**Coordinated Entry Committee Meeting**

**February 22, 2023**

**2:00 – 3:30 p.m.**

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

**Teams Meeting**

**MINUTES**

1. **Welcome/Attendance** **–** Holly called the meeting to order at 2 pm following the onboarding session providing history and facts about the Coordinated Entry Committee.
	1. **Introduction of new CE Committee co-chair –** Stephena Smith was introduced and will join Wendy and Marissa as Committee Chairs.
	2. **Member or Participant** Be sure to check what you are listed as on the attendance sheet.
	3. **Work group membership review** – If you are a member, be sure to be listed on a team and participate as that is a requirement of the CE committee.
2. **January meeting minutes including attendance – VOTE** Nicole A. moved and Abbi J. seconded to approve the January 25 minutes and attendance. Motion passed.
3. **Match Requirements – Review match form link/process**
	1. <https://docs.google.com/forms/d/e/1FAIpQLSeCAgir7aMo-IE21cTcqGthh6dY_TGjOJIk-aFNgGYMbtGiXA/viewform?usp=sf_link>
	2. **Review progress** – Be sure to follow this link and provide Match if allowed.
4. **Message from the CE Committee chairs (Stephena/Wendy/Marissa)** Thank you all and welcome Steph.
5. **EHV update – Ryan** Opened category 4, but they must come from Ryan through the SSO’s. Category 1-3 are still open; continue to send applicants. The EHV’s must be used by September. Questions were asked about re-referring people who have returned to homelessness, this is OK to do with the original paperwork. With WERA gone, Priority 4 may come from an outside agency. If the client meets the order and are verified homeless, anyone can do the paperwork. There is no statute of limitation on the original group Ryan sent out.
6. **Work groups (with current projects) check in**
	1. **Assessment & prioritization – Ryan** Met Monday and the tool is ready to test. This group meets Bi-weekly.
		1. **Diversity – sending intentional invites** – DV and YAB will review and sign-off. Need to include diversity in this process.
		2. **Working on new assessment and prioritization** This process is close to completion and needs to be piloted. How does this new process play a role in the CE process?
	2. **Implementation,**
		1. **Reviewing the attendance requirements for members and participants –** The Coordinated Entry Charter needs some revisions. It will be sent 30 days prior to the next meeting for review and comment. Items to discuss include absences in a year for members and participants and attendance. Participants – no more than 4 excused absences unless approved by the Chair of the committee, members 2 excused absences in a calendar year – change to rolling year. A request for leave of absence can be approved by the Chair. Add – held to contract requirements if this is a requirement of contract funding. SSO Staff and DV SSO staff are held to a higher level of attendance as per contract. The Emergency Shelter workgroup needs to be added with its purpose. Diversion needs to be added to the prevention team. Please review and be ready to vote at our March meeting. Is there a connection between the work group and the CE committee as per attendance requirements? Can we document attendance on a Google Doc that is only accessible to Chairs?
		2. **CE Committee is absorbing the Emergency Shelter work group**
	3. **Evaluation,**
		1. **Strategic planning session**
			1. **Date is March 27th. Will be by invite only. Invites will be sent soon.** Because of limited space and number the presenter wants to work with, it is by invitation only. The meeting is in Wisconsin Dells at the CWCAC office on March 27. Invitations are being sent to Experienced SSO’s, Case Managers, Program Staff and others providing for a diversified attendance and a variety of input. Packets will be sent out prior to prepare for the event. A report of the findings will be provided to this committee. How do we make the system better?
	4. **OSOC,**
		1. **Updating the OCOC Agency Agreement – almost done.** When complete, these will be presented to the CE Committee.
	5. **Youth - Ryan**
		1. **3rd Order of Priority update** This was approved by the Youth Team and Coordinated Entry Committee. It has been given to Carrie and went out in her e-mail blast for comment. Comments are due 2/28 and it will be presented to the Board of Directors for vote. Once the BOD approves, it will be sent to ICA to build into the system and when complete, a mass e-mail will go out to all.
	6. **DV – Sue, Ryan**
		1. **Non-HMIS developer is implementing an emailable list**. This will streamline what happens when there is a vacancy and we draw from the list. Can e-mail the list to the agency so they can contact the DV agency directly. This will skip the SSO and make it more efficient.
		2. **In process of having Non-HMIS DV PL headers match what’s in Clarity** Match the list and Clarity questions so they are the same.
	7. **Prevention**
		1. **Prevention assessment changes** Need to build prevention into the Non-HMIS list and the 3rd priority for youth. The team is working on these. The first meeting is Monday, 2/27 at 10 am. If you are on the team and didn’t get an invitation, please let Abbi know.
7. **CE Trainings**
	1. **CE Access training is now posted on the website, under the CE Trainings tab. It will be required for all new users.** It isn’t required if you already have access.
8. **CE in HMIS – Any updates?** Jennifer reported there have been some issues with Looker since 1/3. ICA and Bitfocus can’t control these as they subcontract to Looker for reports. If you see an error, screenshot it and send it to ICA. Reports are being addressed and this is appreciated.
9. **CE conversation. What are your CE concerns? What is going good with CE?** Whensomeone enters shelter, what is the rule for entering them in CE?We don’t want to send them away without the opportunity to receive CE, but don’t want to scare them either. It should be done within 5 days from entry. Get them safe first and hopefully do CE the next day. If they don’t come back, keep trying to contact them. If they go to motel and don’t return, be sure CE was offered and document on the Pre-Screen form that it was offered and declined. Be sure to get as much information as possible, phone, e-mail, Facebook, etc.
10. **Next Meeting March 29, 2023.**
	1. **Holly and Ryan will be gone doing a monitoring. Do you want to reschedule it?** Yes, it has been changed from March 22 to March 29.

**Meeting adjourned at 3:06 pm**