

**Mid-Willamette Valley Homeless Alliance  
COORDINATED ENTRY COMMITTEE and HMIS USERS WORKGROUP  
March 9, 2021 Meeting Minutes**

**PRESENT:**

<b>Coordinated Entry Committee</b>		<b>Yes</b>	<b>HMIS Users Workgroup</b>		<b>Yes</b>
Ashley Hamilton, MWVCAA/ARCHES (Chair)		X	Hunter Belgard, OHCS (Co-chair)		X
Kim Carbaugh, CHS		X	Jimmy Jones, MWVCAA (Co-chair)		
Doug Odell, Family Promise		X	Tara Stephen, CHS		X
Tricia (Ratliff) Frizzell, MWVCAA/HOME		X	Tricia (Ratliff) Frizzell, MWVCAA/HOME		X
Kimm McBeth, SHA		X	Amy Hatfield, MWVCAA/ARCHES		X
Dominique Schoessler, Shangri-La		X	Robin Winkle, Shangri-La		X
Josh Lair, Marion County LEAD			Jill Tucker, St. Francis Shelter		X
Hilary Dumitrescu, Sheltering Silverton		X	Hilary Dumitrescu, Sheltering Silverton		X
Andrew Rice, Easterseals Oregon			Breanna Harig, Easterseals Oregon		X
Catherine Todd, Easterseals Oregon		X	Kaela Lombardi, MWVCAA/ARCHES		
Glenn Muna, MWVCAA/ARCHES		X	Rachel Miller, MWVCAA/ARCHES		
Lindsey Bittman, VA HUD/VASH Program		x			
Staff: Jan Calvin		X	Staff: Jan Calvin		X
Staff: Breezy Aguirre		X			
Ashleigh Duda, MWVCAA/ARCHES	X	others	Denae Overman, PSU Intern		X
Leah DeVito, Center for Hope & Safety	X				

**WELCOME:** Ashley Hamilton welcomed everyone

**1. BUSINESS ITEMS**

- a. **Agenda:** Kimm McBeth moved approval of the agenda; Robin Winkle seconded; approved unanimously
- b. **Minutes:** Kimm McBeth moved approval of the January minutes; Robin Winkle seconded; approved unanimously

**2. COORDINATED ENTRY ITEMS**

**a. Expansion of Assessment Locations/Providers**

Breezy Aguirre presented a visual pathway (attached) for agencies interested in being an “Coordinated Entry access and assessment point” for people experiencing homelessness. The DV Coordinated Entry process is not shown on the flow chart, but will be part of the training, so everyone understands how that part of the system works.

Breezy reviewed a draft of the “Letter of Interest” form (attached) designed for agencies to express their interest in being an “access and assessment point.” She stated that there is no set due date for an LOI, but we may establish one quarterly. After submitting an LOI, an agency can expect a 2-4-week turnaround before having a site visit. Agencies should submit their LOI to both Breezy and Jan.

**b. CES Training Calendar**

Breezy presented a draft Coordinated Entry System (CES) training calendar and noted that the registration process is being determined.

Jan noted that more than 40 staff will need CE Training if/when the ESG-CV2 grant is fully funded.

**3. HMIS ITEMS**

**a. Status of HMIS Agreements**

Amy Hatfield reminded agencies to signed the new HMIS Agency Participation Agreement, and for individual users to sign the HMIS User Agreement. The agreements need to be returned by the end of March.

**b. New Licenses and HMIS Training**

Amy is cleaning up the list of HMIS users and issuing HMIS licenses to new users who agree to complete HMIS Training. She will work with Hunter on the HMIS Training Calendar.

Jan noted that there will be more than 45 new HMIS users if/when the ESG-CV2 grant is fully funded.

**4. FOLLOW-UP ITEMS**

- a. CE Training Calendar with registration process
- b. HMIS Agreements
- c. HMIS Training Calendar

**NEXT MEETING**

Tuesday, April 13, 2021

1:30-3:00 p.m.

**by Zoom video & phone**

<https://us02web.zoom.us/j/82342567683?pwd=QkJuNzdVclk0QWNUd3Z1UDZic2Ewdz09>

Meeting ID: 823 4256 7683 Passcode: 701432

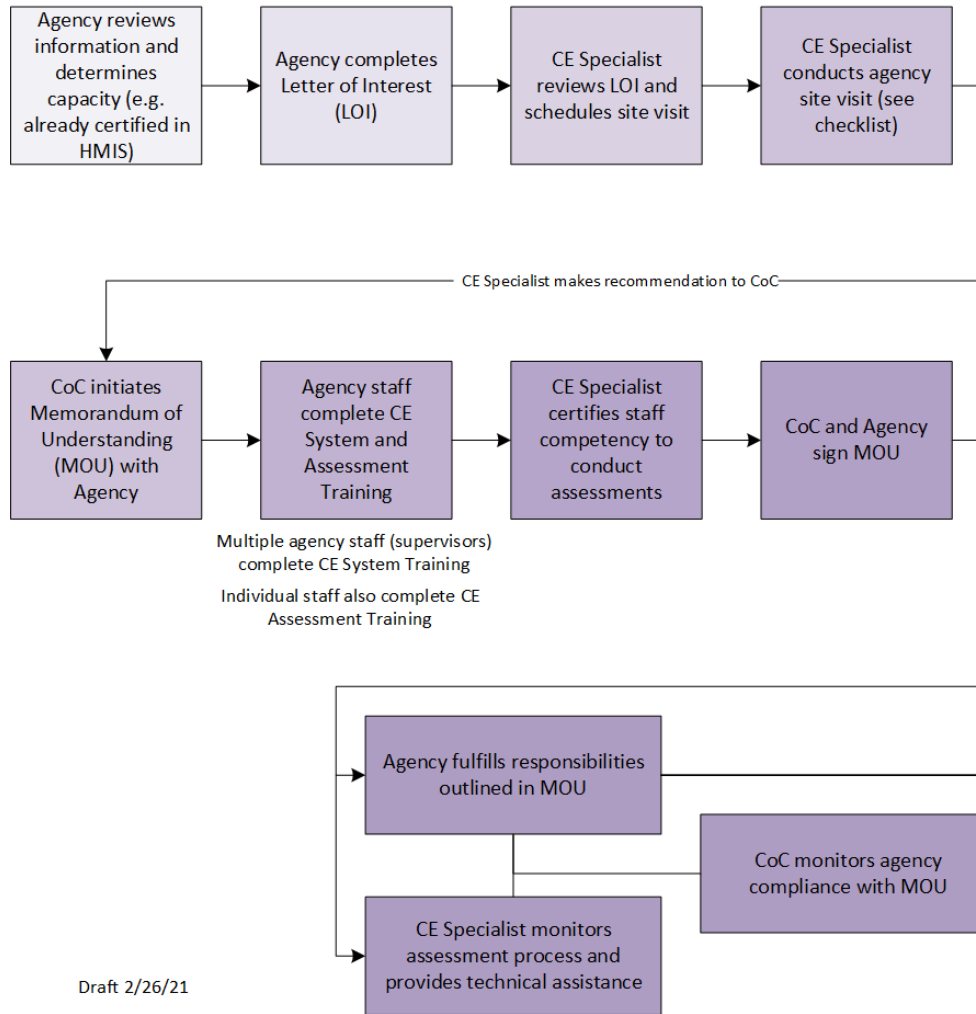
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*HMIS Dashboard 3/9/21*

	# of Housing Providers	# using HMIS	% of Housing Providers using HMIS
<b>Total</b> housing providers	20	15	75%
When ESG-CV2 is funded, adds 2 providers and 3 HMIS users	22	18	82%

## Mid-Willamette Valley Homeless Alliance

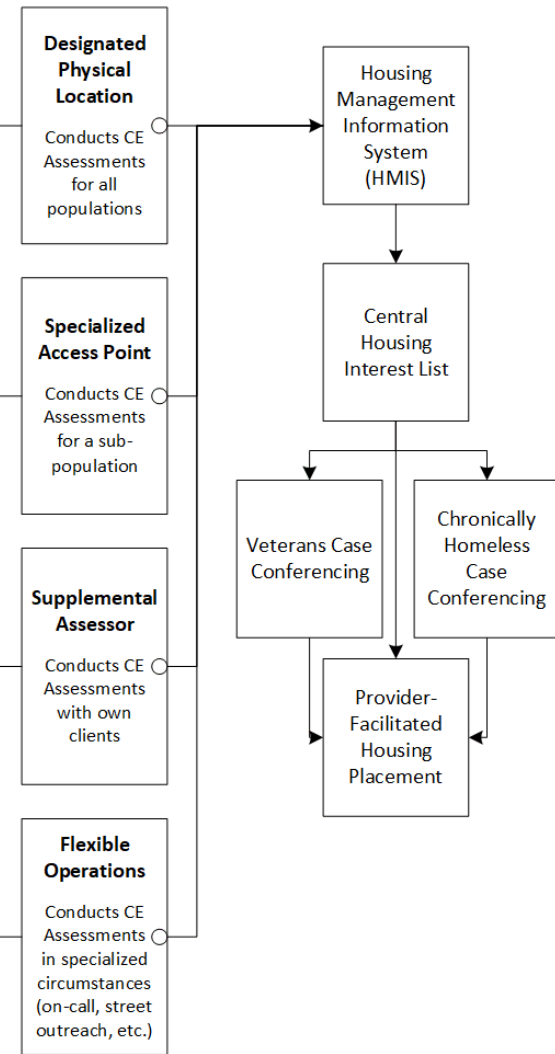
### Pathway to Become an Open Door for Coordinated Entry (CE)



Draft 2/26/21

### Coordinated Entry Access – Assessment – Prioritization - Referral

#### Open Doors



**Mid-Willamette Valley Homeless Alliance  
Coordinated Entry System  
Agency Letter of Interest in Providing CE Access and Assessment**

<b>Agency</b>	<b>Date Sent</b>
<b>Executive Director</b>	<b>Email</b>
<b>Contact Person (if different)</b>	<b>Email</b>

<b>Please mark which role(s) your agency is interested in providing.</b>	<b>Address where assessments will take place:</b>
<input type="checkbox"/> <b>Designated Physical Location:</b> Serves the population as a whole.	<b>What days and hours will the agency provide assessments?</b>
<input type="checkbox"/> <b>Specialized Access Point:</b> Serve a sub-population. Which one(s)? <ul style="list-style-type: none"> <li><input type="radio"/> DV Survivors</li> <li><input type="radio"/> Families</li> <li><input type="radio"/> Veterans</li> <li><input type="radio"/> Young Adults</li> </ul>	Monday Hours:
	Tuesday Hours:
	Wednesday Hours:
	Thursday Hours:
	Friday Hours:
	Saturday Hours:
	Sunday Hours:
<input type="checkbox"/> <b>Supplemental Assessor:</b> Conducts assessments with program participants only.	Agency HMIS Contact Person: Email:
<input type="checkbox"/> <b>Flexible Operations:</b> Responds to the need for assessments to be conducted in the field, over the phone, or at other agencies.	<input type="checkbox"/> HMIS Agency Participation Agreement completed <input type="checkbox"/> HMIS User Agreement(s) completed <input type="checkbox"/> Need additional HMIS training

**Please explain your understanding of the Coordinated Entry System. (How would you explain it to someone else?)**

**Please explain your agency's capacity to provide Coordinated Entry Access and Assessment. (e.g., staff capacity, data entry, appropriate facility space, client restroom access, etc.)**

**Affirmation of Agency Interest**

Signature of Executive Director \_\_\_\_\_

Date \_\_\_\_\_