

## Coordinated Entry Committee Meeting

Aug 23<sup>rd</sup>, 2023

2:00 – 3:30 p.m.

*CE Committee onboarding session 1:30 – 2pm. all are welcome – Held by Holly*

Teams Meeting

### MINUTES

- I. **Welcome/Attendance** Holly welcomed everyone and took attendance.
  - a. Member or Participant – be sure to check the attendance sheet to assure you are listed as either and that it is correct. Your funding is based upon this.
  - b. Work group membership review
- II. **July meeting minutes including attendance** – Robin Adams moved and Abbi Jeffers seconded to approve the July 26, 2023 minutes and attendance. Motion passed.
- III. **Match Requirements – Review match form link/process**
  - a. [https://docs.google.com/forms/d/e/1FAIpQLSeCAqir7aMo-IE21cTcqGthh6dY\\_TGjOJlk-aFNqGYMbtGiXA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeCAqir7aMo-IE21cTcqGthh6dY_TGjOJlk-aFNqGYMbtGiXA/viewform?usp=sf_link)
  - b. **Review progress** – CE provides necessary match for many grants – be sure to enter time.
- IV. **Message from the CE Committee chairs (Stephena/Wendy/Marissa)** Thank you all for your great work and progress for Coordinated Entry.
- V. **EHV update – Ryan** There are currently no more vouchers. WHEDA is over vouchered as is Brown. Sauk is finalizing theirs to fill all too.
- VI. **Work groups (with current projects) check in**
  - a. **Assessment & prioritization**
    - i. How to administer the new assessment – The team is looking for one path to follow. The workgroup is split 50/50 on this decision.
      - 1) Individuals vs. Households – Should each person be administered the assessment or the entire household? The team is looking for input. Discussion was held on ease of administration, aligning this with other parts of CE, forming a transition plan to move everyone to this new assessment and prioritization method. Questions were asked about DV and how victims of DV would be affected if done as a family and not separate. There will still be single, family, YHDP, DV RRH, etc. categories. Discussion was held on households. If a household of 2 adults, do both get assessments? Vs. household of 1. Would the 2 benefit more? A vote was held on the following 3 options:

- 1) Do an assessment for every adult – put all on the list. If one is chosen for a program, they can determine their household.
- 2) Every Adult has an assessment and the highest is selected to be put on the Priority list.
- 3) Assess as a total household and clients determine the household make-up.
  - 1) 5 selected #1
  - 2) 8 selected #2
  - 3) 19 selected #3

DV is a unique challenge and may require separate procedures. This will replace the VI-Spdat, but won't change priority ranking.

- ii. Will start working on creating a new policy for the assessment – The Policy and Procedure Handbook will have to be done within the next few months to reflect changes. The DV team will work with Ryan on questions. If people have more feedback – provide to Ryan. Training will be worked on to best meet everyone's needs.

**b. Youth**

- i. Non-HMIS System developer is working on adding the 3<sup>rd</sup> order of priority into the system.

**c. DV – Sue, Ryan & Holland**

- i. Non-HMIS Shareable List is complete – The DV team made recommended changes to the Shareable Non-HMIS List Report policy and CE committee received completed policy. Changes included: there will be 2 lists printed, one confidential for the SSO and one labeled with necessary information for the housing project. The report is paired down so it is safe to share. Sue S. moved to approve the Shareable Non-HMIS List Report Policy and Holland seconded the motion. Motion passed. Being policy, it should be ready to release and won't need to go out for comment.

**d. Prevention**

- i. Currently working on a new Prevention Assessment – Because this was done 6-7 years ago, it is being reviewed and updated, not changed. Due to low attendance at the last meeting, it was not approved. An e-mail vote is in progress and once passed will be presented to the entire CE team.

**e. Shelter – Ryan - Stephena**

- i. Emergency Shelter Standards is complete – The Shelter Team clarified some areas discussed previously and are looking for a vote. DEHCR has already approved these Standards. This has been a 2-3 year process and we will soon have Standards. Jane G. moved and Sandy H. seconded to approve the Emergency Shelter Written Standards for Service Delivery.

Motion passed. The Standards will now go out for comment to the BOS. If comments are grammatical and not major, we won't have to bring it back. If important suggestions, it will come back to the Team. Ryan thanked all teams for their dedication and work to make these important changes.

- VII. CE in HMIS – Any updates?** Stephanie updated on Coordinated Entry Homeless Report changes. Previously if a person went into an institution for less than 90 days, they were not homeless. Now if they are homeless going in and are there less than 90 days, they retain their homeless status. If in jail and their name comes up, work with their probation officer if possible. Each will be handled on a case by case basis.
- VIII. CE conversation. What are your CE concerns? What is going good with CE?** Discussion was held on clients using inappropriate language or texts. They would still need to receive services, possibly from another case worker or supervisor. If this happens, it should be brought to the attention of the supervisor. There is no specific policy for termination in this instance. It was suggested to watch Ryan Dowd webinars for information.
- IX. Next Meeting Sept. 27<sup>th</sup>, 2023.**

**Meeting adjourned at 3:17 pm**