**Meeting with Coordinated Entry Committee – 4/10/2019**

**Members Present: Kay Ruhstaller (Chair), Bill Brown, Adam Cheshire, Natascha Garcia, Britton Kimball, Bill Mendelson**

**Members Absent:  Greg Diederich, Derek McGinnis, Tiffany Phovixay (It is our understanding that Russ Hayward has resigned)**

**TA Topics: Coordinated Entry background, Self Assessment**

* Adam noted that the CoC is retrofitting the CE policies and procedures to the Fort Worth/Arlington/Tarrant County, TX (TX -601)
* Presented ***Coordinated Entry, SJ CoC, April 2019*** PowerPoint (electronic version sent to K. Ruhstaller on 4/16/2019 for distribution to committee)
  + January 2018 deadline to have a system in place; effort now is to refine and improve structure/process.
  + Most communities conform to HUD’s PSH prioritization notice but prioritization notice doesn’t talk about Rapid Rehousing
* Margaret reviewed content in each of the resource guides and suggested that they refer to the Coordinated Entry Core Elements after doing the assessment
* Best Practice: Weekly case conference meetings that include the front-line workers and use the By Name list to assess and prioritize people on the list.
* Best Practice: Housing navigators that assist with locating stable housing
* Defining the process for making the housing matches and referrals is the responsibility of the committee; the process needs to be **open and transparent**. Cannot be any perception of preference.
* Committee should expand membership to include folks and outreach teams who interact with the Chronically Homeless population.
* Best Practice:  Map out the process for accessing and moving through the crisis response system.  Consider all of the steps in the process, from prevention and diversion to referral and placement in permanent housing.
* CE Governance – Per the CoC Program interim rule, oversight responsibility vests in the entire CoC membership unless delegated. The SJ CoC charter (Section 5E) gives authority to the Board and in Section 6 the board delegates it to the CE Committee.
* Develop an inventory of property managers and landlords; consider ongoing engagement (meetings) with them to educate on the need and propose solutions.
* Issue – hard to engage landlords in a 2% vacancy rate community while adhering to the Housing First model. The Strategic Planning Committee could discuss in its analysis of need and gaps.  Some communities have created a mitigation fund. Per Adam, the City of Stockton set aside $50,000 that hasn’t yet been used for mitigation fund.

**Bitfocus Demo**

* Tauri Royce and Beverly Cisse provided a demonstration of the Clarity software (slides attached). Tauri was a System Admin for the State of Nevada (3 CoCs) and has been with Bitfocus for 12 years.  Beverly is assigned to SJC as the project manager.  She is a former HMIS administrator with the Denver, CO CoC. Both will be assets to the CoC and are available for the committee to reach out to for further guidance.
* VI-SPDAT assessment comes standard in the tool. Need to hear how the CoC will prioritize and they can tailor the system accordingly.
* For coordinated entry, recommend enrolling clients into a separate program called Program Entry. If there is ever CE specific funding, then this program can run an APR. Everything lives under one agency as opposed to being scattered under multiple agencies. Client will still be under the other program enrollments.
* Depending on your security settings, information from an existing program can carryover. Only if the from program is data sharing (speaks to the need for broader data sharing protocol) can the cascading feature work.
* Four VI-SPDAT instruments are included in the system - Single SPDAT (v1 &2), Family SPDAT (v1 &2), Transition Age Youth, and the Justice Discharge Prescreen.
* The system allows for the provision of potential housing matches based on the assessment outcome, but a community can choose not to use this feature.
* The system has the ability to enroll or deny clients into programs. If denied it is recommended to put in a good reason so that the data can be used for analysis reporting.
* Most communities have elected not to allow direct referrals and instead everyone is referred to the queue and the navigators then match.
* The CE Committee should create a policy around how you will manage each status.
* By Name Lists –
  + Self-reported data creates challenges in creation of accurate by name list.
  + Bitfocus plans to respond to new HUD standards.
  + Few communities have achieved the creation of a clean BNL with current system. Some are pulling queries from their community queue, then run outreach numbers and deduplicate to get a true number. The system has a tool called LOOKER (data analysis tool) that Bill (HMIS System Administrator) can receive training on.
* There are some basic canned reports already in place that can be used (referral statistics, referral detail, queue detail compliance reporting etc.).

**CE Committee Recommendations**

* As part of staying informed of HUD policy and guidance, join the CoC Program and HMIS mailing lists at [https://www.hudexchange.info/mailinglist/](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.hudexchange.info_mailinglist_&d=DwMFAg&c=8FFiCzt4kgOMTwQG_FkG_2u6C0987wiOpsOhUzEkX4M&r=3jVb7J2bAquXzMgv8FNH644hROicGr7wcPDKDI6Gffo&m=W8NuFAOukfUzIoH63H7oEqcc6x4jDrSF8-5BzPAStAo&s=O2bkq4HjRc8_qy2pq9mps29rtd9CcKg2CUAPitHrmz4&e=)
* Next steps:  1) read the [Coordinated Entry Notice](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.hudexchange.info_resource_5208_notice-2Destablishing-2Dadditional-2Drequirements-2Dfor-2Da-2Dcontinuum-2Dof-2Dcare-2Dcentralized-2Dor-2Dcoordinated-2Dassessment-2Dsystem_&d=DwMFAg&c=8FFiCzt4kgOMTwQG_FkG_2u6C0987wiOpsOhUzEkX4M&r=3jVb7J2bAquXzMgv8FNH644hROicGr7wcPDKDI6Gffo&m=W8NuFAOukfUzIoH63H7oEqcc6x4jDrSF8-5BzPAStAo&s=R8_MQ5x33pfP5vCjN24ho6nCCT38hj8w9kit-VYdyGY&e=) – CPD-17-01; 2) do the [Self-Assessment](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.hudexchange.info_resource_5219_coordinated-2Dentry-2Dself-2Dassessment_&d=DwMFAg&c=8FFiCzt4kgOMTwQG_FkG_2u6C0987wiOpsOhUzEkX4M&r=3jVb7J2bAquXzMgv8FNH644hROicGr7wcPDKDI6Gffo&m=W8NuFAOukfUzIoH63H7oEqcc6x4jDrSF8-5BzPAStAo&s=ySwaI_K6You_94AfdDLO_tTXFzOhyW2ZdehlG9eOEjc&e=), before finalizing the updated Policies and Procedures.
* Review coordinated entry resources on HUD Exchange, particularly the
  + [CE Core Elements Guide](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.hudexchange.info_resource_5340_coordinated-2Dentry-2Dcore-2Delements_&d=DwMFAg&c=8FFiCzt4kgOMTwQG_FkG_2u6C0987wiOpsOhUzEkX4M&r=3jVb7J2bAquXzMgv8FNH644hROicGr7wcPDKDI6Gffo&m=W8NuFAOukfUzIoH63H7oEqcc6x4jDrSF8-5BzPAStAo&s=URNdIhKuuYceFYmNXSx6NSdcZHjPibcPTQmqExfqE_A&e=)
  + [CE Policies and Procedures Outline](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.hudexchange.info_resource_5690_outline-2Dfor-2Da-2Dcontinuum-2Dof-2Dcares-2Dcoordinated-2Dentry-2Dpolicies-2Dprocedures-2Ddocument_&d=DwMFAg&c=8FFiCzt4kgOMTwQG_FkG_2u6C0987wiOpsOhUzEkX4M&r=3jVb7J2bAquXzMgv8FNH644hROicGr7wcPDKDI6Gffo&m=W8NuFAOukfUzIoH63H7oEqcc6x4jDrSF8-5BzPAStAo&s=smut6DvHpglYvkPnp11atysVE_3DCBx59oeufqNNT00&e=)
* Outreach to those people who work with chronically homeless to get their input into the policies and procedures or add to committee.
* Explore applying for Coordinated Entry funding through the CoC Program NOFA as a new project. This may mean reallocating existing dollars.
* Develop landlord engagement process.  Review the [toolkit](https://urldefense.proofpoint.com/v2/url?u=https-3A__endhomelessness.org_resource_rapid-2Dre-2Dhousing-2Dtoolkit_-23.Vbpq7WdRGFI&d=DwMFAg&c=8FFiCzt4kgOMTwQG_FkG_2u6C0987wiOpsOhUzEkX4M&r=3jVb7J2bAquXzMgv8FNH644hROicGr7wcPDKDI6Gffo&m=W8NuFAOukfUzIoH63H7oEqcc6x4jDrSF8-5BzPAStAo&s=82XVokinyMmDiciB4tzF31HO27WUy3A_shIo6NNRUxM&e=) from National Alliance to End Homelessness,  [HUD’s SNAPS in Focus](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.hudexchange.info_onecpd_assets_File_SNAPS-2DIn-2DFocus-2DIncreasing-2DHousing-2DPlacements-2Dof-2DHomeless-2DVeterans.pdf&d=DwMFAg&c=8FFiCzt4kgOMTwQG_FkG_2u6C0987wiOpsOhUzEkX4M&r=3jVb7J2bAquXzMgv8FNH644hROicGr7wcPDKDI6Gffo&m=W8NuFAOukfUzIoH63H7oEqcc6x4jDrSF8-5BzPAStAo&s=4oH1DKBC0dJf-iV9a9c9wC5WgbT7sqA_hVonn1ajKnc&e=): Increasing Housing Placement of Homeless Veterans, and page 2 of August 2016 [Housing First Focus](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.hudexchange.info_onecpd_assets_File_CoC-2DCompetition-2DFocus-2DHousing-2DFirst.pdf&d=DwMFAg&c=8FFiCzt4kgOMTwQG_FkG_2u6C0987wiOpsOhUzEkX4M&r=3jVb7J2bAquXzMgv8FNH644hROicGr7wcPDKDI6Gffo&m=W8NuFAOukfUzIoH63H7oEqcc6x4jDrSF8-5BzPAStAo&s=0-pEvMFm-hmUXyBnTmFXWNXrdEJ7LiJEECki_jMq1uQ&e=).
* As Committee Chair, Kay should direct the committee. Immediate steps are to set meeting dates and times, with public posting of the meeting agendas and minutes. One of the first actions is to develop committee goals for the calendar year 2019.