g. Prevention**

- i. **Currently working on a new Prevention Assessment** – Team is meeting later this month. They too are asking questions on HIV and other disabilities and looking for a legal way to ask. Ayja, team lead will work with the DV team as they are working on the same discussion. Legal will be consulted to determine what can be asked.

**h. Emergency Shelter Group** – Currently processing DEHCR feedback.

**VII. CE in HMIS – Any updates?** Jennifer reported HUD released the 2024 Data Standards and they have not had a chance to do a deep dive into them yet. There may be changes on how CE is documented, but they are still reviewing the standards. More to come.

**VIII. CE conversation. What are your CE concerns? What is going good with CE?** The Coordinated Entry follow up process was discussed. The Status Update pulls the most recent list. There are 10 to 15 new users every week. Jennifer Allen asked that those with more experience assist the coalition with the process. Use Clarity terminology. Anyone can video chat with Jennifer or HMIS staff, they are very

helpful and prompt with answers. Be sure to put notes in Clarity to assist everyone with understanding what is happening in a client's life. Communication is key to success.

- IX. Next Meeting June 27, 2023.** Note the change due to Holly and Ryan not being available on June 28. Be sure to let Holly or Wendy know if you can't attend so you are excused.

Julie M. moved and Sara M. seconded to adjourn at 2:35 pm. Motion passed.

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