



Minutes by
 Lisa Smith

In attendance:	
<ul style="list-style-type: none"> • Lisa Smith • Daphne Bramlett • Kasey Rolih • Nancy Fadling • Sarah Cunningham • Melanie Doshier • Matt Northrop • Debbie Boyd • Tina Stevens • Megan Armstrong • Katie Blomgren • Erin Martin-Fournier • Katelin Lucine • Kim Overson • Sara Font • Colton Ort • Nicole Ritterbush • Debra Crawford 	
<input checked="" type="checkbox"/> Yes	Would you like a spot on the upcoming agenda?
<input type="checkbox"/> No	

1) Call to Order

- a) Meeting was called to order by at 2:00pm.

Review of the Fast Track Coordinate Entry Plan.

- **Determine length of time for CE clean up:**
 - Current policy states that all assessments after 7 months will be moved to inactivate.
 - Workgroup agrees that we will operate according to these current guidelines for now.
 - Debbie states that it can be done systematically, but OHCS will have to come up with parameters on how we do that. We need to figure out parameters. How are we going to designate no touching in the last seven months. We need to figure out how we are going to designate them as inactive. It needs to be figured out at the HMIS admin level. (Nancy thought that perhaps the top third of the list could be worked with at any given time.



- Everyone is comfortable with Debbie figuring this out at the HMIS admin level and bringing it back to the group.. We will bring this back to the group after we figure out the plan.
- Contact agencies to enter all individual waitlists to the CE (If not currently on). Access has been designated as the lead agency and they will designate the staff member that will oversee CE. The staff member has been identified, but Access is making the administrative moves to bring that person on board. Each agency will enter their waitlist. Daphne will reach out to the contact at each agency to make sure the agency

•

Coordinated Entry System Management.

- Access has been designated as the lead agency and they will designate the staff member that will oversee CE. The staff member has been identified, but Access is making the administrative moves to bring that person on board. Each agency will enter their waitlist. Daphne will reach out to the contact at each agency to make sure the agency.
- ORI and LTRA are the programs that are required to use CE, so agencies will need to put their participants into CE. Other agencies that have open waitlists are welcome to join by entering those wait lists into CE.
- Melanie stated that if you receive any federal or HUD funding you are required to use CE.
- Tina stated we use SPDAT to prioritize people getting in the shelter. She is concerned that we don't have a process in place.
- Melanie says that getting people into coordinated entry and pulling people off of coordinated entry are two different things.
- Tina assured them that we already enter guests into coordinated entry. Because everything is not ready to go yet in CE, we have kept our own waitlist to make sure the highest risk scores come into our shelter. Tina states that it feels a little wonky to pull guests off the CE waitlist with the CE waitlist not having a current working process.

Screening and Eligibility

- Nancy Fadling says that at any given time, she has 40 households on the list who meet the definition of houselessness. The more folks you have in the applicant pool will increase the success rate. We want to stick with a set pattern, but we want to grow the applicant pool.
- Melanie thinks that Nancy's families will be well suited for the projects we have going on. And they may already be there.
- Daphne – We need to come up with a plan on which agencies would like to participate. ODHS (used to be DHS) will enter the 40 families referenced above.
- Debbie will grant Nancy access to HMIS, so that ODHS can enter their own clients to CE.
- Daphne – Salvation Army would like to participate in case conferencing. We can invite them, per our policy manual, to voluntarily enter their information and participate in case conferencing. It will be the agency lead person who will be sifting through and doing that work.
- George wants to know if everyone is using spdats while putting people in Coordinated Entry. Yes, we are all using the spdats with CE.
- Tina stated that because we are low barrier, we take the highest need first, and don't necessarily follow the scoring range because of our low barrier status.



- Debbie states that 4-7 is a rapid rehousing recommendation, but it is just that, a recommendation. There were some thoughts about not putting people on CE unless they were “Housing ready”. JCCOC will not be doing that. We will continue with a housing first strategy.
- Tina states that OHRA has always taken people of the highest risk score off the list.
- Debbie states that her opinion is for emergency shelter, we should not look for a certain score, we should just take the next person on the list for shelter.
- Melanie states that we should acknowledge that one of the things this group is going to be tackling over time is the screening tool all together. The spdat is not a good tool to see what people’s current situation is. Jackson county does not currently have any emergency shelters. In Jackson County we have transitional shelters. Emergency shelters are night by night with no guarantee of a bed. This should be tabled for a later time.
- Nancy Fadling stated that they will often get families with children into an emergency shelter and then transition them into a housing service, or a housing contract.
- Melanie – We have agencies performing a whole spectrum of services. In the case conferencing session we can discuss their circumstances. The spdat score is just a starting point. She would like to know how we get back on track from here.
- Daphne – We need the score, that is why we are using the spdat for now. We need to correlate the score with the service.
- Tina – LTRA and ORI funds, and entering into coordinated entry.
- Debbie has instructed all agencies to enter people into coordinated entry.
- Determine the list of agencies to reach out to for initial round of CES participation and Case Conferencing (in the past, RVCOG, ACCESS, Community Works, OHRA, VA and Maslow Project, including street outreach teams listed) Salvation Army, Unete, Hearts with a Mission, St Vincent De Paul, Columbia Care, ARC, ODHS and Ontrack should also be included.
- Daphne wants to know if we have any thoughts. She attended veteran by name list for the first time to learn about case conferencing.
- Katie – Thinks everyone should learn the process together so that everyone is on the same page. Other agencies should participate as much as they can, how much they would like to do.
- Debbie stated that she will need emails to add people to the vet by name list.
- **Confirm or change eligibility to be entered into coordinated entry.**
 - We have confirmed that we will include McKinney Vento in our CES eligibility guidelines. Melanie says she doesn’t believe that we must propose to the board for a change to include McKinney Vento. She will confirm and get back.
 - Tina- confirm that ORI acknowledges the McKinney Vento. She would like to know if when we use HUD grants later, and the COC says McKinney Vento and HUD says unsheltered homelessness, is that going to cause an issue because HUD does not acknowledge the COC. Tina is addressing the conflict.
 - Debbie says that on the CE assessment, we can add a new question asking if they are a HUD definition of truly homeless, or McKinney Vento definition of homeless. It would be a question added to the assessment.
 - Melanie thinks we need to remove the definition of **CHRONIC** homelessness and that McKinney Vento is a HUD definition of homelessness.
 - Debbie says that they want the HUD definition of truly homeless, which is truly homeless. We just need to designate which definition of homelessness we are addressing. Chronically



homeless definition is a total of four times in the last three years or a total of 12 cumulative months in the last 4 years, and with a disability.

- Daphne – other regions have successfully expanded to include eviction prevention in CE. We can do this if we would like, but we must create the process to get there.
- Kim Oveson would like to know how the disability piece comes in. Melanie answered that it is all self-reported.
- Debbie thinks that disability should be brought up at case conferencing. Does this client have a disability. Does anybody know if this client has a disability.
- Daphne – We need to expand their homelessness definition.
- Debbie – We would have to go back seven months. Whoever is manning the CE list would also attend case conferencing, and they would have to update their information in service point. Debbie has not heard anything about needing to be chronically homeless to qualify.
- Melanie – We should have that question on the screening tool. What definition of homelessness, and what programs do they meet the criteria for. Example “Access has three spots available that need to meet ONLY the definition of HUD homelessness.
- **Referrals –**
 - Debbie reached out to Desiree for training on referrals. Desiree will do research on how referrals with CE works. The referral will be done as a service transaction and CE person manning the list will pull a report on open referrals.
 - Daphne – Current policy states that when a RRH, PSH or Transitional housing their staff would request referrals from the CE list from the lead agency and the agency will refer the number of households requested within five business days. We would like to do referrals through the system.
 - Tina – will it be beneficial for Desiree to train the other HMIS workgroup that Debbie is leading so that everyone can be trained at the same time and all questions can be asked and answered.
- **Prioritization**
 - Those scoring between a 4-7 will be accepted for transitional housing, those scoring 8 and above will be accepted for permanent supportive housing as available. Those scoring 3 or less will be referred to supportive services. There is no mention for RRH and needs to be decided. The assessment will be weighted with a +1 point for every 5 years of homelessness the HH has experienced in the current episode of homelessness.
 - Debbie – This policy has just been discovered. She wants to be clear that people in a shelter can be considered for this program also. She thinks this should be tabled until we figure out what we are using because this is based on SPDAT scores.
 - Matt proposes that we don’t have designated scores for different programs. This seems to be a consensus. We are using case conferencing to get a better view on where people truly are.
 - Melanie says to keep the policy until we create a plan to change it.
 - Daphne – When a name comes up, we need to acknowledge what the needs are, so that we can enroll them in the appropriate programs.
 - Vet by name. They SPDAT everyone as a general tool, but they don’t require them to go into that type of housing. The score is a recommendation, but they look at each person individually.
 - Melanie piece of clarity is around the score and the fact that we aren’t going to be able to staff every family in the meetings. How are we going to prioritize families. Daphne wants to know what the critical information is and how we bring it to the team. Melanie says that we prioritize BIPOC, seniors and families with minor children.



- Debbie thinks we need to gear questions in the assessment towards those priority populations.
- Melanie wants to know if today we can pull people from coordinated entry knowing that they have children.
- Debbie states that reports can be run. For instance, how many people in household.
- Tina –To meet the immediate requirements, can we add a question to the SPDAT for now asking if they have minor children or are they pregnant. Can we ask the three priority questions, and place them at the top of the assessment?
- Nancy – Household size can be misleading if families do not have children in their care but would have children in their care but for housing.
- Melanie – What are the key questions that we need to add to the assessment NOW. The assessors need to be trained on questions needed to find the BIPOC, elderly and family with children population and we need to figure out the McKinney Vento piece.
- Deb – The data is already in the system for family type. By adding another question, we would have to go back and back-fill for seven months. It would be difficult to go back and add questions for the past seven months. She feels that we can garner that information from the current assessment.
- Tina – if we are worried about missing families, and we go back seven months to add the families with minor children, we should add all three questions. She is worried about missing families.
- Deb – We are adding questions, but we still need the universal data elements and she feels that we can pull reports from the universal data elements.
- Nancy – How do we prioritize our most vulnerable population.
- Matt – we can only house people that qualify for housing units. You can't find permanent supportive housing for risk score of 17.
- Debbie - Organization that put client on the list will know family status etc and will be able to bring it to case conferencing.
- Daphne – There is an equitability factor and that when we are using CE system we are equitable.
- Tina – Important that we are doing the prioritization. Feels that we aren't adequately capturing the targeted populations. Feels that we should add questions now, and in seven months we will all be caught up. Feels that we should ask those questions going forward, and not backfilling.
- Nancy – Just to get it off the ground, have some broad questions and we can change it over time, but it will give us the opportunity to capture the vulnerable population.
- Megan – We are starting coordinated entry with ORI and LTRA. Very target specific.
- Daphne – Different organizations have families entered into coordinated entry for different programs.
- Tina – Putting everyone in from every organization feels like the old way of CE that didn't work.
- Daphne wants to know how we are going to bridge.
- Matt – Okay with doing both. Says there are only 23 families from Maslow in CE because they haven't been entering into CE because most families meet McKinney Vento definition of homelessness. Even if we can't serve them right now, we can still offer them services to remove barriers.

2) **Adjournment:** Daphne adjourned the meeting at 3:40.



Next Meeting: 8/26/24