

**Coordinated Entry Committee Minutes  
April 23, 2019**

**Present:** Becca Stinson-Region 1; Janna Jones-Region 2; Melanee Leaming–Region 3; Barb Dahl-Region 6; Heidi Smith-DHW; Dana Wiemiller-IHFA; Jennifer Otto-IHFA

**Not Present:** Leanne Trappen-Region 4; Susan Thurm–Region 5; Pam Thompson-Kootenai Health

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**FOLLOW-UP ITEMS:**

1. Review & Approval of Minutes

- a. A motion to approve the minutes for the 3/26/19 meeting was submitted by Barb and seconded by Janna. The minutes were approved by a unanimous vote.

2. Homelessness Prevention Process

- a. Revised Homelessness Prevention assessment and prioritization process was discussed. Dana reiterated concerns expressed by two Access Points regarding the inclusion of the rent-to-income ratio on the assessment and asked for feedback from Access Points.
  - i. Region 1 – Becca said she hasn't used the assessment to date and could not provide input. Dana asked Becca for input on using 30% rent-to-income threshold. Becca indicated that 30% may work for a multi-person household, but is too low for single adult households.
  - ii. Region 2 – Janna agreed that rent-to-income ratio is a good evaluation of sustainability and should be included in the assessment; however, she expressed concerns about including this criteria at the top of the assessment, indicating that it is creating a barrier for assistance.
  - iii. Region 3 – Melanee said she has only used the assessment four times, but that she's had clients who didn't meet the final prioritization threshold score.
  - iv. Region 6 – Barb said 30% is a standard threshold and should be okay – don't want to set clients up for failure – however, 40% may be a better threshold for this population.
- b. Dana shared the prevention policy text included on pages 21 & 22 of the Homeless Connect Operating Procedures, reminding the committee that the Operating Procedures reference client risk status and sustainability as part of the prevention prioritization policy.
- c. Dana also referenced previous committee discussions to develop the revised assessment form and prioritization process. The committee had agreed the eviction and/or shut-off notices helped assess the household's "imminent risk" of homelessness and the rent-to-income ratio evaluated sustainability. These criteria were included up front to evaluate if clients meet these key prioritization factors.
  - i. Janna asked if clients are not supposed to receive assistance if they do not have an eviction/shut-off notice and meet the rent-to-income ratio. Dana

said these were included for prioritization of HUD-funded assistance. She said there was previously no prioritization occurring for prevention assistance and that a standardized prioritization process for all Access Points was necessary.

- ii. Jennifer added that homelessness prevention is not rental assistance. According to HUD, prevention assistance is intended for households who, but for this assistance, would otherwise be homeless. She mentioned that system prevention data needs to reflect this in order to be considered a “high performing community” by HUD which would give us an opportunity to receive HUD CoC prevention funding.
- d. Dana asked Access Points to continue evaluating the form and share any feedback via email with everyone. She indicated this item will be discussed at the IHCC Board meeting on 4/26.

## **NEW ITEMS:**

### 1. Draft System Monitoring & Evaluation Plan

- a. Dana reviewed the draft evaluation plan which includes a variety of methods and activities discussed with the committee for the past several months. She indicated the plan is intended to provide an outline of the type of activities to be used to monitor and evaluate the system, and is not intended to include “how-to” information, forms, etc.
  - i. Jennifer reminded Access Points to share feedback on HMIS reporting tools so HMIS staff can develop additional reporting tools in ART if necessary/helpful.
- b. Dana asked everyone to continue reviewing the plan so it can be finalized and approved by the Committee. Following Committee approval, the plan will be included as an attachment in the Homeless Connect Operating Guidelines and implemented with the new grant term starting in July.
- c. Jennifer also mentioned that Housing Specialists can be trained on HMIS so they can review regional data, run reports, and assist with regional system monitoring.

### 2. Access Point Updates

- a. Region 1 – not present
- b. Region 2 – Currently not much prevention funding available, so haven’t used new prevention forms very often. Sojourners’ may be implementing some program fees for some of their programs.
- c. Region 3 – Conducting community outreach, touring shelters, participating in information fairs. Definitely wants their Housing Specialist to have HMIS access. The Housing Specialist has been working through the housing queue to assist single and all adult households to locate affordable housing and has helped 53 households find housing.
- d. Region 4 – not present
- e. Region 5 – not present
- f. Region 6 – Barb and Jordan continuing to settle in to new roles.

3. Other Items
  - a. IHFA still working on scheduling Housing Specialist training and will provide status updates and plans progress.
4. Next meeting: May 28, 2019 at 2:30 pm MST.
5. Meeting adjourned.