MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

COORDINATED ENTRY COMMITTEE and HMIS USERS WORKGROUP

August 23, 2022 Minutes

PRESENT:

Coordinated Entry Committee	Yes		HMIS Users Workgroup	Yes
Ashley Hamilton, MWVCAA/ARCHES (Chair)			Hunter Belgard, OHCS (Co-chair)	X
Jim Stackhouse, VetCare	X		Jimmy Jones, MWVCAA (Co-chair)	
Kim Carbaugh, CHS	X		Tara Stephen, CHS	X
Andrea Soemadi, Easterseals Oregon	X		Kathleen Calder, Easterseals Oregon	X
Doug Odell, Family Promise	X		Kaela Lombardi, MWVCAA/ARCHES	X
Matt Herbert, Church at the Park	X		Rachel Miller, MWVCAA/ARCHES	X
Michelle Artman, MWVCAA/De Muniz			Jill Tucker, St. Francis Shelter	X
Alisa Tobin, MWVCAA/HOME	X	…	Alisa Tobin, MWVCAA/HOME	X
Ashleigh Duda, MWVCAA/ARCHES	on leave		Robin Winkle, Shangri-La	X
Hannah Paysinger, Sheltering Silverton	X	…	Hannah Paysinger, Sheltering Silverton	X
Lynette Brown, Salem Housing Authority	X		Brenda Newey, UGM, Simonka Place	
Dominique Schoessler, Shangri-La	X			
Shanta Frisbee, Northwest Human Services				
Jan Calvin, MWVHA	X		Jan Calvin, MWVHA	X
Breezy Aguirre, ARCHES	X		Tim Weese, ARCHES	X

Others in Attendance

Ali Swanson, A Ray of Hope Today!	X	Catherine Todd, Easterseals	X
Michael Livingston, CANDO	X	Lexi Meyer, Northwest Human Services	X
Ray Powers, VETcare	X	Kimberly Nowlin, Grace House	X

WELCOME / BUSINESS ITEMS

Ashley welcomed everyone and requested people enter their names in the Chat for attendance.

Agenda – Robin moved approval of the agenda; Kaela seconded; approved unanimously
Minutes – Rachel moved approval of the March minutes; Robin seconded; approved unanimously

COORDINATED ENTRY

CE Policies & Procedures – Jan reported that the CoC Board approved the Coordinated Entry Policies and Procedures. Since there wasn't a quorum for the June Coordinated Entry meeting, the committee was asked to ratify the CE Policies and Procedures sent to the board. *Doug moved to ratify the CE Policies and Procedures; Kaela seconded; approved unanimously.*

ARCHES Staffing Changes – Breezy announced staffing changes at ARCHES. Robert Marshall is now overseeing emergency services and outreach. Tim Weese is managing Coordinated Entry, HMIS, and ARCHES subcontractors.

CE Access & Assessment Sites – Tim reviewed the current CE Access & Assessment sites, current locations, and hours (attached). He is creating a framework for Assessment Tracking (assessment counts by location).

Church at the Park is looking to become a new "supplemental" assessment site to facilitate an assessment for people who are already working with CATP. VETcare is also looking to become a supplemental assessment site. The other supplemental assessment sites are Easterseals and Center for Hope and Safety.

CE Assessor Academy – Tim described the new 2-day Assessor Academy required for all staff conducting CE assessments. Academies will be offered monthly September, October, and November to ensure all assessors are fully trained with the new CE Policies and Procedures. Assessors are required to complete annual training.

CE Evaluation – Client Feedback Survey – Tim will be working on a plan for implementing the Client Feedback Survey.

CE Evaluation - Agency Feedback Survey – Jan asked the group what sorts of things should be asked on the CE Agency Feedback Survey. Tim will bring a draft to the next meeting.

CE Agency Agreement – The CE Agency Agreement is intended to allow each agency to declare its commitments and specific responsibilities related to Coordinated Entry. The agreement will be between the agency and the CoC (represented by the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance). Jan led the group through three topics to provide directions for the CE Agency Agreement Think Tank (Doug Odell, Robin Winkle, Tara Stephen). The group will bring a draft to the next meeting.

Topic / Suggestion	Committee Comments
Agencies – Each agency will be asked to complete an agreement. Agencies with programs funded with CoC, ESG, or YHDP funds will be required to complete an agreement.	Every organization in the region should be supporting Coordinated Entry. Having the agreement will help education everyone on about the full scope of CE
Programs – Agreements will include an option for Agency-wide commitments and program-specific commitments.	Commitments should be agency-wide, as CE is more than just assessments or filling housing vacancies. Describe best practices
Responsibilities – Responsibilities will range from actions to educate clients and promote participation in Coordinated Entry assessment, to registering programs for referral, to using Coordinated Entry to fill housing vacancies.	General support for this approach. Build in feedback loop to improve communications.

Youth-Specific Coordinated Entry – YHDP grant funds will be supporting the development of a youth-specific Coordinated Entry System (youth and young adults), implemented by Community Action Agency/ARCHES. The application was provided with the agenda packet. Breezy provided an overview.

The project will be led by HOME Youth Services, with guidance from the Youth Action Board (Backbone). By December they hope to have a new assessment to help integrate unaccompanied minors into the CE System. The YHDP grant funds youth navigators and outreach to work specifically on this effort.

HMIS

HMIS Users Workgroup – Jan and Hunter led a conversation about the purpose of the HMIS Users Workgroup, noting how it works with other CoCs, and the group discussed options for what might work best for our region. The primary purpose of would shift to identifying barriers to implementation of a Data Quality Plan (yet to be developed) and ensuring agencies and individual users have what they need to be timely, complete, and accurate in their use of HMIS. The job of the CoC and HMIS Lead (OHCS) is to help make that happen.

The membership of the HMIS Users Workgroup would shift to being the individual Agency HMIS Administrators. Of course, others could also attend anytime.

There would be a separation of the CE and HMIS groups, which was a concern for some participants who expressed not wanting to miss information currently shared in the joint meetings. Solution is to schedule the 1-hour meetings back-to-back (1:30-2:30 and 2:30-3:30).

Implementation of this change and proposed charter revisions will be discussed at the next meeting.

Positive Destination from Emergency Shelter - local definition. Hunter thanked Matt Herbert from Church at the Park for raising this issue and provided background that the State of Oregon's funding for Navigation Centers also prompted this discussion.

HUD allows a different list of "positive destinations" when exiting Street Outreach. Instead of limiting Emergency Shelters to just HUD's permanent housing list, Hunter proposed ES use both the HUD required list AND the positive destinations list used when exiting Street Outreach. This is what he is proposing to the State for Navigation Centers. The suggestion was made to add "remove from denominator" where appropriate, too.

There was some discussion about how to differentiate between night-by-night shelters and duration shelters but recognized that the system won't allow for that.

Asked how to get a report for the "local/positive destinations." Hunter said OHCS will create this report.

Quad Squad Update – The "Quad Squad" is the governing group for the four CoCs that have a shared HMIS model, in collaboration with OHCS. The group's next meeting is August 29, where they will be talking about HMIS policies and procedures and common HUD reporting.

Hunter announced the annual WellSky training in Portland and encouraged people to participate either in-person or online September 1, 10:00-1:00. Link will be sent out when available.

OTHER BUSINESS

The CoC Board approved a new MOU with Community Action Agency describing responsibilities related to HMIS, Coordinated Entry, PIT Count, Emergency Solutions Grants, and support for the Youth Action Board. A copy is attached to these minutes.

NEXT MEETING

Next meeting September 27, 2022 (Joint Meeting, 1:30-3:00 p.m.)
https://us02web.zoom.us/j/82448995403?pwd=UHJxeW9UZDYxcTBiV0U1Z1RVSGhRUT09
Meeting ID: 824 4899 5403 Passcode: 057658 One tap mobile +16699006833,,82448995403#,,,,*057658#

Agenda Items:
HMIS Users Workgroup Charter Revisions
HMIS Bed Coverage
HMIS Workgroup Leadership and Meeting Logistics
CE Client Feedback Survey
CE Agency Feedback Survey
CE Agency Agreement
Youth-Specific Coordinated Entry

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE Coordinated Entry Access & Assessment Sites Stational Assessment Schedule (Mobile Assessments Also Available)		
AGENCY	**ASSESSMENT HOURS**	**SPECIALTY POPULATIONS***
The ARCHES Project 615 Commercial St. NE Salem, OR	Monday-Friday 9:00am-4:00pm	All individuals and families
The ARCHES Project/Seymour Center 3745 Portland Rd. NE Salem, OR	Monday, Wednesday, Thursday 9:00am-12:00pm	Adults with children
Easter Seals 3878 Beverly St. NE Salem, OR	Monday-Friday 9:00am-4:30pm	Veterans
Northwest Human Services HOST 1143 Liberty St. NE Salem, OR	Monday-Friday 9:00am-2:00pm	Young Adults, ages 18-24
Family Promise 1055 Edgewater St. NW Salem, OR	Monday and Friday 9:00am-4:30pm	Adults with children
Center for Hope and Safety 605 Center St. NE Salem, OR	Monday-Friday 9:00am-12:00pm, and 1:00pm-5:00pm	Survivors of domestic violence, sexual assault, and human trafficking
A Ray of Hope Today 1560 Hargrove Ave. Woodburn, OR	Scheduled, as needed	All individuals and families
Santiam Outreach Community Center 280 Santiam Blvd. Mill City, OR	Scheduled, as needed	All individuals and families
Sheltering Silverton 812 McClain St. Silverton, OR	Scheduled, as needed	All individuals and families
* All locations can serve all populations, but most locations also specialize		