Coordinated Entry Meeting Notes

CHT 9:30 am-11 am

06/15/15

Members met to discuss the waitlist and process for accessing Permanent Supportive Housing (PSH), referral/consent to share information among CoC agencies, and other concerns.

**Waitlist:**

Jan from CVOEO discussed the possibility of a part-time position within their agency that is funded through the new HOP grant that may be able to organize and administer the PSH waitlist. This position would work closely with Chris at BHA, especially as it is being created for the first time. The list would be kept outside of HMIS right now, until further decision are made by the data committee. The waitlist would consist of paper applications (VI SPDAT) that are then put onto the waitlist spread sheet and ranked by vulnerability score, the paper applications could then be shredded if confidentiality is a concern.

The group recommends that a PSH review committee be formed that includes all of the gatekeepers of the housing stock, as well as street outreach workers from agencies like Howard Center and Safe Harbor. Agencies would be responsible for appointing their member. The group also recommends that a focus group comprised of clients be considered to help inform the process as it evolves. This would allow for people within the PSH process to offer constructive feedback, but not lead to potential conflicts of interest by sitting on the housing review committee and reviewing confidential information of vulnerable participants. This group would meet once a month to review the waitlist and plan for future openings or potential issues/changes. The group would need to meet more often when there are housing opportunities available.

**Process:**

Agencies would administer the VI SPDAT to clients who would like to be considered for PSH. The VI SPDAT scores and paperwork would then be brought to the committee to be prioritized based upon the score they receive as well as a qualitative review of their case by the agency putting them forward. The group would like to stress the importance of prioritizing medically vulnerable and unsheltered clients. The organizer of the waitlist will add names and prioritize based on the group’s findings. When a PSH opportunity becomes available, the group will agree on the best candidate for the opening based on need, vulnerability, and fit with the program that has an opening.

***We would like to continue this discussion at the next meeting when a representative from WHBW can evaluate this proposed process for their population and suggest any necessary safeguards to keep their participants information confidential. Perhaps a referral system similar to what they are currently doing with CVOEO and rental assistance?***

**Consent/Release:**

The group agreed that each agency should be able to use their own release for referrals as long as it named all of the agencies in the CoC. A generic release was a concern for Safe Harbor/HIPAA.

Referrals for PSH from agencies outside of the CoC could be difficult to administer. Right now, people accessing emergency housing services through Economic Services are referred to case management at Harbor Place and guests of the future warming shelter will be referred to COTS. Other agencies (i.e. hospitals) would be encourage to refer their clients to a member of the CoC to gain access to PSH.

Economic Services will focus on just the people accessing emergency housing, but may open up their referrals to all eligible benefit recipients if they have the capacity in the future.

**Other:**

The group needs to have a plan in place for participants who do not want to take the VI SPDAT, but still want to be considered for PSH. We also need to ask participants if they have taken the VI SPDAT previously and double check with the waitlist organizer, but be prepared for duplicates.