

**Coordinated Entry Committee Minutes  
January 23, 2018**

**Present:** Steve Bonnar-Region 2; Susan Thurm-Region 5; Bill Campbell-Region 6; Brady Ellis-IHFA; Lisa Steele-IHFA; Dana Wiemiller-IHFA; Sheri Cook-IHFA

**Not Present:** Heather Eddy-Region 1; Wyatt Schroeder-Region 3; Leanne Trappen-Region 4; Brian Dale-HUD; Heidi Smith-DHS; Ann Fitzsimmons-VA; Pam Thompson-Kootenai Health

**Guests Present:** Nancy Tuttle-Salvation Army, Nampa; Misty McEwan-SCCAP

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**OPENING REMARKS**

Dana welcomed all meeting participants and stressed the meeting priorities of confirming the vulnerability assessment and discussing a plan for integrating existing provider wait lists.

**FOLLOW-UP ITEMS:**

1. Minutes from the meeting on 12/12/17 were reviewed and approved.
  - a. A motion to approve the minutes was submitted by Susan and seconded by Bill. The minutes were approved by a unanimous vote.
2. Fair Housing Update
  - a. Brady said IHFA had not received any new information from HUD.

**NEW ITEMS:**

1. Training Follow-Up & Debrief
  - a. Dana invited Access Point agencies to share any questions, concerns, feedback regarding Homeless Connect implementation.
    - i. Steve asked if income eligibility questions should be asked up front rather than later during the screening assessment.
      1. Brady said we need to ensure all universal data elements must be included in HMIS to comply with HUD data completeness standards and that we can share his question with Jennifer.
    - ii. Steve also said the marketing materials have been distributed and were pleased that some agencies wanted additional details about the Homeless Connect process.
      1. Dana offered to provide additional materials that would be helpful in those efforts.

- iii. Susan said the Homelessness Prevention Assessment still includes a threshold score, not the revised prioritization scoring discussed during training.
        - 1. Dana said she would revise and email to all Access Points.
      - iv. Misty said some sections of the Screening Assessment are confusing. She asked about the possibility of revising the assessment to eliminate confusion.
        - 1. Dana suggested Misty mark up the assessment with recommended edits and send to everyone for review and discussion.
        - 2. Steve asked for a new building. ☺
      - v. Bill asked if rapid re-housing clients would go into the queue.
        - 1. Dana said yes.
    - b. Brady asked if anyone has assessed clients yet.
      - i. Susan said Aid for Friends has conducted assessments and they are receiving more calls than anticipated. She said they met with the Region 5 coalition and distributed their materials, so everyone is aware of the new process. She said they have 21 appointments booked for assessments are taking less time than expected, so they will likely be able to schedule more appointments per day.
        - 1. Brady suggested we try to get weekly information from the Access Points to see how things are going and check on assessment numbers and data entry.
      - c. Dana provided an update on the Provider Training Webinars, indicating participation was good with all CoC-funded agencies participating. She also indicated that training webinars for DV providers will be scheduled in mid-February prior to the February 26 integration date. She will forward the training dates when confirmed and encouraged Access Points to participate.
2. Outreach Materials
  - a. Dana said some regions have distributed materials faster than anticipated. She said it would be more cost effective to submit a single order for all the regions.
  - b. In addition, Dana said an email was distributed to all CoC providers about Homeless Connect, another email is being prepared to send to the list of community stakeholders provided by the regions for the Coordinated Entry meetings held in February/March 2017, and that IHFA is preparing a press release for distribution.
3. Other Questions/Comments
  - a. Dana said the committee would return to holding monthly meetings on the fourth Tuesday of each month.
4. Next Steps
  - a. Dana said Homelessness Programs staff is coordinating with IHFA Compliance staff to discuss monitoring and compliance for Access Points and providers and that she would keep the committee updated on those efforts.
  - b. Dana also said the committee will begin working on system performance measures and metrics in upcoming meetings.
5. Meeting adjourned.