

**Coordinated Entry Committee Minutes
November 26, 2019**

Present: Janna Jones-Region 2; Diana Thompson–Region 3; Dena Skinner-Region 6; April Durrant-HUD; Lisa Steele-IHFA; Jennifer Otto-IHFA; Dana Wiemiller-IHFA

Not Present: Becca Stinson-Region 1; Leanne Trappen-Region 4; Susan Thurm–Region 5; Heidi Smith-DHW; Pam Thompson-Kootenai Health; Ann Fitzsimmons-VA

Guests: Nancy Tuttle-Region 3; Jordan Spencer-Region 6

FOLLOW-UP ITEMS:

1. Review & Approval of Minutes
 - a. A motion to approve the minutes for the 10/24/19 meeting was submitted by Diana, seconded by Janna. The minutes were approved.

2. Homelessness Prevention Process
 - a. Recurring agenda item to discuss testing of revised prevention assessment.
 - i. Janna mentioned that including the rent-to-income ratio to evaluate sustainability is good, but believes having the subtotal at the top of the assessment creates a barrier to clients receiving assistance.
 1. Dana said she’s not sure yet if the assessment form will be revised to address her concern.
 - ii. Jordan said that the assessment doesn’t impact prevention referrals because there are very minimal resources available in the region. She also mentioned that many clients are living doubled up so they’re at risk of homelessness, but the assessment doesn’t really apply to that situation.
 1. Janna said she’s also experienced this, but Diana and Nancy said they have not.
 2. Dana asked whether diversion strategies have helped in these situations.
 - a. Jordan said she often ends up referring clients to a shelter.
 - b. Jennifer reminded everyone that diversion means that clients are being diverted to resources outside the homelessness system.
 - c. Dana mentioned that Diversion is also being referred to as “problem solving” which is a preferable term.

3. Monthly Access Point Report
 - a. Dana said she would be sending the Access Point Monthly Report form to everyone in December so tracking can begin in January. The reports should be submitted with monthly draw documents.

NEW ITEMS:

1. System Evaluation & Surveys

a. Client Survey

- i. Dana said the feedback from Access Points on the Pulse for Good demonstration was positive. She said IHFA is considering testing the system with two regions before rolling it out across all regions. Regions selected for the test period would likely include one of the larger Access Point agencies and one of the smaller agencies.

1. Committee members agreed with this recommendation.

- ii. Dana reviewed the questions used in the 2018 client survey and said these questions would likely be included in the new system.

1. Committee members agreed the survey should include questions from the 2018 survey.

b. Provider Survey

- i. Dana reviewed the questions from the 2018 provider survey and recommended that separate surveys be conducted this time for HUD-funded providers and community stakeholders. She indicated many stakeholders participated and were unable to provide input on several questions which impacted the overall results. Dana said she'd like to get the questions and distribution lists prepared in December so the survey can be released in January.

1. Janna asked about how long the survey is open and whether or not releasing it in January would conflict with Point in Time.

- a. Jennifer said she thought there would not be a conflict with Point in Time.

- ii. Dana indicated she would provide draft surveys at the December meeting for committee input.

2. HUD Coordinated Entry Data Standards

- a. Jennifer provided a brief overview on new data standards that HUD is requiring for coordinated entry systems effective April 1, 2020. She indicated some of the new standards will likely result in changes to the assessment forms and/or process. She said additional information and handouts will be available at the next meeting and that this will be a recurring agenda item for the next several months.

- i. Dana stressed the significance of these changes and that this effort will require input and assistance from the committee leading up to the April 1 deadline.

3. Other Items

- a. None.

4. Next Meeting

- a. Committee agreed to move up the December meeting by one week to Tuesday, December 17, at 2:30pm.

5. Meeting adjourned.