Chittenden Coordinated Entry Meeting  
April 22, 2015

PRESENT: Marcy Esbjerg (Community & Economic Development Office, City of Burlington); Margaret Bozik (Champlain Housing Trust); Jane Helmstetter (Agency of Human Services); Sarah Phillips (Office of Economic Opportunity); Meg MacAuslan and Jan Demers (Champlain Valley Office of Economic Opportunity); Chris Brzovic (Burlington Housing Authority); Erin McSweeney (Economic Services Department)

Missing: Howard Center, COTS, Pathways, Women Helping Battered Women, Spectrum

It was agreed that there were a lot of key organizations not represented at the meeting, and that moving forward was best done with providers in the room.

**Agenda for the meeting:** review common entry form (edits to CHG Screening Form), review most recent Housing Inventory Chart, May 7th HUD Meeting, Coordinated Entry & HOP, Process – who does what and how does it flow?

**Common Entry Form**

The group reviewed a new version of the CHG Screening Tool. This was a tool that ESD had GA clients complete and then the CHG Case Management Coordinator assigned to CHG case managers for follow-up. Jane worked with Travis to adapt the tool based on the committee’s previous discussion of using this tool more broadly. There was some discussion on whether the right questions were being asked or whether too much/the right data was being collected. Many felt that it would be good to look at the 1st page of the VI-SPDAT to see how that form collected information. The CHG Screening tool collected a number of fields important for HMIS, but which might be collected in a different format or at a different point in time. The form (as only being used for GA previously) does not collect information on housing status such as “at risk”. The group discussed whether this was a form meant to be completed by interview – currently, clients complete the form themselves.

It became clear that there were a lot of workflow issues that needed to be revisited in order to create an efficient process – such as the current level of form duplication, etc. Many of these questions might be addressed by the data committee. In general, there was a feeling that we could think more about how to help ESD manage collecting the information on the form to help connect folks to services/assessment.

The form needed to include a section to identify who a client was already working with, better triage for safety concerns, etc. Travis and Meg are going to work on another round of edits.

**Review of Housing Inventory Chart (HIC) for Permanent Supportive Housing**

There was again discussion about what is meant by “Permanent Supportive Housing” and what are the expectations of “Supportive” - <http://usich.gov/usich_resources/solutions/explore/permanent_supportive_housing>

There was some discussion on the projects listed, clarification was provided. The group discussed whether there was agreement that projects would prioritize units for the chronically homeless. There was some discussion on the variation in project approach to support services. Without more providers in the room, it was clear that a decision could not be reached on this. However, the group did already vote to recommend the use of the VISPDAT/F-VISPDAT, which does prioritize the highest need households.

**May 7th, HUD/USICH Coordinated Entry Meeting in Manchester, NH**

Marcy, Jan and Sarah are attending. If others wish to attend, they should let Marcy know. It’s the same day as the CoC Meeting. There should be a good discussion with questions and answers.

**Coordinated Entry & HOP**

CVOEO would like to seek renewal funding for the Case Management Coordinator that is funded through CHG. This is funding for the half time position. Margaret reiterated that this position is critical to helping Harbor Place successfully operate. The role was discussed earlier in relation to CHG screening tool. The Case Manager Coordinator is the position that receives all of those forms from ESD, reviews them, tracks the data, and assigns case management. CVOEO will be requesting support from the CoC to apply for HOP coordinated entry funds to support the same position and continue the same work. AHS abstaining, the group supports this request.

**Who does what & how does the info flow?**

The group looked at the flow chart from a previous meeting and considered some possibilities – such as the role of 2-1-1, various access pointes, etc. It was clear that this discussion needed more committee members/providers participating.