**Coordinated Entry Committee Minutes**

**February 27, 2019**

**2:00 – 3:30 p.m.**

**Go-To Meeting**

**MINUTES**

1. Updated Pre-Screen Form (attached)
	1. Review and Discussion

Discussion took place regarding the changes that need to be made to the Pre-Screen Form. Sue Sippel made a motion to accept the form after the changes were made. Leigh Polodna second. Motion carried.

Corin will make the formatting changes and send to Ryan for approval. The form will then go to Carrie for final approval and will be sent out once approved.

* 1. Vote

Sue Sippel made a motion to accept the form after the changes were made. Leigh Polodna second. Motion carried.

1. Time line for initiating CE process
	1. No guidance in current policy
	2. Discussion took place regarding the timeline for initiating Coordinated Entry. It was decided that the Pre-Screen form would be when they present and the Coordinated Entry process will be completed within the next 5 business days. Ryan will work on changes to the policy and re-present it to the committee when completed.
	3. Vote

A vote will happen once the policy is changed and presented to the committee.

1. Teams
	1. Designate a chair/leader for each team – Corin will send out an email to each team to remind them to select a chair/leader for each team so they can be the point of contact for the team.
	2. Evaluation Team needs representatives from the North and Central – Please let Ryan, Corin or Debbie know if you are interested in joining this team.
	3. Work assignments –

DV Team is tasked with looking over and providing information regarding the DV RRH Bonus funding and then talking about training.

Evaluation Team is looking for more people to join the team for diversity around the State. Ryan has guidance for the team from the Guidance that was sent out from HUD and Ryan will send out to the team, so they can start working on it.

Implementation Team is working through Ryan’s To-Do list and will be meeting the week before each BOS meeting.

Marketing Team needs to be working on what else can be put out for each coalition and the entire BOS. Kate said that during their PIT count they hang no wrong door posters at any establishment that is open 24 hours. Kate will be sending out more marketing ideas the team has regarding CE.

Youth Team – Ryan is currently reviewing the PL data to review whether or not we are reaching all that we need to. The team has been reviewing the FUP NOFA and working with the grantees to make sure they have what they need to start.

Other Systems of Care – The team is working on getting other agencies interested in using Coordinated Entry. Outreach Team – The idea how is are we making sure that marketing and CE is getting to those less likely to access services. Developing guidance and best practices for outreach to all areas.

Prevention Team – As the Implementation works on items things will be assigned to this Team. Veterans Team – Ryan would like to work on getting more involvement from VA providers.

1. Next Meeting Wednesday March 27th, 2:00 – 3:30