

Coordinated Entry Committee Minutes
March 5, 2020
2:30 pm MST (1:30 am PST)

Present: Becca Stinson –Region 1; Rebecca Rucker- Region 2; Diana Thompson, Nancy Tuttle - Region 3; Michelle Picklesimer- Region 4; Susan Thurm- Region 5; April Durrant-HUD; Lisa Steele-IHFA; Jennifer Otto-IHFA; Cathy Jones- IHFA; Amy Jenott- IHFA

Not Present: Dena Skinner- Region 6; Ann Fitzsimmons- VA; Heidi Smith- Dept of Health & Welfare

FOLLOW-UP ITEMS:

- Review & Approve Minutes:
 - 11/26/19: Motion: Rebecca Rucker, Seconded: Becca Stinson, Approved.
 - 1/28/20: Motion: Susan Thurm, Seconded: Rebecca Rucker, Approved.
- Coordinated Entry Data Standards – New Workflow and Forms: Jenn walked through the new forms for CE- these are strictly examples that meet the HUD requirements. Feel free to use them or modify them to work within your agencies. We will work to improve them with your feedback. These new Data Elements must be in place by April 1st.
 - CE New Data Standards document is an overview. The HUD chart looks like its linear, but it's not. Any of the steps can happen throughout CE. Events can be referrals, exits, etc.
 - "Problem solving" is what we were referring to as diversion.
 - The biggest change with CE is that we do need to start collecting the UDEs for the whole household.
 - With regards to triage, we are trying to see if we are able to "problem solve" them out. Homeless Connect (CE) is a HUD program that is only able to help with those who are literally homeless or imminently homeless (within 14 days). This doesn't mean you can't use other less strict resources, they are just not eligible for Homeless Connect if they do not meet those criteria.
 - We've included STOP signs as a way to help you to determine if individuals are no longer eligible for Homeless Connect.
 - We've added a question to determine if the client is even interested in long term housing, to assist with getting them into a shelter or other short term options if that's what they'd prefer for their current situation.
 - Susan asked about the questions on the prescreen form with regards to borrowing money, as she does not want to encourage people to use title loans, etc. Jenn recommended they edit or modify as they see best- all these forms can be changed, these are just drafts we put together.
 - Rebecca asked about the definition of a permanent housing situation. Jenn said it's broad but it's anything that's stable housing.
 - With regards to the household worksheet, feel free to use whatever you are currently using, just be sure that you are collecting this information on the entire household- it is required now.
 - The Disability question is on the housing assistance assessment because if it's asked earlier we don't want to violate any fair housing rules.

- For the Homeless Prevention Assessment, we have crossed out the required minimum score of 10 for now.
- The last page is a screen shot of what this will look like in the system.
- Nancy mentioned that she thinks these will help us clean of the queue and ensure we're only putting people on that truly are eligible.

NEW ITEMS:

- CE Training- all of these forms and this information will be gone over in more depth at the onsite training.
 - IHFA On site proposed dates:
 - 3/31 & 4/1
 - 4/1 & 4/2
 - 4/2 & 4/3
 - We'd like to see the housing specialists and your access point person attend. Anyone else is welcome to. Travel and stay will be reimbursed by the CE grant.
 - Please respond to the Doodle poll with dates that work for you and your team. Please forward it on to anyone else that may want to attend.
- Reporting- will change reporting to be due once a month, the 5th business day, rather than tied to your draws. Please email them in with other reports that are due at that time. We would like to change this because IHFA did not want it to feel punitive or that these reports are somehow tied to your draws. Starting in March.
 - Susan mentioned that the reporting form as it is now is not able to be saved. Lisa said that IHFA will look into fixing that and sending out an updated with instructions.
 - With regards to the phone calls and walk-ins, please just estimate at this time. IHFA doesn't not want to add administrative burden.
- Sharing request from providers- currently the providers are unable to see the Homeless Connect assessment.
 - Nancy indicated concerns about the agencies having biases, they do not want them looking at the clients information to determine who to help. She mentioned that there have been times that partner agencies want to change the score clients are given because they do not agree with it. They are supposed to be helping whoever is referred, not choosing who to help on their own.
 - Susan explained that they do not want them to be able to change or modify the queue in any way.
 - Please let us know via email why you do or do not feel like they should have access so we can provide a uniform answer to those providers requesting the access.
- Updates
 - Susan is requesting more marketing materials as they are out. Lisa will follow up with the marketing team.
- Other items
 - Kiosk on hold until the CE position is hired.
 - Next meeting will be a phone call, not onsite. Will send a date.

Meeting adjourned at 3:34PM MST.