

# Chittenden County Homeless Alliance Coordinated Entry Committee Meeting

Wednesday, June 28, 2017

8:30AM – 10:00AM

Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room

## MEETING MINUTES

**Attendees:** Chris Brzovic (Champlain Valley Office of Economic Opportunity, committee chair), Paddy Shea (Chittenden County Homeless Alliance, meeting note taker), Sharon Rotax (Steps to End Domestic Violence), Sarah Phillips (VT Agency of Human Services - Office of Economic Opportunity), David Przepioski (Vermont Workers' Center, homeless vet), Kara Casey (Vermont Network Against Domestic and Sexual Violence), Adam Wager (Committee on Temporary Shelter), Vicki Fewell (Committee on Temporary Shelter), Elaine Soto (Howard Center), Lindsay Casale (Pathways Vermont), Will Towne (Spectrum Youth & Family Services), Michael Shirk (Spectrum Youth & Family Services), Jason Brill (U.S. Department of Veterans Affairs), Leslie Stapleton (VT Department for Children and Families - Economic Services Division), Stephen Marshall (Homeless Community), Margaret Bozik (Champlain Housing Trust).

### 1. Review changes made to CCHA HMIS Informed consent release recommended at last meeting

We haven't seen it, but we'll consider it done since they were such small changes to a few words.

### 2. Review results of Doodle poll and schedule half-day meeting

The half-day meeting will occur on: Tuesday, August 8, 2017, 12:30-4:30 PM, at Champlain Housing Trust, 88 King Street, Burlington, VT in the "other"/board meeting space on the 2<sup>nd</sup> floor (no whiteboard) (not our usual meeting space). *(Note that later in the meeting/minutes we decided to add an additional half-day meeting; read on for details.)*

### 3. Review HUD guidance, timeline, and requirements for CE design and implementation

Chris Brzovic (CVOEO): The HUD Deadline for implementing our coordinated entry policy is January 23, 2018. So, we need to have it designed and approved by the Steering Committee meeting in December 2017.

Group consensus: We plan to have a separate meeting in late November 2017, specifically for the presentation and feedback of the coordinated entry plan. The meeting will be open to the public. That way, we can get feedback and incorporate it before bringing it to a vote at the Steering Committee meeting on December 7, 2017. *(Upon further reflection/after this meeting, Chris Brzovic [CVOEO] decided that the final vote of approval should happen at the CCHA Steering Committee Meeting on Thursday, January 4, 2018 in order to allow time to incorporate feedback from the 12/07/2017 CCHA Steering Committee Meeting.)*

Chris Brzovic (CVOEO): So, we will probably have 4 CCHA Coordinated Entry Committee meetings before now and when we need to present in late-November, as well as the 4-hour retreat on August 8, 2017. We might need to schedule more half-day retreats to get the work done.

It was helpful that HUD sent the guidelines for coordinated entry. That will make it easier to write our policies and procedures.

Chris Brzovic (CVOEO) gives out two handouts:

**Handout (see Appendix A):** HUD Coordinated Entry Core Elements: Access, Assessment, Prioritization, Referral (taken from U.S. Department of Housing and Urban Development guidebook entitled “Coordinated Entry CORE ELEMENTS.”)

**Handout (see Appendix B):** Top of first page says, “ACCESS: Key Questions”

Chris partially replicates the chart from the last set of minutes on the board, changing the wording to the HUD wording. E.g. “Entry” becomes “Access.”

Here is the chart from last time:

ENTRY		ASSESSMENT	SCORE	HOUSING (resource table)	PRIORITIZATION
Assessment Partners:	Street outreach	1 universal assessment	Low	Prevention	Who? How?
	Warming shelter				
	CHC				
	Etc. ...				
vs.		OR	Medium	Rapid Rehousing	Who? How?
Non- Assessment Partners:	Hospital	Up to 5 assessments based on population			
	Church				
	Police				
	Etc. ...				
	Refer to 211?				

Here is the new chart:

ACCESS		ASSESSMENT	PRIORITIZATION	REFERRAL
Assessment Partners:	Street outreach	1 universal assessment	1 .....	Prevention
	Warming shelter			
	CHC			
	Etc. ...			
vs.		OR	2 .....	Transitional Housing Rapid Rehousing
Non- Assessment Partners:	Hospital	Up to 5 assessments based on population		
	Church			
	Police			
	Etc. ...			
	Refer to 211?			

Stephen Marshall (Homeless Community): At some point, the paths will have to diverge for different populations.

Sarah Phillips (VT OEO): We moved away from having one universal assessment to having different assessments for the 5 sub-populations.

Chris Brzovic (CVOEO): HUD is saying we have to have one assessment *process* [not form]; the forms can be different for the 5 different sub-populations, or there can be “steps” – e.g. an initial assessment form

that is the same and then follow-up forms for the sub-populations. The follow-up forms just shouldn't require the person to duplicate their info. over and over.

Sarah Phillips (VT OEO): We don't have any federally funded Prevention or Transitional Housing, so, if we need to prioritize this group's time because of the short deadline we have to get the coordinated entry policy done, we might want to spend less time on those two.

ACCESS	ASSESSMENT	PRIORITIZATION	REFERRAL	
CVOEO  Safe Harbor Health Center	VI-SPDAT	10+ gets referred to...	Permanent Supportive Housing review committee →	Program Referral
DCF/ESD	211?		Rapid Re-Housing	
Street Outreach Path Outreach Etc.				
			<i>We need to drill down into this process. ^^^^^</i>	

**Handout (see Appendix C):** Adam Wager (COTS): He hands out a sheet called "Phased Assessment – Partial Logic Flow Chart (Draft)." He created this to try to get at how an assessment process can be the most efficient.

Chris Brzovic (CVOEO): We need to remember to focus on getting people to permanent supportive housing.

Adam Wager (COTS): He agrees VI-SPDAT should be used, but he's suggesting that the forking could happen before implementing the VI-SPDAT.

Sarah Phillips (VT OEO): The question is at what point the VI-SPDAT gets implemented, and if everyone has to do it, or just certain folks.

Kara Casey (Vermont Network Against Domestic and Sexual Violence): And, you could add additional questions to the VI-SPDAT.

Sarah Phillips (VT OEO): We need to make sure that DV victims and youth always have access to all of the services, so we need to be careful that if we do break them out in the assessment process, that we loop them back into it as well.

Kara Casey (VT Network Against Domestic and Sexual Violence): And, you could have a youth who is also experiencing domestic violence, so we need to make sure there is a way people are being served for all their needs.

Lindsay Casale (Pathways Vermont): We should add 2-1-1 as a part of the assessment options so that people (e.g. police department) remember to refer people to 2-1-1.

Sarah Phillips (VT OEO): We could look at the resources people use and work backwards to plug them into the chart. E.g. Steps to End Domestic Violence, Spectrum, etc.

Stephen Marshall (Homeless Community): The question is *who* is already doing access, *how* are they already doing assessment and interacting with each other, etc.

Sarah Phillips (VT OEO): You're right that it could be we're doing it all fine, and we just need to write it down, but I think we all agree we're not doing it all fine.

Stephen Marshall (Homeless Community): But let's start there.

Sarah Phillips (VT OEO): If we could write down where we are and where we want to be by August, then we could write the policies and procedures.

Stephen Marshall (Homeless Community): We could make a survey for all the service providers that provide any services to the homeless.

Lindsay Casale (Pathways Vermont): I think we're past that. A year-and-a-half ago we started with mapping our inventory and everyone who is involved.

Stephen Marshall (Homeless Community): He thinks this assessment we did was not clear enough to help someone get through the system. It doesn't give any info. about who connects to who.

Sarah Phillips (VT OEO): Correct, it's just an inventory, it's not mapping the connections.

Chris Brzovic (CVOEO): He doesn't think we should use meeting time to do that. It should be done outside of meeting time.

Chris Brzovic and Stephen Marshall volunteer to work on a first draft of that together and bring it back to the CCHA Coordinated Entry committee by the next meeting.

#### **4. Outline remaining work and key decision points for CE development and map out a timeline to complete by Jan 23, 2018 (HUD deadline)**

The group decides to draw another date from the doodle poll to have another half-day retreat:

Thursday, August 10, 2017, 12:30-4:30 PM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

Sarah Phillips (VT OEO): It might be good to request technical assistance from HUD to support those meetings.

Margaret Bozik (Champlain Housing Trust): It might be good, but we wouldn't want to go back to the beginning during the meeting

Sarah Phillips (VT OEO): Yeah, we'd have to catch them up before the meeting. Sarah will contact them.

Lindsay Casale (Pathways Vermont): I think we should walk out of those half-day meetings with an overall process that we will be using. Then, afterwards, we will have time to create forms, etc.

Sarah Phillips (VT OEO): We could spend the last part of the day doing small-group work or mapping out procedures, etc.

Margaret Bozik (Champlain Housing Trust): Many things are already laid out in the CCHA Resource Inventory (an excel spreadsheet that is sortable by type of assistance, type of family, if you have to be sober or not, etc.).

Chris Brzovic (CVOEO): We have to figure out what we are going to talk about at our next meetings. The July 26, 2017 CCHA Coordinated Entry meeting. Then we have the 2 retreats (August 8<sup>th</sup> and 10<sup>th</sup>), then the August 23, 2017 CCHA Coordinated Entry meeting. The August meeting will be starting to draft the forms.

Margaret Bozik (Champlain Housing Trust): There's no sense in starting from scratch if we could borrow from VT Balance of State CoC/VCEH, or other CoCs.

Sarah Phillips (VT OEO): It's been really helpful for Melany to look at what they'd written to help make sure the documents met the HUD requirement. (She's referring to Melany Mondello from Technical Assistance Collaborative [TAC] – a HUD technical assistance provider.)

Chris Brzovic (CVOEO): We don't have to have it be perfect. December 2017 is the beginning of the implementation, but we will keep making it better. It just needs to satisfy the requirements, then we can try to perfect it as we go.

We might want to do a brief intro. for the retreats to catch up new people who attend on what the group has been working on.

**5. Review VCEH Housing Assessment** – Tabled/not discussed because we ran out of time.

#### **Upcoming CCHA Coordinated Entry Committee Meetings:**

Normal committee meeting: **Wednesday, July 26, 2017**, 8:30 AM – 10:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

**Half-Day Retreat: Tuesday, August 8, 2017**, 12:30-4:30 PM, at Champlain Housing Trust, 88 King Street, Burlington, VT in the board meeting space on the 2<sup>nd</sup> floor (not our usual meeting space, note that there is no whiteboard). Enter the main reception area, walk left past the reception desk, up the stairs, and turn right at the top of the stair. You don't have to sign in, but let the staff at the reception desk know that you are attending the "CCHA retreat" as you walk in.

**Half-Day Retreat: Thursday, August 10, 2017**, 12:30-4:30 PM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

Normal committee meeting: **Wednesday, August 23, 2017**, 8:30 AM – 10:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

Normal committee meeting: **Wednesday, September 27, 2017**, 8:30 AM – 10:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

Normal committee meeting: **Wednesday, October 25, 2017**, 8:30 AM – 10:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

Normal committee meeting: **Wednesday, November 22, 2017**, 8:30 AM – 10:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

**Special meeting for presentation and feedback of the coordinated entry plan: November 2017 (Date, time, place are all TBD)**

Normal committee meeting: **Wednesday, December 27, 2017**, 8:30 AM – 10:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

**VOTE on coordinated entry plan at CCHA Steering Committee Meeting: Thursday, January 4, 2018**, 9:00 AM – 11:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

**HUD Coordinated Entry deadline: Jan 23, 2018**