**Coordinated Entry Committee Meeting**

**September 28th, 2022**

**2:00 – 3:30 p.m.**

***CE Committee onboarding session 1:30 – 2pm. all are welcome!***

**Teams Meeting**

**MINUTES**

1. **Welcome/Attendance**Ryan called the meeting to order at 2:00 pm following the Onboarding session. Attendance was taken.
	1. **Member or Participant** All members are required to be on a team. Check your status and assure you are a member or participant and it is correct. Some teams are looking for leads as well as members.
	2. **Work group membership review** the list work groups was shared. Let Hannah know what team you want to be on.
2. **August meeting minutes including attendance –** Katie S. moved and Sara seconded to approve the August 24th meeting minutes. Motion passed.
3. **Match Requirements – Review match form link/process**
	1. <https://docs.google.com/forms/d/e/1FAIpQLSeCAgir7aMo-IE21cTcqGthh6dY_TGjOJIk-aFNgGYMbtGiXA/viewform?usp=sf_link>
	2. **Review progress –** No entries were made last month – be sure to share your time and hard work as Match.
4. **Message from the CE Committee chairs (Hannah/Wendy/Marissa)** Always a big thank you for all the hard work.
5. **Work groups (with current projects) check in**
	1. **Assessment & prioritization,** This process has been placed on pause to perform more data research and review. The committee wants to make informed decisions based on quality data. Oct 3 meeting is cancelled and will meet again on Oct. 17.
		1. **Data review in progress** ICA is building a data base and training themselves in this area. They will pull data that is most beneficial to this group.
	2. **Implementation,**
		1. **Pre-screen for informed consent to refer to other coalitions – Please get out to your coalition!** The revised Pre-screen form is available and should be shared with all coalitions. The new form is located on the WIBOS website and can be printed off. Work is being done on a PDF fillable form, a Spanish and Hmong form. In order to have clients make an informed choice of where to live, questions have been added to the bottom of the form.
		2. **Policy on access removal for BOS user in HMIS –** working on the wording for this policy as an extreme, last resort. If a case manager is not performing as need be and they will not respond to Ryan’s request to review their work, they may be removed from the system temporarily until they do respond and fix the issues. This will come to the committee for vote.
		3. **After hours plan review –** SSO Staff needs to assure their coalition has an After-hours plan, it is reviewed and voted on annually and sent to Ryan for review.
		4. **Follow up process review –** To make sure follow up is client centered, trauma informed and working for the client as well as us, this process is under review.
	3. **OSOC,**
		1. **Working on evaluating systems for OSOC** There are agencies utilizing CE and we need staff agreements for these agencies.
		2. **Need chair** Only one person on the committee, so join, or sign on to be Chair. If you are from another agency, consider joining this team.
	4. **Youth**
		1. **Youth RRH/TH project order of priority proposal – Working to create YHDP program standards, work in conjunction with YAB.** Youth have worked on their order of priority we voted on last month and it will be voted on by the Board of Directors next week. Youth team is also working on program standards for youth rapid re-housing and transitional housing.
	5. **DV**
		1. **Sue Sippel and Holland Dvorak are co-chairs. DDV RRH prioritization** This order of prioritization will be voted on by the Board of Directors to approve next week.
		2. **DV SSO training –** Set-up for next month.
		3. **Non-HMIS system – System is ready. Training was recorded on Thursday 7.21.2022. Reports fixed. Continued upgrades.** 200 have taken the training and wanting access. If you know someone who has taken training, e-mail their information to Ryan. If need be, Ryan will custom build training. The reports should be fixed by the end of today. Feedback is wanted, send it to Ryan and he will forward to ICA.
	6. **Outreach**
		1. **Jennifer Rowedder is chair. Working on outreach policy and procedure for manual update** Jennifer is leaving her position on the 30th, so this team may be looking for a new Chair. She will talk to her replacement about the position. Not much at this time, will be planning a meeting soon.
6. **CE in HMIS – Any updates?** Stephanie reported there will be live training opportunities in October. The ICA team has been cleaning up data and finding common errors that training will focus on. Watch the newsletter for dates and times.
7. **CE conversation. What are your CE concerns? What is going good with CE?** Ryne stated people are calling and asking to be referred for an EHV. They say WHEDA is referring them. Ryan will revisit this with WHEDA and have them educate new employees on the BOS process to obtain an EHV. 200 have been leased up, so many more are available at this time. There is no end-date at this time. The system has been evaluated and revised as we go through the process. Ryan stated we will have a new CE Specialist by September 28. Ryan will facilitate the October meeting, but the new employee will attend and be in the process of transition. SSO’s will have this person as their new support person and the transition will be explained at their meeting.
8. **Next Meeting October 26th, 2022.**

Meeting adjourned at 2:50 pm