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**VERMONT BALANCE OF STATE CONTINUUM OF CARE**

**COORDINATED ENTRY PARTNERSHIP**

**LOCAL IMPLEMENTATION MILESTONES**

**When should we implement Coordinated Entry in our Local Housing Coalition (LHC)?**

Start now! Each Local Housing Coalition should have a signed local Partnership Agreement in place by March 2016. A signed partnership agreement is one key step – here are some others:

**The VT BoS CoC Coordinated Entry Committee has established the following implementation milestones for Local Housing Coalitions:**

COMPLETE LOCAL HOUSING COALITION COORDINATED ENTRY ORIENTATION: The LHCshould educate itself about coordinated entry, start to identify possible roles, build a shared/basic understanding. The orientation could be in person with a member of the CE committee or by [viewing this webinar together](https://attendee.gotowebinar.com/register/6144308846555534337).

EXECUTE COORDINATED ENTRY PARTNERSHIP AGREEMENT with Local Lead Agency, Assessment Partners and Referral Partners. Be sure to include key statewide partners, like Vermont State Housing Authority. The Partnership Agreement includes:

* 1. data sharing /reporting
  2. communication strategies
  3. referral process
  4. partner roles and responsibilities
  5. shared definitions
  6. processes for training staff with each organization

<http://helpingtohousevt.org/wp-content/uploads/2017/01/CE-Local-Partnership-Agreement-2016-fillable.docx>

EXECUTE AN HMIS DATA SHARING AGREEMENT with help from the Institute from Community Alliances, our HMIS Lead Agency.

START USING THE VT BoS CoC RELEASE OF INFORMATION form & process. Fist, a Local Coordinated Entry Partnership Agreement and HMIS Data Sharing Agreement should be in place.

COMPLETE LOCAL INVENTORY TEMPLATE: Identify homeless assistance resources in the community and the service/bed capacity of each. The existing housing inventory chart as a good starting place. The inventory should clarify eligibility/target population, program gatekeepers, and what services are attached to each homeless housing resource.

You can find a template for your local inventory here: <http://helpingtohousevt.org/wp-content/uploads/2017/01/Homeless-Assistance-Inventory-Template-Updated-2016.xlsx>

ESTABLISH a LOCAL CE PARTNERSHIP COMMITTEE (that works under the LHC) to provide ongoing evaluation and analysis of CE. Have a regular membership and meeting schedule.

* The VT BoS COC CE Committee will outline performance measures and suggest ways for local committees to assess effectiveness ongoing

COMPLETE PARTNER TRAINING: All referral partners should be trained on the standard Housing Screen. All Assessment Partners should be trained on the standard Housing Barriers Assessment form. Ongoing training in the Local CE Partnership is the responsibility of the Local Lead Agency, supported by the statewide committee.

USE HOUSING SCREEN & BARRIERS ASSESSMENT: Begin using the VT BOS COC pilot forms. <http://helpingtohousevt.org/initiatives/coordinated-entry/>

CREATE A LOCAL FLOW CHART of the entry and referral process based on local CE partners, and include the use of HMIS. Review the process map from the VT BoS CoC November meeting: <http://helpingtohousevt.org/wp-content/uploads/2017/01/VCEH-Map-from-11.16-meeting.docx>

DEFINE THE LOCAL PROCESS FOR MANAGING COMMUNITY/PRIORITIZATION LISTS. Each local community will have one or more list of households seeking assistance developed with information from the Housing Barriers Assessment. The LHC will need to define the process for serving/helping clients from the community wait list based on the particular resource (e.g., voucher, unit, services). In some cases, a Housing Review Team will support this work; in other cases, a specific referral process from the list to a single provider will be sufficient.

GAIN CONSUMER FEEDBACK. We want Local Housing Coalition CE Committees to gain consumer feedback about the CE process early on (baseline information) and ongoing.

* The VT BoS CoC CE Committee will support this through a specific tool and recommended process.

**Statewide, to consider implementation we will look at:**

* % of LHCs that have achieved some or all of the CE implementation milestones
* % of LHC partners participating in CE (e.g., is it just two agencies or is it ten?)
* Level of outreach to new partners in each local CE after initial implementation, and growth of partnership (of agencies, by county)