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

**Monday, June 22, 10:30 - Noon**

**MINUTES**

**Welcome, Introductions & Review Agenda**

Sarah Phillips, OEO; Gilan, VNADSV; Christine Johnson, Field Director; Renee Weeks; Upper ValleyHaven; Brooke Salls, Good Samaritan Haven; Erin McSweeney, ESD; Brooke Brittell, NEKCA; Ashley Bride, FHC; Jess Bernard, COTS; Deb & Sarah, Homeless Prevention Center; dawn Butterfield, Capstone; Elizabeth Eddy, BROC; AliceAnn & Richard Rankin, SSVF – UVM; Joel Remigio, Cloudburst TA Provider; Jennifer Allen, ICA (HMIS Lead)

**Updates from Rutland and Washington**

Washington County – Data Sharing MOU between Good Samaritan Haven & Capstone

* Next step – Bring on partners to use the Screening Tool (step 1)
* Next step – HMIS lead/administration support

Rutland County –

* Next step – Data sharing MOU
* Next step – Local partner meeting, then MOU for Coordinated Entry Partnership, start with core group

**Updates from Manchester, NH Meeting**

 Who attended: dawn, Deb, Brooke S, Brooke B, Lucie Fortier,

 Shared some of the PPt slides

Takeaways for folks: keep it as simple as possible for the clients; we are working together as a state very well – that will also make it easier for clients; it’s really about system building; it takes time and is messy

**Updates from Sarah’s Vermont CoC Coordinated Entry Tour 2015**

**Questions that keep coming up:**

* How much can it adapted locally?
* What should we do to do get ready?
* What about the special needs of some subpopulations – DV, youth in particular?

**Update on Chittenden CoC Progress from Jess Bernard (COTS)**

* Pipeline and Waiting List for Permanent Supportive Housing; HMIS in Chittenden is in flux currently; using VI-SPDAT as the prioritization tool for PSH (chronic homelessness); questions on how to integrate victims of DV; ROI questions/concerns and HIPAA; how to meet the needs of folks who refuse assessment

**Timeline & Process**

* **All Local CoCs implement by 7/1/16**
	+ How will we know that we have implemented CE? What are the benchmarks?
		- ID Roles?
		- Coordinated Entry Partnership MOU in place
		- Training:
			* First: Basic CE Orientation/training
			* Then, Screening
			* Then, …
	+ What are some results that we might look to?
		- Wait time
		- Referrals via CE process
		- # of Referrals
* **What will be our process for adapting and adding elements to our Coordinated Entry Process(es) in the coming year? (Think Quarter 1 (July – Sept), Quarter 2 (October – Dec), Quarter 3 (Jan – March), Quarter 4 (April – June)**
	+ Referral protocols
		- Wait list management for PSH – and prioritization. There are still some significant questions about how to incorporate this.
	+ Revising Step 1 (screening) and Step 2 (assessment)
		- Prioritization for PSH on Step 1 and/or Step 2?
		- Version 2 revision at the end of Quarter 1, and probably again in the 4th quarter
	+ Training on Assessment – Quarter 2
	+ Technology Build Out & Data Sharing
		- Adding the assessment into HMIS (e-assessment)
		- Auto referrals
		- MOU
	+ Adapting for Subpopulations
		- Veterans (Quarter 1)
		- Youth
		- DV
	+ Integrating emergency shelter/GA –
		- Start with a model for this in Rutland & Washington this winter – conversations already happening in these CoCs (Quarter 2)
	+ Onboarding New CoCs
		- Quarter 2 (Lamoille, Springfield)
		- Quarter 3 (Newport, WRJ)
		- Quarter 4 (Brattleboro, Addison)
		- And July 2016?
		- What about Franklin? Bennington? St Johnsbury? Windsor NW (Randolph)?
	+ Coordinated Entry Partnership – MOU (roles & responsibility break-out) – **Quarter 1 Priority**

**Supporting local CoCs**

**Inventory Template: We** looked at a Local CoC template that Lily Sojourner helped develop based on the BoS Housing Inventory Chart and a process the Chittenden CoC used. Folks agreed that this would be helpful. Agreed that this is a good starting place but also could develop. Is this something that Coordinated Entry Homeless Service Centers could take responsibility for updating on an ongoing basis?

**Next Steps:**

* Workgroup Members review and send any changes to the Inventory Template to Sarah by 7/1
* Sarah will update and send to local CoCs to use

**Implementing Coordinated Entry – Benchmarks Group** - Elizabeth E, Brooke B, others?

* + This group will outline some steps that local CoCs will take to implement coordinated entry – this can help us answer “how will we know that we are implementing CE?
	+ E.g. MOU, etc.
	+ Sarah will convene in July

**Key Next Steps:**

**Measuring CE results: Small Group to propose some basic measures**

* + Need sooner than later so that we can identify the baseline
	+ Renee Weeks, Ashley Bride, Aliceanne L
	+ Sarah will convene in July

**New HMIS Lead – Learning from their experience**

* + Yes? Yes! Jennifer Allen (ICA) will work with Sarah to get this on the next meeting’s agenda

**Implementing Coordinated Entry – Benchmarks** – See above

NOTE – There is an overview of HMIS with ICA – basic skills, chance to raise questions

* + NEXT Thursday web training
	+ Sarah will forward newsletter (sign up yourself with the link at the bottom)

**NEXT MEETING – NOTE CHANGE IN TIME, DATE & VENUE:**

**Tuesday, July 21st in Randolph, 12:30 – 3pm (following VCEH)**