**Vermont Coalition to End Homelessness - Coordinated Entry Workgroup**

**Monday, February 23, 10:30 - Noon**

**AGENDA**

<https://global.gotomeeting.com/join/825861031>

United States (Toll-free): 1 888 640 7162

Access Code: 825-861-031

10:30 Welcome, Introductions & Review Agenda

Sarah, OEO; Brian Smith, Department of Mental Health; Sarah & Deb, Rutland HPC; Meg, CVOEO; Renee Weeks, Upper Valley Haven; Elizabeth Eddy, BROC; Jess, COTS; Joel, Cloudburst; Lily Sojourner, Agency of Human Services; Richard Rankin, HMIS administrator

10:40 Local CoC Updates

Rutland – Meeting with Washington County on 3/2 – Will outline the timeframe together, steps to roll it out and other partners to bring to the table

* Rutland Partnership Meeting

What steps might we take to bring key partners and all local CoCs into this conversation?

* Keep talking about it at local meetings
* Have a local champion, who reaches out to others
* Have statewide champions travel and reach out to local CoC mtgs
  + Can we put together a canned presentation? Who would be willing to travel?
  + Give them some concrete ideas on how they can talk about Coordinated Entry – is there a task that they can do? Ideas about how folks can include it on their agenda
* Send out the VCEH Coordinated Entry Summary Paper to CoC Chairs – have a CoC Chair Go To Meeting
  + Ask them about what would be helpful
* Our next deliverable might be more tangible based on Washington & Rutland launch

10:50 Our Working Model

Discussion on the Model

11:00 Data Sharing – HMIS (and non-HMIS) security, confidentiality, and privacy

Do we have a more clear sense of what our data sharing needs are at the start? What are the questions and concerns folks have about data sharing? Bring them to our meeting!

* Examples from Whatcom, WA were shared in the email
* Special Guest: Joel Remigio, HMIS Technical Assistance Provider, Cloudburst

What are our data sharing needs?

* Share the assessment form info/entry form info, so that the referral included the assessment
  + Inside HMIS and outside of HMIS?
* Avoid duplicate collection of information
* Real time inventory/data sharing about what programs have space available?
  + We do this currently by making calls, smaller CoCs, this seems to work
  + This could be important with emergency shelter
* Scheduling appointments with the “Homeless Service Center” or automating referrals
* Local CoC data sharing is the crux
  + But with case-by-case ability to transfer/refer to providers in other CoCs

Concerns?

* Legal perspective – what is the release that we need in place in order to share information via HMIS or phone call?
  + And how do we handle accessing resources when someone doesn’t provide release?
  + Ways of obtaining consent
    - Inferred consent
      * E.g., doctor’s office and insurance company – this can be done without written permission – as long as privacy practices are posted in a public area – “buyer beware”
    - Explicit consent
      * Lays out what happens, explains, gets consent on record
      * List all the partners on the ROI
    - Universal HMIS ROI that clients sign (Joel will share)
    - The right to revoke data sharing
      * ROI can be specific
* HIPAA compliance
  + Is the HMIS software compliant (servicepoint) – yes, it can be – if there is no permission from a client, sharing is limited
  + Compliance comes down to users and user training
  + Lay out policies and procedures, obtaining consent
  + Determine which community partners must be HIPAA compliant
* What about when someone doesn’t want information shared?
  + Will limit some referrals
  + ServicePoint – there are various levels of data sharing
    - Demographic, case notes, program enrollment, pretty “granular” at making distinctions on what can be shared (by agency & element)
  + We have to develop the agreement about what info to share
  + The transition could be tricky – existing clients in system vs new system
  + Training for HMIS users on policies, protocols around confidentiality/sharing info
* The HMIS needs to reflect whatever our process is –
  + There can be a procedure for how to share info outside of the HMIS
* Cannot condition services on whether someone’s info is HMIS
  + We can still provide services outside of HMIS
* Locally, there can be one level of “openness” – and there can be another level between different CoC areas
  + The “Homeless Service Center” model would also make clear the access point in other CoCs
* Outline the process for communicating with providers who are not in HMIS
* Can we see examples from other areas? ServicePoint data sharing in action – Next Step, include Brattleboro
* What about shelter beds? Hold for future conversation
  + ServicePoint can share this without names
* Next Steps on this conversation?
  + Rutland and Washington County will keep moving it forward and update the group next month
  + Statewide group keep discussing
  + At some point, workflow, policies, procedures need to be standardized
    - Forms
    - Training
  + Think about this in phases/steps

11:45 Next Meeting Topics

Revisit our Timeline – flush it out a little bit

Resource questions?

Training?

VCEH decision making?

**NEXT MEETING: Monday, March 23rd**