**VCEH Coordinated Entry Meeting**

**12.19.2016 - Minutes**

Attendees:

Sarah Phillips, OEO; Amos Meacham, Pathways; Ari & Bethany, VCRHYP; Brooke Jenkins, Good Samaritan Haven; Kara Casey, VNADSV; Renee Weeks, Upper Valley Haven; Sarah Grandchamp and Deb Hall, Homeless Prevention Center; dawn butterfield, Capstone Community Action; Brian Smith, DMH; Meghan Morrow, ICA; Theresa Kehne and Alexa Collesides, AHS VISTA; Joe LeClair, Samaritan House;

**Items for agenda:**

* Review drafted tool for presenting the ROI (Kara Casey)

Kara reviewed the tool. Folks found it helpful. Sarah will forward to the committee to review with their respective teams for feedback.

* Review HMIS Data Sharing Agreement (Meghan, ICA)

Sarah will forward to the committee. Deb, dawn and Renee agreed to look closer at the template agreement and get feedback to Meghan. Meghan will review with the HMIS Advisory Board and follow up with Deb, dawn and Renee.

* Information Sharing on Unaccompanied Youth (Ari)

Ari shared information on youth housing/homelessness resources in Vermont (hand out).

Youth Development Program: <http://www.vtyouthdevelopmentprogram.org>

Basic Center, Transitional Living Program – VCRHYP: <http://vcrhyp.org/>

There was a good discussion about gaps in the safety net for transition-age youth (18-24) that are eligible for adult resources but may be better served by TLP or youth-focused programs.

* Other updates on Confidentiality Work (Alexa)

Alexa has been reviewing confidentiality agreements/policies from different agencies, and pulling out common elements; and discussion concerns and needs around confidentiality training, etc with partners. Staff can have difficulty knowing when they should or shouldn’t be sharing information; “HIPAA for dummies”. Alexa is looking for ideas around increasing confidentiality skills/know-how amongst staff.

Alexa’s is working on:

Confidentiality Principles/Policy – Appendix to the Partnership Agreement

Training on Confidentiality

Discussion: Community Mental Health Agencies could be a good resource on training, etc.

“Nothing about me, without me” – Best practice/strive towards this principle

Brian will send Alexa some points of contact at CMH Agencies.

[Alexa.collesides@partner.vermont.gov](mailto:Alexa.collesides@partner.vermont.gov) – Send any of your agencies confidentiality policies to Alexa.

**For January:**

**January 17, 2017, 12:30 – 3pm**

* Review & discuss draft guidance on use of HRTs in Coordinated Entry Process;
  + In person @ next meeting
* Review draft PSH protocols for referral & wait lists; and finalize PSH prioritization for singles and families – Prepare for VCEH vote?
  + Small Group to Discuss/Review prior to January Meeting
    - Amos, Brian, Sarah, Elizabeth, UVH (Tori or Renee?)
    - Sarah will convene

**For February**

* Review draft confidentiality principles & policies (does this need a VCEH vote?) Appendix to Partnership Agreement