

HOUSING FIRST SOLANO COC COORDINATED ENTRY STANDING COMMITTEE MEETING

Wednesday, April 5, 2023 | 10:00 am – 12:00 pm

MEETING SUMMARY

1. Introductions and Quorum Call

DeAndre Richard introduced the Coordinated Entry Standing Committee and conducted a quorum call of Fixed Members including the newest member, Ashley Banta.

Fixed Members

DeAndre Richard – Co-Chair

Joey Carrizales – Co-Chair

Ashley Banta

Christine Wetzel

Kari Rader

Lynna Magnuson

Sarah Peters

Tamara Murphy

DeAndre Richard proposed adding to the agenda, Item 3.4c – Referral Response, Item 4.1 – No Place Like Home Updates, and Item 5 – Case Conferencing Feedback. The Fixed Members voted unanimously in favor of the additions.

2. HMIS Updates

2.1 Recap of HMIS Users Committee Group – Discussion

DeAndre Richard gave an update about the previous meeting held on April 4, 2023, as the first meeting since Pathways MISI had become the HMIS Administrator. DeAndre Richard gave a brief recap of the meeting topics: Data Quality, HMIS Workgroups, Doc Ready Documentation, Gotham, and Notes and Updated Contact Information in HMIS.

3. RCS Administrative Items

3.1 Vacancy Tracker

Meeting attendees were reminded about filling out the Vacancy Tracker on the 1st and 3rd Mondays of the month and the additional importance of its utilization in the upcoming NOFO.

3.2 Review of CE Processes

DeAndre Richard explained the Coordinated Entry process so that service providers are better able to assist their clients and those in the community. The process is as follows: client assessment, prioritization, and then referral to potential placement or resource when appropriate or available. If a client does not meet the referral requirements, they can be referred to a different resource in the community that fits their needs. Resource Connect Solano does not provide emergency housing. The importance of having the necessary

documentation uploaded in HMIS to help the referral process go smoothly and quickly was stressed. The more missing documentation, the slower the referral process.

Greg Papish expressed the importance of having service providers put notes in HMIS to help with establishing a client's chronicity of homelessness which allows clients to receive services when a homeless certification is required.

3.3 Referral Form

DeAndre Richard asked for input on updating the Resource Connect Solano Referral Form for Permanent Supportive Housing (PSH) or Rapid ReHousing (RRH). DeAndre Richard shared that there had been conversation with Homebase and Pathways around adding rejection codes to the Referral Form that the Provider would fill out based on their conversation with the client. DeAndre Richard shared an example of how a client may not want shared housing and that would be a conversation they had with the Provider, who would then note on the referral form why the referral was rejected. DeAndre Richard stated that clients should be talking with the service provider offering the service to make their own decisions on accepting or rejecting services and that once the HUD rejection codes were acquired, they would be presented to the committee.

3.4 Policies & Procedures Update – DISCUSSION and ACTION

3.4a Prioritization for Defunded Projects

A discussion was had around Policies and Procedures language that allows referrals for PSH participants to other PSH projects if the project gets defunded. HUD recommends interventions being done for the client before being prioritized for another PSH Unit, such as having the current PSH program assess the client's needs to determine if the client needs a different housing intervention. The edits to the Policies and Procedures were shown in the [Public Folder](#).

3.4b Client approvals or denials of referrals

Language to the Policies and Procedures that outlined the importance of the client approving or denying placement on their own behalf after talking to the service provider offering the placement or service was discussed.

DeAndre Richard asked if there were any questions or comments on items 3.4a and 3.4b. There were none. DeAndre Richard motioned to approve the items and bring them to the CoC Board. Joey Carrizales seconded the motion. There were no abstentions or objections. The motion carried.

3.4c Referral Response

DeAndre Richard discussed the need for Doc Ready Documentation to be put into HMIS so that referrals can be processed in a timelier manner to better serve clients. The Doc Ready Documents were reviewed.

4. CES Updates

4.1 No Place Like Home Updates

- Blue Oak Landing on Sacramento Street in Vallejo has a potential lease start date around the week of April 24, 2023. It has been powered up by PG&E and is almost ready for move-in.
- Fair Haven Commons in Fairfield has a new tentative opening date of May 15, 2023, due to a delay from PG&E powering up the building.
- Solano House Endurance will be giving clarification on the requirements for referral and once those are received the referral process will start again.
- Security deposit assistance to all clients placed in the above-named projects is available.

4.2 Pilot Programs

4.2a Pilot Partners

DeAndre Richard addressed the goal of increasing access to the Coordinated Entry System for clients and there were just a few partners involved so far, My Friends House/Opportunity House, Shelter Solano, and Solano County Behavioral Health.

4.2b New CES Access Site Rollout

DeAndre Richard explained that the new access site process requires training on intakes into Coordinated Entry and the system of care, including conducting VI-SPDAT assessments. To avoid data errors in HMIS and streamline the process, the training would be conducted by Resource Connect Solano.

4.3 VI – SPDAT Assessment - Discussion

DeAndre Richard asked for input on potential edits in the Policies and Procedures regarding the VI-SPDAT and when it should be given. The current process is that the client is triaged and if a client has a diagnosed SMI or meets the requirements of a partner agency for other projects, like Rapid Rehousing, then they do the VI-SPDAT Assessment. Examples were shown from other communities and could be assessed in the public folder for review and input. The topic will be brought back for future discussion.

4.4 CES Feedback – Provider and Client Surveys

Samples of the Provider and Client Surveys were shown for input and feedback. No feedback was given. The surveys would be sent out over the website, and on the listserv.

5. Case Conferencing Feedback

No feedback was given.

6. Open Forum

Joey Carrizales asked for additional input on the meeting and announced Dignity Day coming up on April 8, 2023, in Vallejo. There were no additional comments.