

Coordinated Entry Committee Meeting

June 27th, 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. **May meeting minutes including attendance** – Sara M. moved and Katie S. seconded to approve the April meeting minutes and attendance. Motion passed.
 - i. Note changes to the April attendance:
 1. Alma Costa was present, but marked absent
 2. Nicole Anderson was present, but marked excused
- III. **Match Requirements – Review match form link/process**
 - 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 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** Reminder that EHV is ending in September. Any open vouchers or unfilled vouchers won't be filled. There are 50 or so vouchers left with WHEDA. We are not currently pulling from the priority list yet to update as we are still pulling from CoC or EHH funded projects. Question was asked about what should go on the

supportive services form and it is for whatever the needs of the client is (i.e. rental insurance, internet, etc.).

VI. Work groups (with current projects) check in

a. Assessment & prioritization

- i. New Assessment Tool** Prescreen has been updated to match the assessment which is focusing on the Most Needs section which added disabilities and a few other sections. The disabilities section lists six conditions and the assessment just needs the total number of conditions, but not specifically what they are. Question was raised on how to avoid people from circling the conditions. Ryan noted that there will be all new training once the assessment would be rolled out and SSO leads can do local training as well. Question was asked as to why specific disabilities aren't being identified and Ryan stated it was a Fair Housing issue. Stephanie V. further elaborated that disabilities are identified within programs to show population served whereas Coordinated Entry does want prioritization based on the specific disabilities. The goal is that those specific conditions are often cooccurring and this will help to further prioritize clients (before clients scored the same regardless of condition). Holly mentioned that a map of the Balance of State and local coalition areas will also be added to help show clients the different areas they are asking to be put on lists for.

b. Implementation

- i. Updating policy and procedure Manual** This is a continual process.
- ii. Will review and provide feedback for pre screen form.** This will happen at the end of July meeting.
- iii. Transitional Housing** At last meeting, the issue was brought up that currently all Transitional Housing programs are considered as housed by the WIBOS. The committee will look at how we currently view it and to see if there is a way to look at TH designated for homeless individuals versus TH from institutions.

c. Evaluation - Ryan

Strategic Planning Session – next steps in the process This process is ongoing to work at Coordinated Entry improvements, trainings, data roles, resource guides, and policy changes. Surveys will be coming out to gather feedback on ways to improve Coordinated Entry.

d. OSOC

- i. **OSOC Staff Agreement to Membership** Steph K moved and Julie seconded to approve the Staff agreement as presented. Motion passed.

e. Youth

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

f. DV – Sue, Ryan

- i. **Non-HMIS policy for emailable list – currently creating a policy before implementing** – The report is done and now working on the policy. The hope is to make the process more efficient.

g. Prevention

- i. **Currently working on a new Prevention Assessment** – Ongoing process.

- h. **Emergency Shelter Group** – Standards were approved by DEHCR and sent out to the Coordinated Entry committee. Some comments/questions were raised about the “Assessing, Prioritizing, and Reassessing Households” section and the “Case Management” section. The main concern is that warming shelters or night by night shelters may not be able to meet these standards simply because of the nature of the type of shelters. There was also a comment about changing the title of the “Emergency Shelter” section. Stephena made some notes regarding the comments, and this will have to be brought back to the workgroup at the next meeting before the CE committee can vote on it.

VII. CE in HMIS – Any updates? Stephanie noted that there wasn’t anything new to report on. HUD held a meeting last week and the data standards may be put on hold. ICA will let us know as soon as they know.

VIII. CE conversation. What are your CE concerns? What is going good with CE? No comments.

IX. Next Meeting July 26, 2023.

Meeting adjourned at 3:05pm. No formal motion.

CE Committee Meeting - GoTo

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