



Coordinated Entry Workgroup MEETING MINUTES

April 2, 2019

1:00-2:30

Facilitator:	Courtney Myers-Keaton		
Meeting Attendees:	Tom Cottrell, Cathy LaPorte, Adrienne Goodstal, Sherri Vainavicz, Sam Pennington, Jameela Maun, Patrick Buhay, Brittani Barkley, Gayle Witham, Laura St. Louis, Victoria Sluga, Johanna Schulte, Kelsey Kruis, Kwan McEwen, Anna Solomon, Cheryl Schuch, Deanna Rolffs, Julie Kendrick, Kari Sherman, Courtney Myers-Keaton, Brianne Czyzio		
Time Convened:	1:05	Time Adjourned:	2:15

Introductions		
Name, Organization, your Role in the coordinated entry system		
Roster Discussion		
Discussion		
<p>A roster will be finalized within the next few months. If there is anyone that you think needs to be added to the roster, please have them contact Courtney (cmyers-keaton@hwmuw.org). Members should consider why they want to be part of the committee, and what they can bring to the table. The larger the group size, the more difficult it can be to make decisions.</p>		
Committee Structure		
Discussion		
<p>The committee should work towards an effective coordinated entry system that is client centered, evidence based, trauma informed, and evaluated regularly. Feedback should be collected at all points in the system and brought to the table. Continuous Quality Improvement (CQI) processes could be implemented. Assessment, access, prioritization and referral can be included in the group description. A scope for the group needs to be defined to make sure the work is not overlapping into individual agency's program/project space. <i><u>Draft Purpose Statement: Implement a Continuous Quality Improvement process of the coordinated entry system.</u></i> Purpose statement will be finalized next meeting. If you have any comments or suggestions, please add them to the basecamp board.</p> <p>Based off this purpose statement, the committee structure could be a workgroup structure with larger convenings for report-outs, feedback, and synthesis. Once a roster is established, the committee will establish a chair and vice chair. Workgroup chairs could report to committee leadership. Workgroups will be limited to no more than 7 people. The committee will define what conversation is happening in each group. Regular feedback will be reported out to the larger group, so every agency will not need to be represented in each workgroup. In addition, there will be regular report-outs to Steering Council. At a later meeting, the committee will define workgroup and focus areas. Workgroup descriptions will include expected time requirements for workgroup members and expected timeline. Please provide suggestions for workgroups on Basecamp.</p> <p>Next meeting will include an overview of CQI. There is a lot of information that is out there, specific documents that can be related to the coordinated entry systems will be shared on Basecamp.</p>		
Action Items	Person Responsible	Deadline



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Share examples of CQI on Basecamp	All	
Provide feedback on draft purpose statement	All	
List suggestions for workgroups on Basecamp	All	
Basecamp Orientation		
Discussion		
<p>Basecamp is a collaboration platform that will be used by this group. It is wise to turn off or limit notifications so that you do not get an email every time someone posts. Docs and Files is a place to store documents. Members can comment of any documents that have been uploaded. Current documents uploaded include procedures, old minutes, HUD TA documents, more. Message Board is a place to list announcements, questions, etc. Login using this link: https://3.basecamp.com/4184799/join/TzS4SzK3vtGQ</p>		
Action Items	Person Responsible	Deadline
Login to Basecamp	All	
Cloudburst Coordinated Entry Evaluation Report		
Discussion		
<p>This <i>Cloudburst report</i> was presented in October and not much movement has happened since then. The most relevant pieces to talk about may be the recommendations. Some criticisms may be off because the community is moving towards coordinated entry not centralized intake. Policies and procedures are written for centralized intake, this will likely require some revision. At the report-out meeting there was never a chance to talk about the recommendations in the report and how these relate to the current model. There has not been a consensus reached around this report.</p> <p>The Dynamic System Management information from HUD TA is on Basecamp. The documents go through what the community should consider around dynamic system management. The Dynamic System Management strategies are only suggestions. They are not vetted, or evidence based or required. Dynamic system management (DSM) is an outcome of the fact that a lot of CoC's across the country are experiencing similar issues with their coordinated entry systems. The current environment and resources do not match the system that was built. A workgroup could work on which DSM recommendations can be implemented and how.</p> <p>The <i>Coordinated Entry Core Elements</i> maps out potential goals for this committee. Before the next meeting, everyone should read through this document and bring key points to discuss. Also, make note of community-level things that the group should look at such as an adding an equity lens, risk lens, etc. Some <i>Cloudburst Report</i> suggestions will align with the goals in the <i>Coordinated Entry Core Elements</i>. These can be used to create actionable and measurable goals for the CQI process. It is important to note that the system is changing because needs are changing, different things are being added as they are needed.</p>		
Action Items	Person Responsible	Deadline
Coordinated Entry Self-Assessment Tool		
Discussion		



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The *HUD Coordinated Entry Self-Assessment* was completed in the past but likely not talked about with the coordinated entry group. This is a valuable tool to help identify where we are, where do we agree, where don't we agree, what is happening, and what things are not understood. HAP will be doing a self-assessment. Changes and recommendations that come out of the assessment could come to this group. It is a good idea to do this assessment for the entire coordinated entry system. Completing the self-assessment could be a workgroup topic with many different agencies involved.

Action Items	Person Responsible	Deadline
Next Steps		
Discussion		
<p>Before next meeting:</p> <ul style="list-style-type: none"> - Review <u>Coordinated Entry Core Elements</u>. When reviewing, consider the Cloudburst Evaluation report, and how these align around goals - Review Coordinated Entry Process Self-Assessment - List ideas for workgroups on Basecamp thread - Bring thoughts on what the committee's goals could be to the next meeting <p>Policies and Procedures will need to be developed by this summer, this is something that should be started sooner rather than later, so keep this on your radar.</p>		
Adjourn		