



## **Coordinated Entry Committee Meeting**

**2507 Callaway Rd.  
Tallahassee, FL 32303**

**January 8, 2020**

**10:00 am**

### **Meeting Agenda:**

1. **Introductions**

**Sylvia Smith, chair, opened the meeting and allowed each attendee to introduce themselves.**

2. **Coordinated Entry Policy Review**

a. **Coordinated Entry Evaluation Process**

**Sylvia Smith, Coordinated Entry Committee Chair, stated that HUD has released guidance for what to include as components of Coordinated Entry Policies and Procedures. Johnna Coleman, CoC staff, prepared a handout that shows the HUD mandated policy recommendations compared to the current Big Bend CoC Coordinated Entry Policies and Procedures. She went through each section separately (Please see attachment). Johnna indicated that the following areas in the current policy that either lacked in detail or needed to be added in the revision process:**

- 1. Revise the current policy to reflect the designated entities and responsibilities.**
- 2. Add language to the policy to reflect how mainstream service providers can align with the coordinated entry system.**
- 3. Revise language to include details about the evaluation process.**

**The committee was allowed time for discussion about the evaluation process (See Attachment). Proposed areas of evaluation will be quantity, quality, timeliness, accessibility and marketing, and survey results. Over the next few months the committee will work to come up with a survey and evaluation process that will serve as a baseline for Coordinated Entry. CoC staff will meet with each Access Point to discuss how CE is working for them and to look at data. The Access Point staff will be allowed to work on cleaning data prior to the evaluation period.**

3. **Coordinated Entry Data Standard Changes**

**Johnna Coleman prepared a handout that went over the data changes that must be implemented for Coordinated Entry by 4/1/2020. Amanda Wander, CoC Executive Director, stated that agencies should not be alarmed as there has not been much guidance put out by HUD to explain these changes in detail. She also stated that agencies will be kept in the loop on any information from HUD and that there will be a training prior to any system changes.**

4. **What's Next**

**Next meeting is scheduled for March 11, 2020 at 10:00 am at Leon County Human Resource Office, 1000 West Tharpe Street, Tallahassee, FL 32303. Amanda stated that during this meeting, she hopes to have more information about the data changes. Sylvia stated that this meeting will be focused on looking at a draft of the policy revisions and evaluation process.**

5. **Agency Announcements**

**No agency announcements were made.**

## Coordinated Entry Data Standards Changes

**(Must be implemented by April 1, 2020)**

**There are three new data elements, each briefly described below:**

- **CE Assessment Element**: Designed to be a flexible data element that collects an assessment date, location, and assessment results. It allows CoCs to define their own assessment questions and responses, categorize different types of assessments (crisis needs versus housing needs). This element helps communities understand and monitor the assessment process in more detail and as it relates to participant outcomes.
- **CE Event Element**: Designed to capture access and referral events, as well as the results of those events. It will help communities understand the events that go into achieving desired (and undesired) results through the CE system.
- **Current Living Situation Element**: Designed to capture information on where a person is staying at a point in time. It can be updated at each point of contact and will help communities track where people are, including those who are not assessed or referred to CE events.

### **WHY COORDINATED ENTRY DATA IS IMPORTANT**

With this new approach to CE data collection, communities will have information on all households in a housing crisis who touch the CE process, not just information about people who are served by HMIS-contributing housing and service projects. By enhancing data collection and standardizing data on assessment, prioritization, and referrals, communities can assess CE effectiveness as well as whether the CE is operating with fidelity to its policies and procedures. The data from these elements helps answer critical questions to inform strategies for strengthening communities' crisis response systems and ability to appropriately target resources:

- Are pathways to housing as fast and effective as they can be?
- Are we successfully diverting people from the system?
- Are we housing the most vulnerable people in our community? Who's getting left out?
- What resources are needed to end homelessness and where are the gaps?
- Which households touch the system and exit without a homelessness intervention versus those who need our assistance?