

Coordinated Entry Workgroup

Index of Key Decisions

Updated Meeting #8
December 1, 2016

Level	Date(s) Made	Decision
Intake Process	9/26/16, 10/24/16, 12/1/16	<p>The Intake Process will be de-centralized with multiple points of entry. Upon Intake, shelters are responsible for the following (with support from the Intake Manager):</p> <ul style="list-style-type: none"> • Collect UDE data and input into HMIS • Conduct VI SPDAT • Complete the “Release of Information” • Work to divert the client from emergency shelter • Screen for shelter eligibility • Screen for safety risks and, if necessary, make the appropriate referral • Connect with the Housing Case Management Provider, if not available at Intake agency
Data Collection	9/26/16	<p>There are three data components to coordination into housing:</p> <ol style="list-style-type: none"> 1. Intake Data Collection (HMIS UDEs) 2. Program Eligibility Information 3. Service Needs/Vulnerability Index Information
Needs/ Vulnerability Assessment	10/24/16, 12/1/16	<p>The VI SPDAT will be used as the common assessment. It will be the only assessment done as part of the CE process. Its purpose is two-fold:</p> <ol style="list-style-type: none"> 1. Determine the housing program pool for which the individual or family is the best fit 2. Assess the level of need of the individual or family
Prioritization	12/1/16	<p>The CE process will align with the community’s Written Standards of prioritization for housing programs (PSH, RRH, TH), which starts with chronic homelessness, then looks at length of history of homelessness, and then the level of need.</p>
Housing Placement	10/24/16, 12/1/16	<p>Housing Placement is coordinated by CHIP, using HMIS data and in collaboration with the Housing Committee. Placement opportunities are based on the community prioritization of chronic homelessness, length of history of homelessness, and level of need – based on sub-population and program eligibility, using a Housing First approach.</p>
Role of the CE System Manager	8/1/16, 8/22/16, 9/26/16, 10/24/16	<p>CHIP will serve as the CE System Manager. The CE System Manager is responsible for the following:</p> <ul style="list-style-type: none"> • Convene partners and lead the design and implementation of CE • Recruit, train, and onboard participating partner agencies

<p>Role of the CE System Manager (continued)</p>		<ul style="list-style-type: none"> • Develop sub-contract agreements and overs project-wide expenditures and reimbursements • Maintain current Policies & Procedures manual for CE; update collaboratively with all partners as needed • Maintain updated listing of all homeless service providers • Communicate to partners and broader community members about the CE process and results • Determine resource needs for CE and develop plans to secure needed resources • Lead the advocacy efforts to engage and educate elected officials, businesses, and systems outside of the homeless network • Manage HMIS and other data collection, management, and reporting responsibilities • Lead efforts for evaluation and continuous quality improvement • Administer management of client pools (PSH, RRH, veterans, youth, etc.) • Facilitate case conferencing process if needed • Accept housing applications from community providers • Assure data and application quality
<p>Role of CE Intake Manager</p>	<p>8/22/16, 9/26/16, 10/24/16</p>	<p>HIP will serve as the CE Intake Manager. The CE Intake Manager will be responsible for the following:</p> <ul style="list-style-type: none"> • Oversee the assessment process (i.e., VI SPDAT) • Provide support for shelters with regard to the assessment process • Oversee the application process • Provide training and support to shelters with regard to the application process • Work with shelters to ensure intake data is collected and input into HMIS
<p>Role of CE Housing Case Manager</p>	<p>10/24/16, 12/1/16</p>	<p>The Housing Case Manager is responsible for the following:</p> <ul style="list-style-type: none"> • Collect and update UDEs and Program-Specific Data Elements in HMIS, if not already completed during the intake process • Gather documentation, if not already completed during the intake process
<p>Role of Housing Providers</p>	<p>9/26/16</p>	<p>Providers that offer permanent supportive housing, rapid re-housing, or transitional housing, will be responsible for the following:</p> <ul style="list-style-type: none"> • Provide eligibility information and unit information to CE System Manager • Route any requests for housing through CE System Manager • Provide updated information on unit availability on ongoing basis • Report required data in HMIS • Collaboratively advocate for right-sized resources, along with CE System Manager • Accept referrals of eligible clients