

**Mid-Willamette Valley Homeless Alliance  
COORDINATED ENTRY COMMITTEE and HMIS USERS WORKGROUP  
April 13, 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		
Andrew Rice, Easterseals Oregon			Breanna Harig, Easterseals Oregon	X	
Catherine Todd, Easterseals Oregon			Kaela Lombardi, MWVCAA/ARCHES	X	
Glenn Muna, MWVCAA/ARCHES	X		Rachel Miller, MWVCAA/ARCHES	X	
Lindsey Bittman, VA HUD/VASH Program	X				
Staff: Jan Calvin	X	..	Staff: Jan Calvin	X	
Staff: Breezy Aguirre	X				
Ashleigh Duda, MWVCAA/ARCHES	X		Michael Livingston	X	
Annie	X	others	Anjelique Gonzalez	X	
Leah DeVito, Center for Hope & Safety	X		Denae Overman	X	

**WELCOME:** Ashley Hamilton welcomed everyone and congratulated ESG-funded programs.

**1. BUSINESS ITEMS**

- a. **Agenda:** Ashley made a motion to amend agenda sent to committee on April 9. Moving section 2 to after section 3; seconded by Kimm; approved unanimously. Robin moved approval of the agenda; Kimm seconded; approved unanimously.
- b. **Minutes:** Ashley reviewed the committee meeting minutes from March 2021, providing a summary of CE and HMIS developments. Kimm moved approval of the March minutes; Lindsey seconded; approved unanimously.

**2. COORDINATED ENTRY ITEMS**

- a. **Update on Expansion of Access & Assessment Locations/Providers**  
Breezy noted that six Letters of Interest have been submitted thus far. Agencies still have the opportunity to submit. First site visits will begin this week, starting with Family Promise.
- b. **Coordinated Entry Basics Training**  
Breezy shared the content for the CE Basics training, which will be used to as general education for all partners and community stakeholders to understand the Coordinated Entry System. Committee members provided feedback, and the presentation will be finalized and shared next at the April 21 Collaborative Committee meeting.

**c. CES Training Calendar**

Breezy noted that upcoming training with Street Outreach staff, providers of Emergency Shelter, and Rapid Rehousing programs will include the *CE Basics*, as well as a section on how each of these services can interface with Coordinated Entry.

Additional training modules will focus on how to conduct the various Coordinated Entry Assessments.

Once Community Action secures a new app to support the training registration process, detailed information will be shared and posted on the Alliance website.

**3. ESG-CV2 Grant Implementation Update**

Jan shared an overview of the 34 projects funded through the CoC's ESG-CV2 collaborative grant. Nearly 80 new staff will be trained in Coordinated Entry Basics, and a dozen on HMIS over the next few months.

**4. HMIS ITEMS**

**a. Update on New State HMIS Model**

Hunter provided an update on Oregon Housing and Community Services' work to stand up the new HMIS "instance" or "implementation." OHCS is close to finalizing the contract for data migration analysis, so migration can occur from NWSSC to the new instance. WellSky will "build" the new instance, which will go "live" not later than October 1, 2021. In addition, there will be a data link to upload CoC data to a statewide data repository (similar to how uploading data to SAGE works).

With regard to data migration, Hunter assured the group that there is no chance of lost data, as WellSky will not delete "old" data until we tell them to. We will also have the opportunity to archive data that we don't want loaded to the new instance (which will help reports run faster).

Hunter reminded the group that we will be part of a 4-CoC instance (OR-502, 503, 504, and 505) that is forming a "governance group" to make decisions and oversee our HMIS instance. Currently the group is meeting every three weeks. Anyone is welcome to attend, and the formal decision-making process is being developed.

**b. HMIS Training Calendar**

Hunter announced two new opportunities:

1. **HMIS Agency Administrator Meetings** – 1<sup>st</sup> Wednesday of the month, starting May 5<sup>th</sup> (every HMIS participating agency should have an HMIS agency administrator).
2. **HMIS Overview Training** – 2<sup>nd</sup> Monday of the month, starting May 10<sup>th</sup> for new users or anyone wanting a refresher.

3. **Customized HMIS Training for ESG-funded projects** – Hunter will work with Jan to create this new module ASAP.

**c. Status of HMIS Agreements**

Amy noted that she is working to get the last 2-3 HMIS Agency Participation Agreements signed.

**ANNOUNCEMENTS**

- Ashley noted that a PIT Count Participation Survey is going out to gather feedback on the January 2021 PIT Count experience; please look for and complete that if you were involved.
- Ashley provided an update on the recruitment/hiring of a Data System Administrator (DSA) to provide full-time support for HMIS, similar to Breezy’s role with CE. The position should be filled by early May.

**FOLLOW-UP ITEMS**

- a. Breezy will conduct site visits with agencies interested in providing Coordinated Entry Access & Assessments.
- b. Jan will finalize the *CE Basics* PowerPoint.
- c. Breezy will send information on CE Training Calendar and registration process.
- d. Amy and Hunter will set up the new ESG-funded projects in HMIS.
- e. Amy will collect the rest of the HMIS Agency Participation Agreements.

**NEXT MEETING**

Tuesday, May 11, 2021

1:30-3:00 p.m.

**by Zoom video & phone**

<https://us02web.zoom.us/j/82342567683?pwd=QkJuNzdVcll0QWNUd3Z1UDZic2Ewdz09>

Meeting ID: 823 4256 7683 Passcode: 701432

One tap mobile +12532158782,,82342567683#,,,,,0#,,701432# US

*HMIS Dashboard 4/13/21*

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