**VCEH Coordinated Entry Committee**

**8/15/17 - Randolph**

Present: Sarah Phillips, OEO; Amos Meacham, Pathways; dawn Butterfield, Capstone; Renee Weeks, UVH; Ari Kisler, VCRHYP; Brian Smith, DMH; Sarah Grandchamp, HPC; Kara Casey, VNADSV; Kathleen Sargent, SSHP; Amy, BROC; Elizabeth Eddy, BROC; Doug Sinclair, Charter; Caitlin, ICA

* Review & Vote on Technical Changes to PSH Policy (as recommended by TAC)

The VCEH technical assistance consultant has recommended some technical changes to the PSH Prioritization Policy. Changes include reformatting the front page and also clarifying the language of general prioritization to more clearly align with HUD’s guidance on permanent supportive housing. As it has been the explicit intent of VCEH and the CE Committee to follow HUD’s guidance on PSH in the development of the VCEH policy, the VCEH board agreed at its 8/15 morning meeting to empower the CE committee to review the consultant’s recommendations and make the appropriate changes.

The CE Committee reviewed a tracked change version and a side-by-side of the general prioritization description. One key addition was a statement to clarify that where 2 households were equally ranked, the household who presented for assistance first would be served first. The group also discussed the ability to create a statewide list, if necessary, though how to operationalize this is still not determined.

The committee accepted the changes proposed by the VCEH consultant. Sarah will make the revisions and the revised policy will be posted online.

* Review & Discuss Rapid Re-housing Recommendations from Small Group

On this group: Renee, dawn, Sarah, Daniel, Ashley, Steve, Deb, and Melany Mondello (consultant)

Presented the principles the group has discussed related to determining how much financial/rental assistance and services a household needs, and determining length of assistance.

A preliminary draft was circulated for review. There was good discussion on the role of housing case management and individualized housing plans in a prioritization or referral process. The clear goal is to make a referral based on household need, not program availability. There was agreement that the housing plan should not be a precursor to being added to the master list.

(“master list” is now the term preferred by the committee, vs. “prioritization list”, as we are now considering one list of all households experiencing homelessness in a local CoC; also “by-name list” is a misnomer and potentially confusing, since households can be on the master list anonymously)

There was agreement that the PSH prioritization alone is problematic for referral to a RRH program (which is time-limited), particularly given the policy and capacity constraints of bridging folks from RRH to PSH. There was agreement that a preliminary understanding of whether a household needed a short-term, medium-term or long-term intervention should be a primary starting place for “matching” households to the right “level” of intervention. The group reviewed a mock master list to see how a combination of “level” (small, medium, long-term) with the PSH prioritization could work to support matching for Rapid Re-housing. There was a discussion about the ability of someone identified as needing long-term supportive housing to apply for a RRH (medium-term/time-limited) program. It was discussed that perhaps a strong housing plan which addressed exiting the RRH program successfully could be a way to ensure folks were set up for success. There was also good discussion about the importance of informed consumers – understanding that households could apply for a variety of programs, but may not be prioritized for assistance. There was also agreement that households who need only a short-term intervention (3 months or less), need not complete the housing assessment section that considers “severity of need”, unless they wish to apply for more housing assistance.

The RRH group convenes again on Friday and will review a revised policy based on Committee discussion.

* Local Implementation Challenges – HMIS, Training
* Rutland – How to keep track so that there isn’t duplication of assessments -i.e., master list (without full HMIS implementation yet); How do we communicate to clients and partners that we have “one door”? This is an important piece. Can the ROI be used as a tool to support this communication/expectation?
* Direct service staff at the meetings aren’t always the decision-makers; communication with program managers/decision-makers is important
* Continue to identify the difference between lead agency intake/assessment and connection to case management
* HMIS project type and Master List problems
* Training Needs –
  + Assessor Training
  + Safety Planning
    - Simple level of knowledge
    - What CE looks like for a victim
  + Training for DV Network, Youth Network, Veterans
  + Confidentiality Training - for all, def for assessors
  + HMIS functionality & HMIS security (improve)
* Refine Timeline & Plan Communications – Deadline: Written Standards approved in January

(re-)Communicate the Process

Mechanics are sorting out (many of less tolerance for this)

Start an FAQ on Website

Email to Mailing list,

Committee will bring recommendations to VCEH Board at October Meeting

* + Use CE committee meeting time to Review with Board members and Co-Chairs

Put out recommendations to local CoCs by early November for feedback

* + Create a tool with specific questions to help local CoCs discuss and provide feedback
  + Webinar with Q&A (if you are CE partner, please attend!)

Deadline for feedback/Final Version created by Committee – in time for VCEH November meeting? December meeting?

Ask Local CoCs to vote in December – be prepared for VCEH board vote in January

Final VCEH Board vote in January

Next meeting – Implementation plan and training

* + Who do we need to communicate to?
    - Decision-makers, EDs & Program Managers
    - What CE means if you are a case manager…, if you are an ED, if you are a program manager….

Next meeting – Tuesday, September 19, 12:30 – 3pm (even though the VCEH Board meeting is a different day)