

# Wisconsin Balance of State Continuum of Care (WI BOSCOB)

## Coordinated Entry Committee Charter

*DRAFT* - Created August 2019

### **Purpose and Mission**

The Coordinated Entry Committee (“Committee”) will assist the Board of Directors of the Wisconsin Balance of State Continuum of Care (WIBOSCOB) to fulfill its responsibilities regarding matters that relate to establishing and operating its Coordinated Entry System.

The mission of this committee is to increase and streamline access to housing and services for households experiencing homelessness, match appropriate levels of housing and services based on their needs, and prioritize persons with severe service needs for the most intensive interventions.

### **Chair and Membership**

According to the WI BOSCOB By-laws, the Chair/Co-Chairs of the Coordinated Entry Committee must also be a member of the WI BOSCOB Board of Directors. The Chair/Co-Chairs is/are responsible for ensuring minutes are taken and retained, maintaining historical documentation for committee agendas, policies, procedures, relevant data collection materials, evaluation results, and other relevant information. The Chair/Co-Chairs is/are also responsible for calling and scheduling meetings, maintaining attendance records, and selecting a committee member to facilitate meetings in the Chair/Co-Chair’s absence.

There are two categories of individual affiliation with the Coordinated Entry Committee: **Participant** and **Member**. A person must declare at the beginning of the calendar year their category and remain at that level through the end of the calendar year. A change in category before the end of the year can be approved by the Committee Chair on a case by case basis.

The broadest category, that of **Participant**, is for those who are not formally representing an agency for funding requirements, but who nonetheless contribute to committee work through involvement with a team, contribution to discussions, and task completion. Anyone can be a Participant.

**Eligibility Requirements:** None (everyone is welcome)

**Attendance Requirements:** No more than 2 unexcused absences in a calendar year from team meetings. Attends full committee meetings as needed for a specific team or task.

**Voting Rights:** None

The second category is simply termed **Member**. Individuals in this category represent their agency for funding requirements through their active participation on the committee. Active participation includes involvement with a team, contributing to discussions, completion of tasks as assigned by the committee chair, and meeting the attendance requirements of the full committee. Members have the right to vote on items presented to the committee.

**Eligibility Requirements:** Representing an EHH or CoC funded agency or another member agency of the BOSCOC

**Attendance Requirements:** No more than 1 unexcused absence from committee or team meetings. No more than 2 excused absences in a calendar year from committee or team meetings without prior approval by committee chair (i.e. medical leave, family leave).

### **Voting Rights: Full**

Persons interested in joining the committee can request membership by contacting the Committee Chair.

An agency may choose to replace a Committee Member with someone else from the agency. This can be done with written notice to the Committee Chair identifying who is being removed and the name and email address of the new Member.

If a Member does not actively participate in the Coordinated Entry Committee, the Committee Chair will remove that person from the Committee. The agency represented by that Member can replace the former Member with a new representative.

A Member can voluntarily remove themselves from the Committee with written notice to the Committee Chair.

If a Participant has more than two (2) unexcused absences in a calendar year from team meetings, the Committee Chair will remove that person from the Committee. There is no penalty to the affiliated agency.

A Participant can voluntarily remove themselves from the Committee with written notice to the Committee Chair.

### **Duties and Responsibilities**

The committee has a policy oversight responsibility to establish and review policies and procedures associated with the WIBOSCOC Coordinated Entry System. The committee also has an evaluation responsibility to assess the performance of the system and create a feedback loop so evaluation data informs policy decisions.

In general, the committee has the following duties:

- Establishing participation expectations
- Determining local data collection and data quality expectations
- Defining data sharing protocols
- Selecting a data system (software) for the coordinated entry process
- Plan annual coordinated entry evaluation
- Collect data for evaluation
- Evaluate the coordinated entry implementation process for effectiveness and efficiency
- Identify policy and process improvements

## Structure, Meetings, and Procedures

The full committee will meet every month at a regularly agreed upon time and date. An agenda will be sent by the committee Chair/Co-Chairs at least 24 hours prior to the meeting. Meeting minutes will be sent by the committee Chair/Co-Chairs within one week following the meeting and along with the next meeting's agenda. All agendas and minutes are sent to committee members and participants, the CoC Director, and to the WIBOSCOG website administrator for posting.

Voting on recommendations or work product can occur only when quorum is met. Quorum is a simple majority of the committee members.

Teams will meet to complete tasks outside of the committee meetings. Committee meetings may be conducted in person, over the phone, or by web conference. Team meetings may be conducted in person, over the phone, by email, or by web conference. In lieu of a meeting, votes on critical items may be conducted over email. For email voting, a majority of all current members must email their vote to the chair for the vote to be considered binding.

All committee members must join at least one of the following teams:

### ***Data Privacy & Security:***

Primary Focus: How data is collected, used, stored, and disclosed across the Coordinated Entry System.

### ***Domestic Violence:***

Primary Focus: Issues related to persons fleeing DV, DV service providers, and other persons wishing to keep their information confidential within the Coordinated Entry System. Also addresses safety planning and security concerns with the system implementation.

### ***Evaluation:***

Primary Focus: The quality and effectiveness of the entire coordinated entry experience, including intake, assessment, and referral processes, for both participating projects and participants.

- Works in collaboration with the Coordinated Entry System Specialist and ICA

### ***Implementation:***

Primary Focus: Addresses system needs; provides guidance and technical assistance when necessary.

### ***Marketing:***

Primary Focus: Developing specific marketing strategies and materials for the Coordinated Entry System

### ***Other Systems of Care:***

Primary Focus: Engagement of other systems of care into local coordinated entry systems; evaluating and developing plans, systems, and procedures unique to non-mandated participation.

**Outreach:**

Primary Focus: Ensuring the Coordinated Entry System can be accessed by those least likely to utilize traditional homeless services.

**Prevention:**

Primary Focus: Ensuring persons at-risk of homelessness can access ESG/HPP Prevention programs through the Coordinated Entry System.

**Veterans:**

Primary Focus: Engagement of all Veteran programming in the Coordinated Entry System

- Works in collaboration with the Veterans Advisory Board

**Youth:**

Primary Focus: Ensuring youth (unaccompanied minors and transition-age youth) can access the Coordinated Entry System by tailoring outreach, marketing, and other relevant parts of the system to their specific needs.

- Works in collaboration with the Youth Advisory Board

Teams must self-select a Team Lead. Team roles and tasking are not formalized or standing. Teams may be changed and/or modified by a full committee vote. Subcommittees are responsible for developing assessments, presentations, and recommendations, depending on the subcommittee's tasking. The full committee will review Team recommendations and work product and vote on final documents or procedures. Team recommendations and work product must be approved by a majority vote of a quorum of committee members to move forward.

**Amendments**

This Charter will be reviewed annually and may be amended as deemed necessary. Notice of the proposed change(s) shall be sent electronically to each member at least 30 days prior to the date of the meeting. Amendments to the charter require a majority vote of all committee members.