

**Mid-Willamette Valley Homeless Alliance
COORDINATED ENTRY COMMITTEE and HMIS USERS WORKGROUP
May 11, 2021 Meeting Minutes**

PRESENT:

Coordinated Entry Committee		Yes	HMIS Users Workgroup		Yes
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			Tara Stephen, CHS		X
Tricia Frizzell, MWVCAA/HOME			Tricia Frizzell, MWVCAA/HOME	..	
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			Rachel Miller, MWVCAA/ARCHES		X
Emily Neves, Sheltering Silverton		X	Emily Neves, Sheltering Silverton	..	
Lindsey Bittman, VA HUD/VASH Program		X			
Staff: Jan Calvin		X	Staff: Jan Calvin	..	X
Staff: Breezy Aguirre		X			
David D’Auteuila, Portland VA Healthcare	X		Robert Marshall, MWVCAA/ARCHES		X
Jim Stackhouse, VETcare	X		Kathy Smith, UGM Simonka	others	X
	X		Allison Ziaee, UGM Simonka		X

WELCOME: Ashley Hamilton welcomed everyone

1. BUSINESS ITEMS

- a. **Agenda:** Agenda reviewed and approved by HMIS Users Workgroup. No quorum for Coordinated Entry Committee; the HMIS Users Workgroup meeting continued.
- b. **Minutes:** Ashley reviewed the committee meeting minutes from April 2021. Without a quorum for the Coordinated Entry Committee, approval of minutes was tabled to the next meeting.

2. COORDINATED ENTRY ITEMS – Breezy shared updates

- a. **Update on New Access & Assessment Sites** – Eight agencies have submitted LOIs to serve as CE System Access & Assessment Sites. Breezy is doing site visits. Once approved, Jan will create an MOU for each agency. Each site will have staff attend CE Basics training, then CE Assessments training.

How to Request an Assessment – Breezy shared the new “request an assessment” process. Requesting someone to do a CE Assessment, can now happen online.

- b. **CE System Improvements - Review Assessment Feedback Tool (consider equity, methodologies, improvements)** – Tabled to next meeting
- c. **CE System Training Calendar / Registration**

Breezy announced the set of training sessions developed for ESG-CV2 grantees. Client Updates can now happen via an online form.

 - i. **CE System Basics**
 - ii. **CE System and Street Outreach**
 - iii. **CE System and Shelter Services**
 - iv. **CE System and Rapid Re-housing**

3. HMIS ITEMS

a. **HMIS Administrators' Meeting**

Hunter announced the first meeting for agency HMIS administrators will be June 2 and happen the first Wednesday of every month.

b. **HMIS Basics – Review Presentation/Feedback**

Hunter presented an HMIS PowerPoint that he developed for the ESG-CV grantees, including explaining that HUD is the driving force behind HMIS. He also highlighted the HUD Data Dictionary as an excellent resource.

c. **New Staff and How to Request HMIS Technical Assistance**

MWVCAA hired Paul Hayatas will start as the CoC's new Data System Administrator. This is a full-time position, as opposed to the 20% of Amy Hatfield's time that was dedicated to HMIS. A second position (program assistant for technical support) will be hired next.

Amy announced the new email to request technical assistance: HMIS.support@mwvcaa.org
Rachel Miller and Amy will respond through this for things like a license for a new staff person, a password reset

HMIS Agency Administrator Meetings – 1st Wednesday of the month (every HMIS participating agency should have an HMIS agency administrator).

HMIS Overview Training – 2nd Monday of the month, for new users or anyone wanting a refresher.

FOLLOW-UP

Jan will contact committee members who have not been participating, to ensure they are able to attend meetings.

NEXT MEETING

Tuesday, June 8, 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