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

**Monday, August 25, 2014, 10:30am – Noon**

**10:30 - 10:35 Introductions, Review Agenda, Review Timeline**

**Erin McSweeney, ESD; Elizabeth Eddy, BROC; Paul and Sarah, OEO; Kathy, NEKCA; Daniel, VSHA; Brooke Salls, Good Samaritan Haven; Brian Smith, DMH; Deb Hall & Sara, HPCenter; Ashley, Fair Haven Concerned; Angus Chaney, AHS; Brian Smith, DMH; Richard Rankin, Data Remedies (HMIS Administrator)**

Timeline – Fall Screening Tool

Spring Next Year – Pilot CoCs

Following Spring – All/Most CoCs online

**10:35 –10:45 Report Back from Local Continua of Care Meetings & Other Updates**

Beth Diamond, Vt 2-1-1 & Deb Hall are using the map/flow chart in Rutland

*Provider to liaison to VCEH? – MaryEllen, 2-1-1*

*Provider to liaison to Chittenden CoC?*

**10:45 – 11:00 Screening Tools**

**Choosing a tool?**

* Overall quality/reliability and validity
* Ease of scoring & interpretation
* Brevity of administration time
* Self-completion
* Cost to implement

Progressive Assessment?

[Screening Forms Under Review](https://www.dropbox.com/sh/nq7cpycm3k4rbe5/AABmlMzJdaqJuq9Lks6fsbMga)

New to Review:

CEA Family Assessment Tool

* Intro section/explanations on why we would ask certain information – good!
* Definitely a screening tool, not assessment

Waiting List Prioritization?

Next Steps for Screening Tool Process

**Choosing a tool?**

* Overall quality/reliability and validity
* Ease of scoring & interpretation
* Brevity of administration time
* Self-completion
* Cost to implement
* *Progressive?*
* *Prioritization of Housing Resources/Waiting List?*
  + - * Meeting urgent needs is critical
      * Maybe we want to avoid moving people provider to provider, seize the moment
      * We are used to this at some level
      * Depends on who is doing the screening – relationship seems so critical
      * Keep a tool simple – so that we are not asking for everything at the front door

**Process?**

* + - Small Working Group? Draft tool and continue to discuss prioritization issue

Who?

* + - * 2-1-1 - MaryEllen?
      * Chittenden reps?
      * Elizabeth Eddy, BROC
      * Erin McSweeney
      * Sarah, HPC (BoS)
      * Brooke, tentative
      * Sarah – shepherd group; email attendees
    - GOAL: for Coordinated Entry Workgroup to review a draft screening tool at September Mtg (from small group) – which could go out to local CoCs for review in October. This would be a pilot tool

Next Steps for drafting these?

* + - Client forms – informed consent, ROI to share info; client grievance form
    - MOU/A template for partners

**11:00 to 11:45am Begin Sketching the Model in a local CoC – Washington County?**

**ID Organizations that will host Coordinated Intake – or other specific roles required**

* + - **Washington County – Circle (DV Shelter) ??; Good Samaritan Haven (Emergency Shelter); Capstone Community Action; Economic Services (GA); maybe Washington County Mental Health?**
    - **Key Stakeholders, not “Hosts” - Council on Aging? Hospitals? Substance Abuse Providers? Other organizations that have “discharge”?**
    - **What is the connection around “discharge” at institutions?**
    - **Maybe the Coordinated Entry Host offers this “onsite” at other locations?**
    - **Local CoCs can ID these through their mapping of existing system**
    - **Economic Services/GA – Lack the staffing resources/capacity to “host” screening**
      * **Could this be a place where we pilot? Add some resources to see if this could happen?**
      * **Small Workgroup might consider staffing/resource capacity**
    - **Need to have the local prevention provider is one of the “Hosts”**

**Angus - Braid together emergency shelter resources and homelessness prevention resources so that there are not separate tracks, but more seamless; Want to know soon what the tool looks like and what resources the state needs to be thinking about putting in place to support coordinated entry. Want to see a draft screening tool this fall.**

**Are there Additional Staffing or Resource Needs?**

* + - **ESD staffing**
    - **Smaller organizations – knowing the tool, even if not the host, can help folks pull information together – implementing more than a screening process would be cumbersome with existing resources**
    - **Staffing needs for host sites**
    - **2-1-1 will be key b/c they cover “off hours” of various folks; what will they see as resource needs?**

**What are the data sharing and/or HMIS needs?**

* + - **GS via CHG funding/process is working on sharing data with Community Action**
    - **ESD is not in HMIS – how will we share data?**
    - **Other providers not in HMIS as well**
    - **Policy and procedure issues to address with opening client records on HMIS**
    - **What level of data sharing is required for making referrals?**
      * **ROI plays a role here – decision for privacy in the clients hands without penalizing them**

**Mapping How Referrals Will Work (very basic)**

**11:45 - Noon Next Steps**

**Communication Points during the next month**

* + - * **Screening Tool Timeline**

**NEXT MEETING: SEPTEMBER 22nd**

**SUMMER WORKGROUP TO DO LIST**

* Identify the Results Expected to be Achieved
* Sketch out a Preliminary Needs Assessment/Screening Tool & Other Forms
  + Screening tool to establish eligibility, triage services and make referrals
  + Client forms – informed consent, ROI to share info; client grievance form
  + MOU/A template for partners
* ID Questions to be asked and begin mapping how referrals will work. (very basic)
* ID organizations that will host coordination or any other specific roles required
* ID Additional Staffing and Resource Needs
* ID Role of HMIS or other database capabilities; ID Data and HMIS Needs