

**Coordinated Entry Committee Minutes  
February 27, 2018**

**Present:** Steve Bonnar-Region 2; Wyatt Schroeder-Region 3; Bill Campbell-Region 6; Brian Dale-HUD; Ann Fitzsimmons-VA; Heidi Smith-DHS; Brady Ellis-IHFA; Lisa Steele-IHFA; Dana Wiemiller-IHFA; Sheri Cook-IHFA

**Not Present:** Heather Eddy-Region 1; Leanne Trappen-Region 4; Susan Thurm-Region 5; Pam Thompson-Kootenai Health; Jennifer Otto-IHFA

**Guests Present:** Nikki Lee-Salvation Army, Nampa

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**OPENING REMARKS**

Dana welcomed all meeting participants and outlined the meeting discussion topics, including: proposed revisions to the screening assessment form, other system questions and issues noted since implementation, and organizing regional outreach meetings.

**FOLLOW-UP ITEMS:**

1. Minutes from the meeting on 1/23/17 were reviewed and approved.
  - a. A motion to approve the minutes was submitted by Steve 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. DV and Shelter Plus Care Integration
  - a. Dana reminded the committee that DV agencies and the Shelter Plus Care program were integrated into the Homeless Connect system on February 26. She shared information about both, referring to a February 21 memo to all Access Points on the subject.
  - b. There were no questions or concerns from the committee
2. Screening Form Draft Revisions
  - a. Dana reviewed a revised Screening Assessment form, indicating edits were made in response to feedback that the form was confusing in some areas. She discussed the proposed changes to the form, indicating an added notation for Shelter Plus Care program eligibility and a re-ordering of some questions to eliminate confusion. She stressed that the revised form did not change or eliminate questions and was not materially different than the original form.

- i. Steve said the revised form was fine.
  - ii. Bill shared a concern from staff, saying he would email for further review. Otherwise, the revisions and re-ordering of questions were fine.
- 3. Access Point Budgets and Expenses
  - a. Dana reminded Access Point agencies that their grant funding must be expended by June 30, 2018, and that any unused funds will be returned to HUD. She referenced a January 25, 2018 memo regarding grant funds and expenses and encouraged agencies to include all eligible and documented expenses in their monthly draws.
    - i. Bill asked if facility lease expenses are eligible and continue to be eligible in the next funding cycle.
      - 1. Sheri confirmed that an allocation of lease expenses are eligible and will continue to be eligible.
      - 2. Brady reiterated the need to provide documentation of the allocation methodology.
- 4. Homelessness Prevention Referrals
  - a. Dana asked how Access Points are handling homelessness prevention referrals. She indicated the referral process for prevention assistance is still being evaluated.
  - b. Brady reminded the group that the scoring and prioritization process was discussed and revised during implementation training. He asked about any challenges or delays in referring clients for prevention assistance based on the current process.
  - c. Steve indicated he has seen an increase in prevention assistance due to increased utility expenses; however, most clients don't meet the income eligibility requirements for assistance.
  - d. Brady asked the committee to continue to evaluate the prevention referral process and the committee will revisit the issue.
- 5. Referrals to Non-funded Projects
  - a. Dana raised the issue of referrals to non HUD-funded projects offered by Homeless Connect partner agencies. Several CoC-funded agencies offer assistance funded with other sources that are not required to go through Homeless Connect. She asked how agencies are handling this situation.
    - i. Steve said they are assessing and prioritizing everyone to ensure the data is collected.
    - ii. Wyatt said the Boise/Ada County CoC established MOUs with service providers to ensure all clients go through their system regardless of the specific project funding source. He said he would forward a copy of the MOU for review.
- 6. Project Closures and Client Assessments
  - a. Dana mentioned a situation in Region 3 in which a permanent supportive housing project is closing due to a loss of funding. Clients were being directed to the Access Point; however, there was confusion on how to properly assess for assistance. Dana indicated that, based on HUD guidelines, any client who is

leaving a housing project due to project closure should be assessed based on their housing circumstances immediately before entering the housing project.

#### 7. Regional Meetings

- a. Dana said IHFA is considering scheduling regional outreach meetings in late April or May. She indicated these could be incorporated into regional coalition meetings to discuss Homeless Connect and other homelessness programs. She said IHFA is still in the early planning stages and welcomes input from committee members on discussion topics, format, participants, etc.
  - i. Steve said he had difficulty engaging coalition members prior to Homeless Connect implementation; however, interest has increased. He recently hosted a training session for Region 2 members which was well attended.

#### 8. Other Questions/Concerns

- a. Dana referenced an email from 2-1-1 with information on referrals to Homeless Connect statewide since implementation. In total, the report indicated 236 referrals had been made statewide, including Boise/Ada County. Dana was still confirming the regional breakdown with 2-1-1 staff.
  - i. Heidi said they were concerned about the number of “bounce back” calls from people who had been referred to Access Points and asked for additional information on why clients were being referred back to 2-1-1.
  - ii. Bill and Steve both indicated their agencies were not referring clients back to 2-1-1; however, they suggested the referrals to 2-1-1 may be for Navigation services.
- b. Steve indicated approximately 1/3 of clients are not keeping their assessment appointments. He asked if other Access Points are experiencing a similar issue.
  - i. Bill indicated that have had a similar experience but could not quantify.
- c. Dana mentioned there have been some data quality issues with Access Points. She indicated she and Jennifer Otto have been reviewing the data reports and are finding errors. She said this will be discussed in more detail with Access Point agencies and additional HMIS training may be scheduled.
- d. Brady asked if there were any media inquiries about Homeless Connect after the press release was issued.
  - i. Steve was interviewed by local media outlets.

#### 9. Meeting adjourned.