

**Minutes for Meeting of the HCCSC's
Coordinated Entry System Committee
March 26th, 2019**

Members Present

Natalie McCleskey
Scott Schnyders
Melissa Terrell
Jennifer Keaton
Amy Dornack
Jackie McDougle
Marcie Bragg
Lisa Snyder
Teresa Ponchak
Diane Waite
Shirene Starn-Tapryik
Lisa Waikem

Welcome & Introductions

Natalie called the meeting to order and welcomed everyone at 8:34am.

Approval of Minutes from February

Natalie opened up a discussion about the February meeting minutes. Teresa requested that her name be corrected in the minutes. Jennifer moved to approve the February meeting minutes. Teresa seconded the Motion. All were in favor. No one abstained. Motion carried.

PSH Disability Eligibility - AAQ Update

The Committee engaged in a robust discussion about the AAQ response from HUD around disability eligibility for PSH and the difference between Dedicated Chronic beds, Dedicated-PLUS beds and non-dedicated beds and if a child can have the qualifying disability. It was agreed that our policy should be amended to include the fact that a child can have the qualifying disability only in non-dedicated family units.

Jennifer moved that the following language should be added to D3 - except for non-dedicated and non-dedicated plus family units. Shirene seconded the motion. All were in favor. No abstentions. Motion carried.

Shelter Update

Scott gave an overview of the Low Barrier Shelter Training conducted by Katie Kitchen of CSH in March. Scott shared that the training has prompted discussions at Refuge of Hope regarding their various eligibility criterion. He also shared that Katie was very affirming of what we're doing in Stark County and our outcomes. Amy shared that we still need logistical rules in place and that it would have been nice to have a regular Emergency Shelter perspective rather than a DV Shelter provider sharing. Curfew changes were discussed and "involuntary termination" which occurs when a participant is not utilizing their bed (i.e. 3 nights/4 days). It was agreed

that if we want to implement all of the changes presented we would need more funding for shelters to monitor (i.e. programming and mental health case management on site).

The 90 day shelter stay policy was also discussed. The group suggested that adopting a 30 day “review” policy may be needed in order to create urgency. Teresa shared that she felt the hotline should be referencing the participants’ need to work on their housing plan as soon as they get into shelter. Jackie recommended that if the system moves to a target of 30 days that case managers should be informed of this so they are aware of more urgent need to assist participants with gathering documentation and working on their housing plans.

It was also recommended that at the next Shelter meeting the group focus in on what the options are for changes.

Documentation Needed at Intake:

Another topic that came up at the session with Katie Kitchen was related to what night someone has to be documented as literally homeless. Katie had shared that providers must have documentation that the client met the required homeless definition at Intake. However, homelessness does not have to be re-verified upon move-in. The group requested that HUD guidance be provided around this topic so that everyone feels confident in taking Katie’s guidance on this topic. Melissa and Marcie indicated that Katie said she would provide HUD verification on this and that they would share that information with the group.

CE Participant Survey

Melissa shared about the Survey that the workgroup revised. She opened it up for discussion. There was a lot of positive feedback from the committee. There was a slight revision suggested for the question related to discrimination and consensus that that question should read as follows:

I feel I was treated fairly and not discriminated against regarding my housing crisis and my need for community support services.

It was also agreed that the following options should be listed under the barriers question:

- Landlord Barriers
- Insufficient Affordable Housing

The group then discussed who should be given the surveys. It was agreed that we should focus on those currently in shelter and those who have been housed in a HMIS-participating Housing Program within the last six months. (It was confirmed that six months should be six months from the date of the meeting).

CE Brief – Evaluation

Natalie began a discussion around Section 4 of the HUD CE Brief which provides guidance on CoC’s Evaluation Plan. While the participant survey is a large piece of the evaluation it was suggested that HUD expects our Evaluation Plan to encompass even more aspects. Examples included an evaluator assessing our policies and procedures, review of demographics and an assessment of our CE system by other non-participating agencies and key stakeholders. Marcie shared that she has a question into Jonathon Cox regarding the review of Policies and Procedures and what HUD may accept and expect related to this. It was also agreed that the Collaborative Applicant should try to develop a survey that could be distributed to other partners (i.e. HCCSC members and Homeless Services Collaborative members) to address the desire for evaluation by key stakeholders and non-participating providers.

CoC Board Updates

- 1) There has been an increase in transfer requests over the past several months for the eligible transfer criteria imminent risk to harm self or others. A few members from the Coordinated Entry Committee (CE) reviewed the transfer policy in D.2 Coordinated Entry Guide to determine possible policy revision. The workgroup consisted of housing providers, emergency shelter, supportive services, Coordinated Entry, and the SHNI. The workgroup provided the following recommendation: The imminent risk to harm self or others eligible criteria would be replaced with Victims of a crime with documentation provided by a police report or a statement by a licensed Mental Health or Substance Use Disorder Treatment Provider. It was determined that imminent risk is a circumstance that the housing provider would need to address immediately and is not appropriate for the transfer process. During the March HCCSC Board meeting, the Board discussed this policy and recommended that the Coordinated Entry Committee review the policy to determine if the policy allows transfer for those that are victims of rape or sexual assault. The SHNI reviewed the policy and is recommending that information regarding Victims of Crime Act be included in policy D.8/F.8 and exemptions be added to the transfer policy for these victims.
- 2) There has been discussion between Homeless Navigation, the Domestic Violence (DV) providers, and the SHNI to determine how information will be gathered and shared between HMIS and DV. Currently, by HUD regulations, DV providers are not permitted to enter data into the HMIS. Victims of DV are eligible to receive housing through the coordinated entry process and the discussions have been focused on how to protect DV victims' information on the priority list and still prioritize those participants for housing through Continuum of Care funded projects. There will be further discussion between these providers to determine next steps.

QA Updates

There were no requests from the Quality Assurance workgroup (QA) for the Coordinated Entry Committee to discuss. During last month's QA meeting, a representative from The Ohio Development Services Agency (ODSA), Amy Bullard, joined the meeting via conference call to discuss the length of time at shelters and the documents that participants need to determine eligibility. Amy Bullard advised that 90 days length of stay is not a requirement and if someone is actively looking for housing or close to getting housed they shouldn't be put on the street due to a 90 day length of stay rule. She suggested that shelters set expectations for shelter time through the use of entry agreements. These entry agreements could be as simple as getting an ID within two weeks, a job within 30, and housing within 60. If a shelter resident is not motivated to move on, the shelters are not required to keep them for 90 days. Amy Bullard was not aware of a requirement to obtain an ID, birth certificate, and SS card before being placed in housing; It's a best practice to collect these items, but not a requirement for shelter entry.

By Names Topic

- 1) There was discussion around the Friday By Names meetings and the process for making applicants inactive on the priority list for active warrants. Although the process has been fair and consistent for all applicants, the Friday By Names meeting group discussed a

possible revision to *D.3 HCCSC Policies Governing Eligibility and Prioritization to Receive CoC Assistance and Standards for Administering Assistance* to outline this process. The SHNI will request HUD T.A. from Johnathan Cox and provide an update to committee members. Additionally, there will be a review of other CoCs' policies to determine if this information is included in any other CoCs' policies.

- 2) Homeless Navigation was asked to review the priority list to determine how many applicants are currently document ready; Homeless Navigation determined that that 9 applicants out of 40 were document ready. There was discussion around the shelters informing Homeless Navigation when an applicant has documentation uploaded into the HMIS; this would assist Homeless Navigation in determining applicant eligibility.

Other Business

- 1) Homeless Navigation has two open positions and will begin interviewing potential candidates later today.
- 2) The Stark Housing Network Inc. discussed with committee members an anonymous letter that they received that made claims about the Stark Housing Network's presence during the Friday By Names meeting. The letter threatened to disclose the By Names Meeting on a public media platform. The committee members discussed this matter, and determined that at the next Friday By Names meeting, that all Friday By Names meeting participants would have to sign a sign-in sheet with a privacy disclosure stating that audio and video recordings are not permitted.

Adjournment

Scott adjourned the meeting at 10:39am.

**Coordinated Entry System Committee
Meeting Schedule 2019**

January 22nd	8:30 AM	Goodwill Campus
February 26th	8:30 AM	Goodwill Campus
March 26th	8:30 AM	Goodwill Campus
April 23rd	8:30 AM	Goodwill Campus
May 28th	8:30 AM	Goodwill Campus
June 25th	8:30 AM	Goodwill Campus
July 23rd	8:30 AM	Goodwill Campus
August 27th	8:30 AM	Goodwill Campus
September 24th	8:30 AM	Goodwill Campus
October 22nd	8:30 AM	Goodwill Campus
November 26th	8:30 AM	Goodwill Campus

**December 24th - MEETING IS CANCELLED DUE TO
FALLING ON CHRISTMAS EVE 😊**