

SYSTEM COORDINATION COMMITTEE NOTES

5-08-2019

Members in attendance:

Lara Tannenbaum
Suzanne Warner
Jessica Lobedan
Gloria Wroten
Laura Guzman
Vivian Wan
Jamaica Sowell
Peter Radu
Aisha Brown
Marta Lutsky

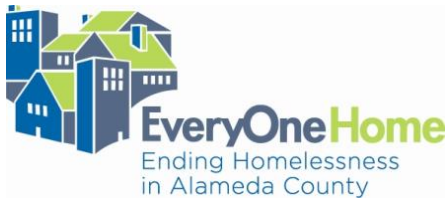
EOH staff in attendance:

Julie Leadbetter
Jessica Shimmin

1. Director's Report (Julie) **2:00-2:05pm**
 - a. Chair/Vice-Chair hand off meeting
 - b. Chair/Vice-Chair planning meeting with EOH staff
 - c. Two applications were received for DV provider seat, SCC will review today
 - d. RBA Leadership Meeting with SCC to discuss CE Evaluation
 - e. Committee member noted that public participation policy should be included in the agendas moving forward and public comment section at the beginning should be included, Committee agreed
 - f. One member of the public attended the meeting and was welcomed and invited to comment

2. Urgent Items (Lara) **2:05-2:10pm**
 - a. Reminder to send any urgent items to Director, Chair, Vice-Chair in advance
 - b. No urgent items identified by Committee or public

3. Discussion Items **2:10-2:30pm**
 - a. CE Evaluation Plan (Suzanne)
 - i. Update from RBA Leadership/SCC Mtg (Jessica Lobedan)
 1. RBA/SCC Leadership Group will present and evaluation plan at an RBA meeting on 5/13
 2. As requested, it will be a limited scope evaluation plan and methodology for feedback



3. A committee member requested that the plan include an equity lens to the extent data is available

ii. Coordinated Entry Self-Assessment

1. HUD CoC is responsible for ensuring compliance with the HUD Coordinated Entry requirements, and has delegated this task to SCC. The CE Self Assessment tool is the current method SCC uses to evaluate compliance.
2. The Coordinated Entry Self-Assessment is suggested tool from HUD for communities to engage in continuous quality improvement, not meant to be a compliance tool, but does list all the requirements for communities to check if they have met.
3. SCC is responsible for completing the CE Self-Assessment tool and turning it into the HUD CoC Committee annually as the Coordinated Entry Compliance Review required by the EOH Governance Charter
4. SCC will hold a work group on May 21 to complete the CE Self Assessment, June 4 date will also be held on the calendar in case more time is needed
5. SCC members should attend and are able to invite other staff who may be working more closely on implementation, recognizing that we don't want it to get too unwieldy and there will be other opportunities for stakeholder feedback during the evaluation
6. SCC should vote to approve the CE Self-Assessment at June 12 Mtg and send to HUD CoC Committee for June 18 meeting
7. Participation at the work group should include: County, Regions, people actively involved in the implementation
8. The Committee is anticipating that there will be required elements of the Self Assessment to which our CE is not compliant, this has been a trouble spot for government partners. Suzanne will speak with HCD about the likelihood of our system "being non-compliant". The committee is committed to document areas of the Self Assessment in which the system is not currently compliant, as part of the evaluation process and quality improvement.

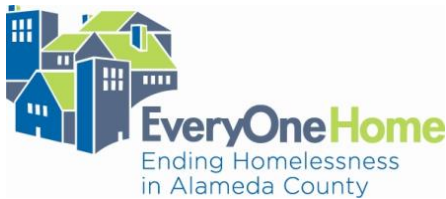
b. SCC 2019 Work Plan (Lara)

2:30-3:15pm

i. Committee reviewed work plan to see if there are any additions to workplan that committee members would like to see

1. Population gaps in the system (DV, high need health, youth, language barriers)
2. Assessment, access points
3. Community Health Record progress
4. Matching
5. Getting people housed more quickly, efficiency of Home Stretch
6. Note updates/info sharing dates to HUD CoC on workplan
7. Data quality of Access Packets (first parts of the access packets are not in HMIS, assessment data can often be of poor quality, inconsistent data quality monitoring and plans)
8. Coordinating with cities on Navigation Centers as new side doors
9. Support from county for lowering barriers related to document readiness

10. Flag or prioritize policies that might support compliance
- ii. Begin work on defining high priority households
 1. What is high priority for?
 2. To better communicate with clients if they may receive a certain level of service
 3. Matching, making a matching pool
 4. If a matching pool is created, it is important to keep trying to find the high priority, a pool may pass them up
 5. Could we look at who's being matched and what their score and rank was
 6. Could we use nonA3 funding to support matching process for high need folks?
 7. Need a county team that can see info across systems
 8. HMIS functionality works better with
 9. May need to be more flexible about scores being seen in the HMIS, so we can use more HMIS functionality
 10. Would like to get a little more insight into how Home Stretch is matching, make sure whatever we come up with is consistent
 11. Things that would have to happen:
 - a. If the committee is interested in a pool for matching, that is a major policy change that requires a policy change to prioritization policies
 - b. A matching pool differs from dynamic prioritization and is a departure from current practice and HUD recommended practice
 - c. If policy allows for skipping over highest needs, we need to understand the impact of that, and ensure resources to support high need people
 - d. Review current policies of Home Stretch matching
 - e. Check with matchers in zone about implications/biggest matcher is Home Stretch
 - f. Get a demo from other communities on how they use/define high priority
 - g. Defining a "threshold score" or floor for high priority could be a job for the system analyst
- iii. Discuss how to complete or move forward pending projects/topics
 1. Housing Blitz Mini-Evaluation
 2. Coordinated Entry Management Entity
 - a. Lara will reach back out to HUD TA/Joyce and ask them to help SCC start thinking about what a management entity might do
 3. Rapid Rehousing Inventory
 - a. Vivian created an inventory of RRH
 - b. Big questions: Are these programs participating in Coordinated Entry? Should they be? Should they not be? What would the gain be? How would we move forward in bringing the appropriate ones into Coordinated Entry?
 - c. Compliance – RRH/CoC funding should be included in Coordinated Entry
 4. Document Readiness Preference for PSH Matching
 - a. Uploading documents is possible now



b. Move forward with conversation on how to operationalize

- c. Housing Crisis Response System Manual (Suzanne) **3:15-3:40pm**
- i. History of the Housing Crisis Response System Manual is included in packet
 - ii. Limit the scope of the manual to Coordinated Entry Manual
 - 1. Chair, Vice-Chair and staff recommend limiting the scope of the HCRS Manual to be a Coordinated Entry Manual
 - iii. Review and revise Policy to Set Policies
 - 1. A policy was adopted by the SCC in 3/2018
 - 2. SCC asked for the policy to be reviewed and revised after six months to better reflect how the committee begins to operate and accomplish its mandates
 - 3. EOH staff drafted a revision based on current practice, revision includes limiting the scope of the policy to how Coordinated Entry policies are made, rather than policies for the Housing Crisis Response System.
 - 4. Adopted policy and draft revised policy are included in the packet for review
 - 5. Committee can provide feedback over email to Lara, Suzanne, and Julie and it will be brought back for a vote
 - 6. Committee suggests focusing also on how policies are disseminated after they are voted and added to the manual

4. Action Items for Vote (Lara)

- a. Vote on DV Provider Seat **3:40-3:50pm**
- i. Presentation of candidates and recommendation from Chair/Vice-Chair
 - ii. Discussion by Committee
 - 1. Aisha and Vivian and Gloria will set up interviews with both candidates
 - 2. Committee has agreed to support their decision in a vote at the next meeting
 - 3. Seat can be offered to their top choice and invite extended prior to next meeting
 - iii. Vote will be held next meeting based on recommendation

5. Plan of Action (Suzanne)

3:50-4:00pm

- a. Send feedback on Policy to Make Coordinated Entry Policy
- b. Coordinated Entry Self-Assessment Work Group
- c. Upcoming Work Groups
 - i. CE Self Assessment Tool: May 21, June 4 will be available if more time is needed

6. Consent Items

- a. None