



Coordinated Entry Workgroup

March 17, 2025/2pm

Location: ACCESS – Zoom

Minutes

- **Minutes Approval** – 5 minutes

- **New Meeting Invites**
 - **Melissa will cancel the current link to the meeting and resend a new recurring meeting**

- **Update on Coordinated Entry Procedures and TA**
 - **Request was sent through HUD for TA. The contract was canceled through HUD. The request for TA with ICF was approved. Brief meeting last Friday with Stephanie with ICF. The current policy was sent to ICF to get feedback.**

- **Notes Field in HMIS CES Discussion**
 - **Particularly recent contact dates, a brief summary of status, resources shared and next steps if any identified.**
 - **Interim review is where the notes need to be placed so that the notes are shown when the list is pulled for case conferencing.**
 - **Instructional document to be created and sent out to the workgroup and agencies so everyone is on the same page.**

- **Housing Ready Checklist**
 - **Review housing ready checklist**
 - **Starting point for outreach or when they have become a referral**
 - **Lease signing barriers**
 - **Landlord engagement portfolio in the works for more in-depth housing-**

ready packet

- **Cross-sectional case conferencing collaboration and referrals**
 - What information do we want to collect?
 - Matt informed a document on ODHS Assessment Tool that maybe helpful in this aspect
 - Debbie suggested a list of all agencies for participants to view and to check off who working with current/previously
 - Suggested questions/referrals for Checklist and intake packets
 - Mental health connection
 - OHP
 - DV referrals
 - Work Sources
 - Disability services
 - Family with minor children
 - 24 and under
 - Substance abuse
 - HUD waitlist
 - School placement assistance
 - Youth Behavioral support
 - TANF or Child Welfare
 - VA for Veterans
 - Senior Services
 - Melissa still working on the ROI for a complete wrap-around of services and agencies to be able to collaborate in Case Conferencing.
 - Who can assist participants getting documents for document ready if not enrolled into a program
 - OHRA – if funding is available
 - Maslow – families with youth and under 24
 - Community Works – If have one of 4 victimizations (DV, SA, Stalking or trafficking)
 - DHS if on TANF or Child Welfare involved
 - VA – If a veteran
 - Possibly Senior Services
- **Melissa to reach out to Rogue Retreat and street outreach regarding helping participants become document-ready**

- **Suggestion on how and where to place these documents in HMIS**
 - **Can make each step an assessment**
 - **Possibly make a report to be able to pull information**
 - **Suggestion of a form to pull up to read and fill out as you go in HMIS**
 - **Debbie to check with OHDS to see easy options for making tool**

- **Maslow is currently full for ORI enrollments**

Recap

- **Melissa to reach out to Rogue Retreat, RVCOG, APD, and Family Nurturing Center**
- **Mellissa to see if someone from Outreach and Family Nurturing Center can join the workgroup**
- **Melissa to work on the suggested questionnaire/checklist /Other Documents**
- **Next meeting update from TA with an outlined plan on redoing policy and procedures to help build system out**
- **Look for new invite for workgroup from Melissa**

- **To come**
 - **Instructional document HMIS Field for Notes**
 - **Questionnaire/Referrals/Checklist Documents**
 - **Resource Documents**
 - **Checklist of all agencies**

Next Meeting: April 21, 2025 @ 2PM – Zoom or Hybrid, TBD