



Coordinated Entry Committee MEETING MINUTES

December 3, 2019

1:00-2:30

Facilitator:	Tom Cottrell		
Meeting Attendees:	Tom Cottrell, Anna Solomon, Sherri Vainavicz, Cheryl Schuch, Johanna Schulte, Cathy LaPorte, Gayle Witham, Marissa Lee, Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	1:10	Time Adjourned:	4:30

Introductions		
Discussion		
No suggestions to the minutes.		
Changes to the Coordinated Entry system		
Discussion		
<p>Last month, the committee discussed a statement to Steering Council regarding changes to Coordinated Entry Policies and Procedures. A statement will be drafted and included with committee updates to Steering Council.</p> <p>Tom and Courtney compared 2014 policies and procedures with the updated but not approved policies and procedures. There was not much of a difference between the two aside from verbiage. The policies reference outreach agencies, referral agencies, etc. that were never designated in the community. Timing-wise, in order to do assessment for collaborative application, new policies would need to be in place by early summer.</p> <p>Referring to TA process, Cheryl indicated that any communication should include that the committee understands the best practices laid out by HUD. Johanna asked to lay out specific issues with current policies and missing elements.</p>		
Action Items	Person Responsible	Deadline
CE Change Request Form		
Discussion		
<p>Courtney asked the group to review a draft of a potential form that can be used by agencies hoping to make changes to their CE procedures. It will be important for the group to decide what changes will need to come back to the committee to be approved. Small changes may influence how the monitoring of the system. Changes that would impact the system are important to come back to this committee for approval.</p>		
Action Items	Person Responsible	Deadline
Next Steps		
Discussion		
<p>Population flows: Veterans: Presentation is still needed. Singles: Cathy can present on the flow for singles at HAP as individual agency flow may be different</p>		



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Youth: each agency can map their pieces; HAP can fill in gaps. There is not a youth-specific process right now. Cathy will provide a flow chart to Youth Committee prior their next meeting and present at the flow at the following CE meeting.

There was conversation around the fact that agencies are seeing a drop-in youth accessing their services and are working to strategize ways to reach more youth who are experiencing homelessness. Perhaps this related to an increase in shelter beds, shared housing, others.

Prevention

Category 3 and at-risk: Cathy is working on developing a flow for these categories as well.

Revision:

The first step is to inform Steering that the committee is in the process of making revisions. Members suggested sectioning off into subgroups based on population for procedural revisions as each element of CE is likely different for each population. Elements of procedure, how thresholds for self-evaluation are met, and self-evaluation processes should be identified for each population.

Policies are the core elements that the committee is committed to having as part of the system. Policies should include oversight, monitoring, etc. Johanna noted that anything required under HUD should go to this committee for approval prior to changes to ensure compliance. To start with policies, look into the 2014 policies and decide areas should be included into policies as items the community can commit to, similar to value statements. CQI can be built into procedures whereas policies would be similar to value statements. Cheryl asked if there are any documents from other communities that have separate processes and policies to use as a starting point. Cheryl noted that other communities have had centralized elements of their system. Some use the same tool but administered it at different places for dynamic prioritization.

There was conversation around whether the prioritizations and referral procedures should be specific for each population or whether this is already encompassed in the systems as programs are dependent on eligibility and funds.

There was conversation around how access will work for all in the community. Sherri suggest starting to think through how access would work for each population and whether there is one central point or an easy process to refer someone. Cheryl noted that lack of resources leads to the lack of access, not due to the system. Procedures need to consider how to handle changes in the flow.

Courtney and Tom will tease out policies/guiding procedures. Cathy can assist.

Finalized policies and procedures could be housed on CoC's website with links on provider websites. Members also discussed a press release and QRC codes. Questions in the self-assessment focus on affirmative marketing and communication strategy.

Action Items	Person Responsible	Deadline
Develop policies and guiding procedures	Courtney, Tom, Cathy	
Adjourn		