



**Grand Rapids/Wyoming/Kent County CoC
Coordinated Entry Committee
MEETING MINUTES**

May 17, 2022
2:00-3:30

Meeting Attendees:	Rebecca Long, Victoria Sluga, Jim Talen, Brian Bruce, Tom Cottrell, Lisa Cruden, Tammy Britton, Centhia Fleming, Dave Gantz, Sherri Gillespie, Victoria Arnold, Marissa Lee, Tanesha Jordan, Julie Kendrick, Berniz Terpstra, Veronica Arvizu, Lindy Perez, Kendra Avila <u>Staff:</u> Courtney Myers-Keaton, Brianna Robach		
Time Convened:	2:03 PM	Time Adjourned:	3:23

Introductions			
Approval of Agenda			
Motion by:	Centhia Fleming	Support from:	Tammy Britton
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes		
Approval of Last Month's Minutes		April 19, 2022	
Motion by:	Kendra Avila	Support from:	Brian Bruce
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes		
Family Prioritization			
Discussion			
<p>This committee decided to change the assessment tool for families with the use of Community Housing Connect (CHC) as a pilot two years ago. At that time, a COVID screening tool was implemented as part of prioritization to mitigate disease spread and health risks for highly vulnerable families. Courtney noted that COVID-19 is still present, but now strategies such as vaccines are available to mitigate its impacts. She is recommending that the committee consider removing COVID risk assessment from the prioritization process.</p> <p>Lisa motioned to remove the COVID risk screening from the prioritization process for families. Berniz provided a second. Lisa asked if the committee is aware of any implications to removing the screening. Courtney indicated that questions help determine risk; those with specific health concerns may not be weighted as heavily once the screening is removed. However, she feels these groups can be encouraged to access tools to mitigate COVID. Conversation around reinstating the screening in the future. It could be reinstated if the committee decides to do so, but it would need to be changed to ensure it serves the intended purpose and reflects available quarantine and isolation resources. Vaccine status, if included, would need to be done in a way that it is not discriminatory. Tammy asked if COVID risk factors are being considered with other populations. If this is the case, the committee was not made aware. Brian feels increased flexibility in the CE process in the future will be beneficial if the committee decides to make changes. He also likes the decrease in assessment time as a result of removing the screening. All in favor, motion passes. Courtney will connect with Angela at Community Rebuilders to share the committee's decision and request that she make the change to the CHC platform.</p>			



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Action Items	Person Responsible	Deadline
Share decision with Angela at Community Rebuilders	Courtney	
Assessment & Prioritization Tool Update		
Discussion		
<p>Courtney shared that discussion around changing the assessment and prioritization tool has occurred in multiple spaces since last meeting. At last week’s CE redesign meeting, Community Rebuilders presented the factors in CHC used to assess families. The initial CHC 2.0 implementation timeline has the roll-out of a new assessment tool later in the process. However, the community has recognized that the VI-SPDAT is not the best tool and other communities indicated they are using an interim tool at a recent Built for Zero (BFZ) session. Courtney suggested developing interim assessment questions for singles. To help validate the tool, it could be modeled after the CHC assessment questions for families which include the rationale behind the chosen prioritization factors.</p> <p>A process and workflow would need to be developed for an interim tool. Courtney envisions it would include a basic assessment available through CHC. Households that complete the assessment would then be added to the by-name list (BNL) and considered for available resources. Eligibility would be determined upon entry to the BNL and additional information collected as needed.</p> <p>Conversation around funder requirements. The VI-SPDAT is required by MDHHS (Michigan Department of Health and Human Services) for certain projects but is not required for assessment or prioritization. Victoria Sluga shared that she recently met with MDHHS and advocated for removal of the requirement to remove additional burden on clients. MDHHS indicated to her that they are considering the requirement.</p> <p>Victoria Sluga feels it will be important that the workflow is understood by all partners. She also asked to include a way to show whether a client is working with outreach; this would also help with documentation needs. Brian also feels that visibility will be an important item to discuss. Action item: Courtney will ensure visibility is included as a consideration in process discussions.</p> <p>Courtney noted that an interim assessment tool would not be a shift to CHC 2.0 even if the assessment is done through of CHC. The difference is that not everyone going through an assessment would be connected to a Solutions Specialist (SS). Families would be still connected to a SS and single adults would be added to the BNL.</p> <p>Brian asked about changes in vulnerability and updating assessments. Lisa indicated that Family Functional Zero (FF0) uses dynamic prioritization. Families can go back through the tool if their situation changes, and resource ranges/thresholds change based on available resources. Victoria Sluga asked if FF0 has concerns with folks entering data multiple times to receive a resource noting that CHC data is self-reported whereas those administering the VI are specifically trained to capture data. Catherine shared that she oversees scheduling for families once they receive a score and can determine if a family is entering data multiple times to get an appointment. She is unsure if this concern can be eliminated, but there is the ability to monitor it through CHC.</p>		



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<p>Victoria Sluga feels transparency around whether an assessment has been completed is important to provide clarity. This can be included in the workflow and case conferencing discussions. Courtney will check with Daniel to see if an assessment indicator can be added to the BNL report. Case conferencing could be a space to discuss client changes and whether their risk level needs to change.</p>		
Action Items	Person Responsible	Deadline
Check with Daniel re: assessment indicator in BNL report	Courtney	
Ensure visibility & transparency is considered in assessment workflow discussions	Courtney	
Built for Zero Update		
Discussion		
<p>Members of the Built for Zero (BFZ) planning team attended a Learning Session in Chicago last week. Courtney shared that the session was a great opportunity to connect with and learn from other communities as well as envision the path forward and identify clear goals for our community. The group decided the best next step will be a full-day work session with the planning team to walk through process topics (assessment, case conferencing, and PSH process mapping). There will also be space for attendees to speak to specific concerns.</p> <p>Tom asked about the visibility of CHC data. He wondered if a process to share data from CHC to case conferencing groups is needed. This can be included in discussion around an interim assessment. Catherine noted that CHC scores are added to HMIS when making an entry to the FFO list.</p> <p>Courtney shared that the BNL will soon be ready to launch; the report has been updated to include demographics. Once a process for case conferencing is established, management of the list can begin. Brian asked if there is a way to track folks who are removed from the list if they are unable to document disability and/or homeless status.</p>		
Action Items	Person Responsible	Deadline
CE Design Update		
Discussion		
<p>At their last meeting, the redesign group focused on understanding current CHC processes and prioritization. Courtney thinks this helped increase understanding of how the team is currently managing prioritization. Community Rebuilders is currently working to identify funding. Courtney feels an important next step will be determining roles and responsibilities in the implementation process. The plan is to discuss a timeline and responsible persons at the next redesign meeting. Hosting a kick-off can be discussed as well. Tom noted that input into the resource pool will be a critical step. Courtney agreed and indicated that fully understanding all community resources was discussed with BFZ as well. Brianne will share the presentation around CE redesign steps with the group.</p>		
Action Items	Person Responsible	Deadline
Share recent CE redesign presentation with the group	Brianne	
Coordinated Entry Evaluation Update		
Discussion		



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A small group of recently met to complete HUD’s CE self-assessment tool. The group determined that our community’s CE policy and processes are in compliance with HUD regulations. They also identified areas that could be strengthened. Recommendations were provided last month; however, the assessment spreadsheet needs to be reformatted to ensure it projects that CE complies with HUD. Final documents will be provided to the group and then to Steering Council.

Tammy noted that some areas in the assessment were included in processes but not in the CE Policy. She suggested including processes as an addendum to the policy to remove any questions around compliance. Courtney agreed that this would be a beneficial next step.

Action Items	Person Responsible	Deadline
Update self-assessment sheet as discussed and share out	Brianne	
Coordinated Entry Concerns		
Discussion		
None		
Action Items	Person Responsible	Deadline
Next Meeting		
Discussion		
Action Items:		
<ul style="list-style-type: none"> - Reformat CE Evaluation spreadsheet and provide to the group - Brianne - Ensure visibility is considered in development of assessment tool and process - Send CE redesign slides to group - Brianne - Check with Daniel to see an assessment check box can be added to the BNL report - Courtney 		
The next meeting will be moved to Tuesday, June 14 th at 2:00.		
Adjourn		