MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

Special Joint Coordinated Entry Committee and HMIS Users Workgroup

Tuesday, September 8, 2026
Agenda

ZoomLink:
https://wesd.zoom.us/j/99608563220?pwd=CJkxbcyb2M2kwOuMbmasVELBILQW9J.1
Meeting ID: 996 0856 3220 |Passcode: 051118

TIME	AGENDA ITEM	FACILITATOR
1:30pm	Welcome & Business Items • Approve Agenda	Cassie
1:40pm	Alliance Updates • Executive Director • Hold on Charter updates & • New Meeting Schedule	Cassie
1:50pm	Coordinated Entry System Status • BNL Updates	Cassie
2:00pm	Federal Reporting Season • Longitudinal Systems Analysis	Cassie
2:10pm	HMIS & CE Resources • Website • Bi-weekly Training • OHCS Office Hours (HMIS Only)	Cassie
2:20pm	WellSky Webinar: • Multi-factor authentication	Cassie
2:30pm	Dismiss Meeting	Cassie

The Mid-Willamette Valley Homeless Alliance (MWVHA) is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations to attend this meeting, please contact MWVHA at (503) 559-4637, TTY 7-7-1 at least 48 hours prior to the meeting. We accept all relay calls.

Meeting Minutes of:

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA) COORDINATED ENTRY COMMITTEE

Meeting Location(s):
July 14, 2026
1:30 – 2:30
Via teleconference (Zoom)

MEMBERS PRESENT

Church at the Park, Katherine Sommer
Mid-Willamette Valley Community Action Agency, Rachel McKee
Polk County Family and Community Outreach, Ryan Pollard
SafeSleep, Lynelle Wilcox
Salem Housing Authority, Nicole Utz
Shangri-La, Robin Wrinkle

MEMBERS ABSENT

Sheltering Silverton, Megan Smith
St Francis Family Housing, Jill Tucker
North West Human Services, Lauren McQuade
Curandi, Chris Barber
Family Promise, Doug Odell
Center for Hope and Safety, Brandi Rada

MWVHA STAFF PRESENT

Mid-Willamette Valley Community Action Agency, Candida Ruggles
Mid-Willamette Valley Homeless Alliance, David Peak
Mid-Willamette Valley Homeless Alliance, Cassie Bay
Mid-Willamette Valley Homeless Alliance, Steve Replogle
Veterans Affairs, Carrie Geibel
Bridgeway Community Health, Eli Kinsley

WELCOME & BUSINESS ITEMS

Cassie called the meeting to order once quorum was established.

MOTION TO APPROVE JANUARY 2026 MEETING MINUTES BY ROBIN WINKLE (SHANGRI-LA)
Seconded by: Chris Barber (Curandi)

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In favor: Unanimous
Opposed: None
Abstentions: None

CHARTER REVIEW

Cassie presented the proposed updated Coordinated Entry Committee Charter. Updates included:

- Revising the committee purpose to focus on evaluating and improving the Coordinated Entry system.
- Moving to an open membership structure for individuals and organizations participating in Coordinated Entry.
- Removing quorum requirements for regular committee meetings.
- Establishing goals including development of an annual work plan with measurable objectives and maintaining a client-centered approach.

MOTION TO RECOMMEND PROPOSED CHARTER AMENDMENTS BY ROBIN WINKLE (SHANGRI-LA)

Seconded by: Katherine Sommer (Church at the Park)
In favor: Unanimous
Opposed: None
Abstentions: None

COORDINATED ENTRY PROCESS REMINDERS

David reviewed several Coordinated Entry process reminders intended to improve data quality and referrals.

- Assessors should use Enter Data As and select the 5791 Coordinated Entry project when completing assessments to ensure information populates correctly.
- Providers receiving referrals should complete the Referral Outcome Form so individuals who have been accepted into housing programs can be appropriately removed from the By-Name List.
- When an individual enters Rapid Rehousing, Permanent Supportive Housing or another permanent housing program, their open Coordinated Entry enrollment should be closed.
- Providers may close the CE enrollment themselves or contact the Alliance Help Desk for assistance.
- The Coordinated Entry exit date should be the day prior to enrollment in the housing project.

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- Coordinated Entry assessor trainings continue to be offered twice monthly. Agencies needing training should contact the Help Desk.

BY-NAME-LIST UPDATES

David and Cassie provided an update on ongoing efforts to clean and maintain the By-Name List.

Current Coordinated Entry policy provides for removal after 10 months without activity. However, staff have identified issues with activity not consistently appearing in the report. Because of this, individuals will not currently be removed solely based on the report showing 10 months of inactivity without additional review.

The current cleanup will focus on records where:

- The Coordinated Entry assessment is more than two years old, or
- The Coordinated Entry Release of Information (ROI) has expired.

Staff emphasized that the cleanup is intended to improve referral quality while avoiding premature removal of individuals who may still need housing assistance.

Committee members discussed challenges agencies face in keeping assessments, ROIs and contact information current, particularly when clients are no longer regularly engaged with the original assessing agency. Members expressed interest in reports that would identify assessments and ROIs approaching expiration so agencies have an opportunity to reconnect with clients before records are removed.

Alliance staff will explore:

- Reviewing CE data monthly.
- Providing advance notice of assessments/ROIs approaching expiration.
- Developing simpler reports that agencies can use to monitor CE assessments and ROIs.
- Reestablishing case conferencing as staffing capacity allows.

Staff are also working with HUD technical assistance and OHCS to improve reporting and streamline By-Name List maintenance.

A reporting issue was identified with the By-Name List relationship/head-of-household filter. David will follow up with Tom regarding the report.

CE RESOURCES ON WEBSITE

Cassie reviewed the new Coordinated Entry Resources section of the Alliance website. Resources currently include:

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- Coordinated Entry workflows.
- Updated Coordinated Entry Access Site information.
- CE Pull Request Form.
- Referral Outcome Form.
- Coordinated Entry Policies and Procedures.
- Training and walkthrough videos.
- Printable assessments.
- SPDAT scoring guides.

Committee members were asked to review the Access Site information and notify Alliance staff of corrections or missing sites.

Rachel suggested making the workflow graphics clickable so they can be enlarged for easier viewing. Cassie will explore updating the website accordingly.

ACCESS SITE UPDATES

The updated Coordinated Entry Access Site list is available on the Alliance website. Agencies were asked to review their information and notify Alliance staff of needed updates or additions.

ADJOURNMENT

Cassie adjourned the meeting at 2:20 pm.

CHAT

00:11:20	Kathryn Sommer:	Kathryn Sommer, Church at the Park
00:11:20	Rachel McKee (she/her) MWVCAA:	Rachel McKee, MWVCAA
00:11:27	Nicole Utz, SHA:	Nicole Utz, Salem Housing Authority
00:11:37	lynelle:	Lynelle Wilcox - SafeSleep United
00:11:58	candida.ruggles:	Candi Ruggles MWVCAA Arches Day Center
00:12:08	Carrie Geibel, VA Outreach/Coordinated Entry:	Carrie Geibel, VHA Outreach/Coordinated Entry -Hello! I represent the VA. I am not able to come off mute as I am sharing space with a colleague who is also on a meeting (Presneting) for a little while longer
00:13:46	candida.ruggles:	Nice!

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00:34:18 Carrie Geibel, VA Outreach/Coordinated Entry: I am going to need to hop off due to another meeting conflict. Sorry for the brief presence but normally will be available during this timeframe. Just wanted to give a shout out to David for all the help getting our VA funded service providers trained up last month - we are trying really hard to become more integrated with community resources and CE assessment process. If anyone has questions or encounters Veterans with housing needs please feel free to reach out to me directly: carrie.geibel2@va.gov

00:49:47 Cassie Bay - MWVHA:https://mwvhomelessalliance.org/ces-resources/

00:50:38 Rachel McKee (she/her) MWVCAA: Could we make it so you can click on the workflow image on the website to enlarge?

00:50:52 DavidPeak: Reacted to "Could we make it so you can click on the workflow image on the website to enlarge?" with 👍

00:56:09 candida.ruggles: Thank you everyone!

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