**Hennepin County**

Coordinated Entry System (CES) Leadership Committee

**Date and Time:** Tuesday, August 3rd, 2021 11:30am to 1:30pm

**Location:** Virtual

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+1 612-263-6117   United States, Minneapolis (Toll)

Conference ID: 951 778 374#

### Attendance:

**Committee Members**: Lucy Bullock. Cherita Tenhoff, Zarita Hester, Kim Lieberman, Susannah King, Mark Miller, Stacy Sweeney, Tim Deen

**Hennepin County Staff**: Eric Richert, Amy Donahue, Tracy Schumacher, Katie DeSantis, Reneea Stewart,

**Not in Attendance:**

### Guiding Principles

1. Ensure service accessibility
2. Prioritize swift exit from homelessness
3. Align services to client need
4. Prioritize services for clients with the greatest need
5. Build a system that works efficiently and effectively for clients, referral sources, and receiving programs
6. Invest in continuously strengthening the system

**Agenda items**

1. Welcome
2. Ice-Breaker-Introductions – The fair is just around the corner – What’s your favorite food?
3. New Member Welcome/ Farewell to Member
4. Welcome Jen Ritter!
5. Farewell and thank you Tim Deen!
6. Leadership Committee Matrix
	1. Committee discussed the representation and if there was a need to expand
7. 2021 Workgroup Update
	1. Communications (Kim) – Updates
		1. Continues to work on developing content for a video
	2. Assessor policy workgroup (Susannah/Tracy) – Updates
		1. Assessor Determination Policy
8. If someone wants to become an assessor they must meet the “Assessors Role” document
9. The assessors role document requires assessors to assist with vital documents and warm hand-offs.
10. **Vote: The committee voted to approve the new Assessor Determination Policy.**
	1. Intersystem (Stacy) – Updates
		1. It has been determined what constitutes vital documentation
		2. The workflow in HMIS is being developed
		3. The training for assessors is being developed
11. Evaluation (Tim/Amy) – Updates
	1. Coordinated Entry Chats will start with the 50+ agencies.
	2. The Provider level data will be shared with the providers and then access will be given to them so they can track themselves
	3. The Health of the system reports continue to iterate to improve the information
12. New Member Application revision workgroup
13. Update on performance, policy and trends
	1. Highlight sections of P&P and discuss annual review process (Amy/Tracy)
		1. The leadership committee should be reviewing the P&P manual annually.
		2. The HC CES Team has highlighted sections that need particular attention.
		3. The current P&P will be shared with committee members to review
14. Leadership Committee Calendar .
	* 1. The committee discussed the drafted leadership calendar
		2. The committee focused on the topics on the calendar and gave feedback on how it was laid out
15. C4 update C4 update (Tracy/Amy)
	* 1. C4 is convening a stakeholder group to revamp the assessment
		2. New questions are being added to the assessment in the Client Choice section
		3. An assessor script is being created to help assessors with the change
16. EHV update (Amy)
	* 1. The workflow in HMIS is set up
		2. Case Managers that opted in will be trained soon.
		3. There will likely be 15-20 families that receive EHV’s. The families case conferencing group will identify the families that could best utilize the vouchers.
17. Data- Provider level demo (Amy)
	1. The dashboard is built and has been shared with committee members.
18. HC Data (Reneea)
	* 1. In July there 1067 people on the priority list
		2. 26 RRH, 28 Housing Support, 24 PSH vacancies reported
19. Agenda items for next meeting (all) Any topics committee members want to address?
20. Recruitment for committee members.

**Future Agenda items**

Policy/strategy around sharing policy changes with the community.

Requirement for youth providers to do HMIS

**Acronyms**

* **AMI:** Area Median Income.
* **CES:** Coordinated Entry System, a process operated by CoCs to assess and connect people residing in shelters and/or on the streets with homeless-designated housing programs
* **CoC:** continuum of care for the homeless; funding made available by HUD via the annual CoC program competition process
* **DHS:** Minnesota Department of Human Services
* **FHPAP:** Family Homelessness Prevention and Assistance Program; biannual grant from MHFA for homelessness prevention and rapid rehousing
* **EA:** Emergency Assistance for families
* **EGA:** Emergency General Assistance for single adults
* **ESG:** Emergency Solutions Grant; annual grant from HUD used by Hennepin County and City and Minneapolis for rapid rehousing
* **FMR:** Fair Market Rent, a calculation completed by the federal government
* **GRH:** Group Residential Housing, a State benefit that pays for housing and some services for people with disabling conditions, also called Housing Support
* **HMIS:** Homelessness Management Information System; database and reporting application
* **HUD:** United States Department of Housing and Urban Development
* **LTH:** Long-term homeless, a Minnesota designation of people who have been homeless or doubled-up for 12 continuous months or for 4 times in the last 3 years
* **MFIP:** Minnesota Families Investment Program, Minnesota’s Temporary Assistance for Needy Families (TANF) program
* **MHFA:** Minnesota Housing Finance Agency
* **PIT:** point in time count, a required count of people experiencing homelessness every January
* **PSH:** permanent supportive housing
* **VI-SPDAT:** Vulnerability Index – Service Prioritization Decision Assistance Tool, the tool used in Hennepin County’s Coordinated Entry System to prioritize households for different housing programs