

**Mid-Willamette Valley Homeless Alliance  
COORDINATED ENTRY COMMITTEE and HMIS USERS WORKGROUP  
March 11, 2020 Meeting Notes**

**PRESENT:**

<b>Coordinated Entry Committee</b>	<b>Yes</b>
Ashley Hamilton, MWVCAA/ARCHES (Chair)	X
Kim Carbaugh, CHS	X
Scott Eastburn, MWVCAA	
Tricia Ratliff, MWVCAA/HOME	X
Kimberly McBeth, SHA	
Dominique Schoessler, Shangri-La	X
Staff: Jan Calvin	X
Staff: Breezy Aguirre	X

<b>HMIS Users Workgroup</b>	<b>Yes</b>
Hunter Belgard, OHCS (Co-chair)	
Jimmy Jones, MWVCAA (Co-chair)	X
Tara Stephen, CHS	X
Tricia Ratliff, MWVCAA/HOME	X
Amy Hatfield, MWVCAA/ARCHES	X
Robin Winkle, Shangri-La	X
Breezy Aguirre, MWVCAA/ARCHES	X
Jill Tucker, St. Francis Shelter	X
Hilary Dumitrescu, Silverton Sheltering Services	X
Staff: Jan Calvin	X

**COMMITTEE CHARTERS:**

The Coordinated Entry Committee Charter (attached) was reviewed and recommended that the Board approve as written. *[Kim moved; Dominique seconded; unanimous vote]*

The HMIS Users Workgroup Charter (attached) was reviewed and recommended that the Board approve, with the addition that the group purpose include, “recruit agencies for participation in HMIS.” *[Hilary moved; Robin seconded; unanimous vote]*

Follow-up: The charters and committee recommendations will be presented to the Board for approval.

**MEMBERSHIP:**

Discussion about committee and workgroup membership resulted in recommending that the Board appoint Dana Schultz, MWVCAA to Coordinated Entry Committee, since she is the lead on the Built for Zero (BFZ) initiative *[Ashley moved; Tricia seconded; unanimous vote]*.

The Coordinated Entry Committee also requested that additional membership be sought from other organizations, including those located in more rural areas of Marion and Polk counties. Suggestions:

- Family Promise
- NW Human Services
- SafeSleep
- Sable House
- The Salvation Army
- West Valley Housing Authority

Follow-up: Jan will draft a description of the what the Committee would like to see in the make-up of its membership (e.g., geographic coverage, types of agencies, expertise, etc.). [See text in box below for draft.]

**Draft:**

The Coordinated Entry Committee desires that its collective membership be inclusive of both smaller and larger organizations; be geographically representative of the two-county region; and possess skills and abilities to think critically and creatively about how best to fulfill its purpose, and the capacity to do so. The Committee welcomes participation from those who have relatively little experience with Coordinated Entry/Assessment, along with those who have more extensive experience.

Once there is consensus about the collective committee make-up, Jan will share the Committee's interest with identified agencies/organizations. If they provide representatives to participate, names will be forwarded to the Board for appointment.

**GOALS:**

Discussion generated possible goals/objectives, which will be discussed at the next meeting, including:

**Goal: Geographic coverage**

Objectives/Tasks:

1. Map the access points throughout the region (where people connect with services, as well as where there are assessments being done)
2. Develop a coordinated outreach plan
3. Map which agencies are entering what data into HMIS

**Goal: More agencies doing Coordinated Entry/Assessment**

Objectives/Tasks:

1. Develop a coordinated plan and materials for engaging agencies new to Coordinated Entry/Assessment
2. Work with/through the BFZ Strategy Team to engage agencies in Coordinated Entry/Assessment to address Veteran and chronic homelessness
3. Align additional engagement activities with BFZ activities.

**Goal: Quality Coordinated Entry/Assessment, By-Name List, and Collaborative Case Management**

Objectives/Tasks:

1. Use the Built-for-Zero (BFZ) Scorecard to guide the work toward a Quality By-Name List.
2. Expand the BFZ Strategy Team to focus on:
  - a. Coordinating community outreach plans;
  - b. Engaging community providers with BFZ (utilizing Coordinated Entry, the Quality By-Name List, and Case Conferencing); and
  - c. Launching Case Conferencing

**Goal: More agencies using HMIS**

Objectives/Tasks:

1. Develop a coordinated plan and materials for engaging agencies new to HMIS
2. Identify any other software agencies are using; explore data migration options (to HMIS)
3. Develop "HMIS User Levels" (and a system for training and support)
4. Provide access/distribute HMIS Manual and subsequent revisions
5. Determine protocols for how we will use parts of HMIS (e.g., case notes capability)
6. Match "user levels" with appropriate license

7. Obtain a document that describes the reports that can be run, based on each type of license
8. Assess current licensing (Is it collectively what we need? Can we get “view only” licenses?)
9. Confirm funding sources/plans to assure adequate licensing for the region

**Goal: Quality data**

Objectives/Tasks:

1. Review the OR-504 Data Quality Report; identify areas and develop plans for improvement
2. Put shelter beds in HMIS
3. Develop/update plans to provide adequate training for data quality
4. Develop data collection and assessment protocols

**Goal: Ensure quality HMIS vendor services**

Objectives/Tasks:

1. Learn about State (OHCS) plans related to HMIS
2. Review most recent software vendor (PHB) scope of work, contract terms and conditions
3. Review HUD’s HMIS Vendor Monitoring Tool
4. Learn about other CoCs’ experiences working directly with WellSky for ServicePoint licensing
5. Research “Apricot” software

**NEXT STEPS:**

- Jan will email meeting notes and gather feedback on the best dates/times for joint meeting over the next few months.
- Jan and Breezy will meet with Ashley to identify Coordinated Entry agenda items for the next meeting.
- Jan will meet with Hunter and Jimmy to identify HMIS agenda items for the next meeting.

**NEXT MEETING:**

Thursday, April 9, 2020

9:00-10:30 a.m.

Mid-Willamette Valley Council of Governments

100 High St. SE, suite 200 in Salem