Minutes for Meeting of the HCCSC’s
Coordinated Entry System Committee
June 25, 2019

Members Present
Natalie McCleskey      Shirene Starn-Tapyrik
Scott Schnyders       Diane Waite
Melissa Terrell            
Jennifer Keaton         
Amy Dornack              
Jackie McDougle          
Marcie Bragg             
Teresa Ponchak           
Lisa Snyder             
Joy Brubach

I.  Welcome & Introductions
    Natalie called the meeting to order and welcomed everyone at 8:36am.

II. Approval of Minutes from May
    Natalie asked the committee to review the May 28th meeting minutes as distributed. Teresa Ponchak moved to approve the May minutes. Jackie McDougle seconded the motion. All were in favor. Lisa Snyder, Shirene Starn-Tapyrik, and Diane Waite abstained. Motion carried.

III. CoC Update
    a. Marcie thanked committee members for their commitment to joining the HCCSC’s Strategic Planning Sessions on June 26th and 27th, 2019. She also thanked committee members for connecting with project participants to join the sessions to offer their perspective with lived experience.
    b. The National Alliance to End Homelessness has released the agenda outlining sessions and topics. Marcie requested to organize which Stark Co. representatives will attend sessions/specific topics to ensure Stark Co. receives a well-rounded message from the conference.
    c. CE decisions, referrals and/or policy questions between agencies and Homeless Navigation that are provided to the Stark Housing Network, Inc. will be brought to the CE committee for review. Providers should follow the structure of vetting questions or information at the workgroup/committee levels to have a larger conversation and system consensus on decisions. The committees and workgroups have the ability to push up topics to the HCCSC Board for review/approval. At this point, larger conversations will not take precedence over the committee consensus for best practices and larger policy changes will be communicated to providers when approved by the HCCSC Board.

IV. QA Update
    Jennifer and Melissa shared that there were discussions at the Emergency Shelter and QA workgroups regarding shelter “no shows”. There have been many shelter “no shows” which poses an issue when shelters are full; the participants that are “no showing” are holding a shelter space that could be available for a participant(s) that is literally homeless on the streets. The conversation will continue with the next agenda item.

V. Policy Discussion
    a. Proposed change to D.2 policy regarding “No Shows”
       I. It was discussed that those participants that “no show”, without communication to Homeless Navigation or the shelter, should be placed on restriction for 10days; CE committee members consensus was that this policy change will assist with ensuring that those that are literally homeless with a higher severity of needs are provided an opportunity for shelter. The CE committee member recommended the following language:
HCCSC policy D.2 Coordinated Entry Guide section IV.I

a. People referred to a shelter by the Hotline must present themselves at the shelter on the day that they are referred, if however, they are unable to get to the shelter on the day they are referred, they will maintain right to a place at shelter, if they notify the shelter or Hotline the same day as the referral and present themselves for admission on the following day.

b. Persons failure to appear at shelter without notifying the Hotline or shelter will constitute refusal and will result in a 10 day restriction at all shelters. The 10 day restriction can be lifted with a verifiable reason of non-appearance.

Natalie requested a motion to forward the HCCSC policy D.2 Coordinated Entry Guide section IV.I policy language recommendation to the Homeless Continuum of Care of Stark County Board. Jennifer moved to approved. Jackie seconded the motion and it was carried by all members present.

b. Discussion around D.2 IV. G.2 (page 11)
   I. The CE discussed what diligent efforts are for bypassing the eligible person on the priority listing. The notes on Google Docs assists in tracking attempts to locate a participant. Diligent efforts must be documented to bypass the highest eligible person on the priority list.

VI. Prioritization Question
   a. Should prioritization be based on need or unit size?
      i. There was discussion around this topic but further discussion is needed to ensure everyone is on the same page regarding how referrals should work when unit size is an issue.

VII. AAQ Response Warrants (Attachment 1)
The CE committee reviewed the AAQ response and HUD clearly states that the HCCSC should not be making participants inactive on the priority list due to having a warrant. There is not a CoC policy that addresses warrants; so the system will change practices at the By Names meetings to ensure that participants with warrants are being considered for housing. As of today, Homeless Navigation will refer participants with warrants to shelters and it will be the shelters responsibility to deny a participant based on more strict policies (ex. a sex offender would be denied access to a family shelter).

Jennifer briefly discussed the anticipation of HUD releasing the new data elements and the impact to our system. She also indicated that there will be new/different options for exit destinations. There will be an HMIS All User meeting held August 14th 10:30am at Goodwill; Jennifer plans to discuss and new HUD guidance/released data elements during this meeting.

VIII. Reminder
   a. CE committee meeting cancelled in July due to NAEH conference.
   b. The Columbus Shelter Board will be joining the August 27th CE meeting to ask system related questions.

IX. Adjournment
With no further business to be discussed, at 10:32am the meeting adjourned.
Coordinated Entry System Committee  
Meeting Schedule 2019

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>August 27th</td>
<td>8:30 – 11:30am</td>
<td>Goodwill</td>
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<tr>
<td>September 24th</td>
<td>8:30 – 10:30am</td>
<td>Goodwill</td>
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<tr>
<td>October 22nd</td>
<td>8:30 – 10:30am</td>
<td>Goodwill</td>
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<tr>
<td>November 26th</td>
<td>8:30 – 10:30am</td>
<td>Goodwill</td>
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<tr>
<td>December 24th</td>
<td>Cancelled</td>
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Fwd: Question Response for CoC Question ID 137572 - HUD Exchange Ask A Question

Marcie Bragg <mbragg@starkhousingnetwork.org>  
Mon, Jun 3, 2019 at 3:55 PM
To: Natalie McCleskey <nataliem@ican-inc.org>, Scott Schnyders <sschnyders@refugeofhope.org>, Teresa Ponchak <teresa.ponchak@starkmhar.org>, Jennifer Keaton <jennifer.keaton@starkmhar.org>, Melissa Terrell <mterrell@starkhousingnetwork.org>

Good Afternoon,

Please see the response below to the AAQ that was submitted regarding individuals with an active warrant who are on our housing priority lists.

Do you like for this topic should be added to the Quality Assurance Workgroup meeting scheduled for this Friday? Or, would you prefer we wait to discuss it at the next Coordinated Entry Committee meeting? I am leaning towards this Friday's QA meeting.

-------- Forwarded message --------
From: <aaq@hudexchange.info>
Date: Mon, Jun 3, 2019 at 1:50 PM
Subject: Question Response for CoC Question ID 137572 - HUD Exchange Ask A Question
To: <mbragg@starkhousingnetwork.org>

Question Status: Answered

Thank you for submitting a question via the HUD Exchange. The response to your question is listed below.

Requestor Name: Marcie Bragg

Requestor Email: mbragg@starkhousingnetwork.org

Question Related To: Continuum of Care Program

Question ID: 137572

Question Subject:

Coordinated Entry Prioritization for Individuals with Active Warrants

Question Text:

Our CoC Coordinated Entry System Committee seeks guidance on how to handle the prioritize of individuals for permanent housing who have active warrants. Currently, individuals who have warrants are included on our housing prioritization lists but they are in an inactive status until the warrant is resolved.

Response:

Thank you for your question.

The CoC Program interim rule does not prohibit recipients or subrecipients from serving individuals or families based on the existence of an arrest warrant, prior criminal history, or sex offender status. HUD requires only that all program participants meet the minimum eligibility criteria set forth in the CoC Program interim rule and the Fiscal Year (FY) NOFA under which the project was funded and that recipients comply with all local and federal requirements.
Further, HUD recommends all persons remain "active" on a waiting list while the prospective participant actively pursues housing assistance and/or actively participates in their service plan. An "inactive" designation is generally only appropriate when CE staff or CoC stakeholders are unable to locate an individual after repeated and intensive attempts to do so. While an active warrant may make the housing search process more complicated and could prolong the process of obtaining permanent housing, all participants, regardless of their status with the criminal justice system, should be prioritized according to the CoC’s prioritization policies. HUD recommends CoCs and CE staff explore available community resources and services for persons with active warrants who may benefit from legal services such as expungement of records or sealing past convictions when possible.

HUD strongly encourages both the CE process and providers to implement a Housing First approach, which means avoiding the implementation of policies that place a stringent burden on persons accessing housing and maintaining their placement in the program. A CE process that filters persons to "inactive" status is not consistent with Housing First principles that seek to remove barriers to housing rather than add barriers. If a project receiving CE referrals has indicated that it is following a Housing First approach, then it must abide by those principles as part of the terms of their grant agreement. It would be consistent with a Housing First approach to not screen out and/or continue to serve a household with an active arrest warrant, a prior criminal history, or sex offender status.

That said, recipients still have the discretion to use such information to help determine the most appropriate housing placement. For example, where a project provides housing in a site-based setting, an individual or family may be screened out of based on a background check (e.g., if an individual is a registered sex offender and cannot live near children and the site has a household with children residing in it); however, to be continue to be consistent with principals of Housing First, the recipient or subrecipient of the project should work with the individual or family presenting for assistance to identify another appropriate housing placement.

For more information about Housing First, please see SNAPS In Focus message titled "Why Housing First." You may also find resources from HUD’s Housing First Implementation Resources page helpful: https://www.hudexchange.info/programs/cooc/toolkit/responsibilities-and-duties/housing-first-implementation-resources/#housing-first-implementation.

Please note: the response provided in this email is specific to the question you submitted and may not apply to similar questions. Therefore, please use discretion in providing the response to others, as the answer may not apply to their particular situations.

Please click on the [View Question] button below to perform the following actions:

- View your question, answer, and any applicable attachments
- Ask a new, unrelated question using the same requestor information
- Reopen this question if you need more assistance with the same question

View Question

This email account (aag@hudexchange.info) does not have the ability to reply to emails. Please DO NOT REPLY to this email address, as all messages sent to this address will not be responded to. Please direct any inquiries regarding HUD Exchange or its Ask A Question system to info@hudexchange.info or ask another question using the "View Question" link located above. Please keep this email for your records.

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Marcie Bragg
Executive Director
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