**VCEH Coordinated Entry Committee**

**Agenda**

**March 21, 2017, 12:30 – 3pm**

**Randolph**

Attendees: Kathleen, SSHP; Ari, VCRHYP; Brian, DMH; Daniel, VSHA; Laurel, VSHA/VCEH; Renee, UVH; Heather, Groundworks; Doug, Charter House; Brooke, Good Samaritan Haven; Joe, Samaritan House; Andrea and Theresa, AHS Americorps VISTA; Sarah, OEO; Pete, John Graham; Elizabeth, BROC; Deb and Sarah, Homeless Prevention Center; Amos, Pathways

1. Outstanding Items:

* Release of Information: Need to Set an End Date (one year?) – Need to ID a way to track this

*The group decided one year for ROI expiration.*

* HMIS Data Sharing Agreements in progress – updates? Local Partnership Agreements in progress – updates?

Who signs on behalf of an organization? That is determined by the organization itself – usually E.Ds.

Consider educating/communicating with the EDs, program leadership and case management level. Rutland is doing this.

* CE Leads to Post on VCEH website (waiting for contact info from each area)
* HRT guidance (to do based on last month’s notes)

1. Discuss Confidentiality Principles & Policy - Last Changes before we recommend a vote?

It was clarified that this document is actually a part of the CE partnership agreement (attachment B). No changes were recommended at this time. The group agreed to recommend for a vote.

1. Discuss PSH Access & Prioritization – Last Changes before we recommend a vote?

The group discussed areas of the policy that it would like local CoCs to discuss, consider and provide feedback on. The group also discussed the need to review and update the policy next fall (about 6 months after implementation) and to make sure that organizations understand that the PSH policy would be improved upon with feedback from implementation. Some small changes were made to the document and the group agreed to recommend for a vote.

1. Review Revised Referral Form and Housing Barriers Assessment

The revised fill-able forms were reviewed by the group. Changes were made to better align with HMIS and screen for existing eligibility, the referral form now has a simple one-way, one-time ROI. The assessment now includes the PSH prioritization points. These forms are not in “final form”, and while they can be adopted by the local CoCs (referral form as a tool, not requirement; assessment form will be required) – they need to be voted on by the VCEH board to be official. A small workgroup will work on improvements to the assessment form and process.

1. Discuss & Assign People to Groups for Next Steps:

The HUD CE Checklist provides a helpful tool for organizing small group work.

The following small groups were prioritized:

* Policies & Guidance in addressing the needs of those fleeing/attempting to flee DV/SV
  + Kara, Laurel
* Rapid Re-housing - Access, Referral & Prioritization
  + Daniel, Sarah P, Deb, Joe
* Assessment Tool, Tracking, Training
  + Amos, Sarah G
* HMIS/DATA MANAGEMENT for CE Implementation
  + Meghan, Sarah P, Doug, Ari

In addition, it was agreed that small groups could also be formed to work on:

* Emergency Shelter & Street Outreach – Access & Referral
* CE Grievance/Appeal Process
* Evaluation
* Nondiscrimination and equal opportunity provisions
* Training
* Prevention – Access, Referral & Prioritization