**VCEH Coordinated Entry Committee Meeting**

**August 22, 2016 Minutes**

**By Web**

Attendees: Sarah Phillips, OEO; Brian Smith, DMH; Kathleen Sargent, Springfield Supported Housing; Renee Weeks, Upper Valley Haven; Brooke Jenkins, Good Samaritan Haven; Kara Casey, VNADSV; Deb Hall, Homeless Prevention Center; Jennifer Allen, ICA; dawn butterfield, Capstone; Amos Meacham, Pathways Vt

* **UPDATES**
  + Partnership Agreement – What is the conversation
    - Questions about process – How will we make changes to this agreement going forward? What kind of changes require oversight from the VCEH CE Committee; what kind of changes require VCEH board vote?

At this point: The Partnership Agreement is written to be broad and comprehensive; we don’t anticipate that it requires a lot of local customization. For example, specific referral protocols are something that can be developed locally. If a local CoC wants to make changes, we suggest that a CoC bring those suggestions to the VCEH CE Committee so that the committee can better understand what changes might be needed. The VCEH CE Committee will ask the VCEH Board at what level it wants to be included in approving changes to the agreement.

* + - People reported back on various conversations about the Partnership Agreement; there were no other questions or comments to share from these meetings
* **Look at a revised, HUD, HIPAA and 42 CFR Part 2 compliant Release of Information**

We reviewed the ROI that combines the VT HMIS data sharing release, with HIPAA & 42 CFR compliant ROI language. Sticky points and suggestions:

* + Language is important. Goals: minimize complication and jargon. Maximize friendliness and ease of use.
  + HMIS data sharing – limited to a ‘small group’ based on geography and/or subpopulation (as discussed in the past)? Or open up some level of data sharing to all HMIS users? Would this mean different ROIs for HMIS data sharing? Or for different subpopulations? Should we just keep a separate HMIS ROI?
  + Does every agency using HMIS and working with a client need an ROI on file? What if we attach it to the HMIS record for the client?
  + When does the ROI expire?

Next Steps:

* Sarah will forward the draft ROI and review internally at AHS for feedback
* All: start talking about HMIS data sharing so that this is not a new conversation if we make a recommendation or ask for a vote later.
* All: review the draft ROI with your agency and with others. Make suggestions – language or content (some content is required). Talk about who to include in the ROI for data sharing purposes.
* September Meeting: ICA will bring a list of agencies and their projects in HMIS for an understanding of what “open” means. We can also look at some examples of what “open” looks like (data).
* Possible topic for October VCEH Board meeting

* **Local Inventory Templates**

We reviewed a couple different tools for managing a “local inventory”, both built from the Housing Inventory Chart. We agreed that these don’t really need instructions and that they would be helpful tools for moving forward Coordinated Entry locally.

Next Step: Sarah send out the local inventory tool with the “milestones” for local CoCs on the VCEH mailing list.

* **Discuss Coordinated Entry funding**

AHS is applying as the CE project lead, which will provide a small amount of funding to support the VCEH CE Committee. There is funding for 4 part-time positions at local lead agencies. Per the last meeting, we discussed using these funds to support new staffing, rather than expansion of existing staffing. We agreed that funds should go to the CoCs “most ready” to implement CE. The VCEH CE committee did not feel that they had the information available to determine this.

Next Steps: Sarah will send out a few simple questions from the CE Implementation Milestones to gauge readiness; a key readiness factor is having identified the lead agency. ICA will provide a list of which agencies are using HMIS; although there is some concern that quality is still a work in progress.

* **Next Meeting: Monday, September 26, 10:30 – 12:30**
  + Data sharing and ROI wrap up
  + Staff Confidentiality Agreement
  + Flow Chart(s)
  + VCEH Board clarification on process