

**Mid-Willamette Valley Homeless Alliance**  
**COORDINATED ENTRY COMMITTEE and HMIS USERS WORKGROUP**  
**July 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 Frizzell, MWVCAA/HOME             | x | ..         | Tricia Frizzell, MWVCAA/HOME            |  | x          |
| Kimm McBeth, SHA                         |   |            | Robin Winkle, Shangri-La                |  | x          |
| Dominique Schoessler, Shangri-La         | x |            | Jill Tucker, St. Francis Shelter        |  | x          |
| Josh Lair, Marion County LEAD            |   |            | Breanna Harig, Easterseals Oregon       |  | x          |
| Andrew Rice, Easterseals Oregon          |   |            | Kaela Lombardi, MWVCAA/ARCHES           |  | x          |
| Catherine Todd, Easterseals Oregon       |   |            | Rachel Miller, MWVCAA/ARCHES            |  | x          |
| Hilary Dumitrescu, Sheltering Silverton  |   | ..         | Hilary Dumitrescu, Sheltering Silverton |  |            |
| Glenn Muna, MWVCAA/ARCHES                | x |            |   |  |            |
| David D'Auteuila, Portland VA Healthcare | x |            |   |  |            |
| Jim Stackhouse, VetCare                  | x |            |   |  |            |
|  |   |            |   |  |            |
| Staff: Jan Calvin                        |   | ..         | Staff: Jan Calvin                       |  |            |
| Staff: Breezy Aguirre                    | x |            |   |  |            |
| Leah DeVito, CHS                         | x | others     | Robert Marshall, MWVCAA/ARCHES          |  | x          |
| Ashleigh Duda, MWVCAA/ARCHES             | x |            |   |  |            |

**1. BUSINESS ITEMS**

- a. **Agenda:** Robin moved approval of the agenda; Ashley seconded; approved unanimously.
- b. **Minutes:** Ashley reviewed the client feedback tool and process, site visits for CE, HMIS spoke about mini trainings. Jill moved approval of the minutes; Tricia seconded; approved unanimously.

**2. COORDINATED ENTRY ITEMS**

**a. New Access & Assessment Sites**

Breezy Aguirre noted that she has been continuing to do site visits to agencies interested in conducting CE Assessments for specific populations and/or anyone experiencing or at risk of homelessness. Assessment training and getting MOUs signed will be happening soon.

**b. CE System Improvements: Review Assessment Feedback Tool**

The work group met on 7/12/21 to discuss and go over the participant survey. The work group included Chris Barber, Tricia Frizzell, Breanna Harig, Jan Calvin and Breezy Aguirre. They went over the existing survey, added some questions to the survey. The final draft will be ready next week to be used. ARCHES will come up with a pathway to get surveys from community agencies counted.

**c. Agency Feedback – who, what, when, how?**

Didn't have an opportunity to go over the agency feedback/survey but will be coming up with a rough draft.

**3. HMIS ITEMS**

**a. HMIS Administrators' Meeting**

Looking to hire a Data Systems Administrator. These meetings are a place to provide "mini-trainings" and problem-solve HMIS issues. Meetings continue to occur the first Wednesday of each month.

**b. State Regional Governance Group**

Hunter went over the CoC HMIS Governance Committee By-Laws rough final draft. It will get finalized in August.

**c. HMIS Administrators Meeting - Highlights**

Hunter went over how to shadow a staff member on HMIS. He showed us how to add the Dashboard Counts Report to help with data entry/quality.

**d. HMIS Training**

Hunter is coming up with interim plan for trainings.

- On the 1<sup>st</sup> Wednesday of every month at 8:30am there will be a **First Time User Training** - beginning August 4<sup>th</sup>.
- On the 2<sup>nd</sup> Wednesday of every month at 8:30am there will be a **Data Entry Training** in regards to Outreach, Emergency Shelter, and Rapid Rehousing - beginning August 11<sup>th</sup>.

**FOLLOW-UP ITEMS**

- CE Feedback tools, HMIS trainings, and CE for youth

**NEXT MEETING**

Tuesday, ~~August 10, 2021~~ **September 14**

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

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