**Hennepin County**

Coordinated Entry System (CES) Leadership Committee

**Date and Time:** Tuesday, August 3, 2021 8:30am to 10:30am

**Location:** Virtual

[Join Microsoft Teams Meeting](https://urldefense.com/v3/__https:/teams.microsoft.com/l/meetup-join/19*3ameeting_OTNkMmZiYTgtN2JlYy00MDVjLWE1YjctNmJjYzIwYWRlMWE0*40thread.v2/0?context=*7b*22Tid*22*3a*228aefdf9f-8780-46bf-8fb7-4c924653a8be*22*2c*22Oid*22*3a*22317d2633-0208-41be-a30d-5705a9bced4c*22*7d__;JSUlJSUlJSUlJSUlJSUl!!MxD8lHs9xPYQ!ewKrcBfzNwEJVOrHyJFBrg-qlfv5YjKMt0Od-0B1Dzap_njr-8CDSqlY7fnbrCRzFvZe5kHPaTzrGw$" \t "_blank)

[+1 612-263-6117](tel:+1%20612-263-6117,,962727644)   United States, Minneapolis (Toll)

Conference ID: 962 727 644#

**Members in attendance:** Charlotte Moris, Charlotte Kinzley, Jess Nelson, Laurel Lilligren, Tenzin Banari, Shae Roberts, Laura Knips

**Hennepin County Staff:** Amy Donahue, Eric Richert, Tracy Schumacher, Katherine DeSantis

**Members not in attendance**: Ivy Yorm, Lisa Williams-Rolle, Sue Hackett

### 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, small group discussion: committee survey/future meetings
2. The committee split into small groups to discuss the membership survey
3. They group decided to add a question that asks about age.
4. The application will be altered to align with the survey, so diversity can be tracked.
5. Meetings likely will remain virtual. The committee discussed shortening or providing a break in the meetings.
6. Last month action items

* Members will consider and consult with their "constituents" for ideas about **best practices for ensuring a referred family gets connected to the housing provider**. Think about what has worked, what might work, what system policies may be getting in the way, and means of sharing out ideas with providers--to the end goal of fewer provider-declined referrals for no contact. **(all)**
* Members will **consider co-chair role** and will reach out for information as needed; one co-chair needed for July and one for November 2021 **(all)**
* **Update application** to gather the information we need in meeting goals of representation on the committee. (Eric, Shae, Tenzin & Singles rep). Charlotte M. will ask singles co-chairs for rep contact and connect members.
* Recruit a **new child welfare representative** on the committee. Charlotte M. will follow up with Kristen, CPS supervisor.
* Recruit a **new youth with lived experience representative** on the committee. Ivy will identify interested youth.
* Sue will schedule the next**Intersystem workgroup meeting**. Workgroup will identify a reoccurring schedule for meetings and identify an ongoing coordinator.
* Amy will request committee member access to the **provider-level data reports**.
* Amy and Eric will roll out communication re:**RRH to PSH transfer policy change** (18 months to 15 months) in the scoop, provider email list, website, and CES Policy & Procedures (P&P).
  1. This was sent out in the scoop

1. 2021 workgroups
   1. Communications (Jess)
      1. The group is working on content for a video.
      2. The group did some work to verify access points
      3. Future discussions needed on the Communications committees role, along with other entities in the CES
   2. Intersystem (Sue)
      1. Working on what it looks like to be document ready.
      2. Working to make HMIS to be able to track who is document ready
      3. The “assessor role” has been updated to include the added responsibility to help clients obtain documents.
   3. Evaluation (Charlotte M)
      1. Data hopefully can be shared in advance of the meeting with the CES Team and during the meeting. We are also hoping that data will be accessible to providers after the meetings.
      2. The Health of the Systems report continue to improve.
2. Update on performance and trends
   1. Assessor Data
      1. Shared with the meeting minutes
      2. Generally numbers are on the rise for assessments
   2. DAP data
   3. HC Data
      1. Will be shared with the minutes
   4. Priority List
3. New member application review, Kayona Adams (all)
   * 1. Would fill the role of child welfare
     2. Experience with CES in the past and is a landlord
     3. **Vote: Application approved**
4. County of Financial Responsibility discussion (Tenzin)
   * 1. Currently looking at how other Counties are assessing County of Financial Responsibility
     2. The HC CES Team will meet with the shelter team to see how the CFR and the CE eligibility interact
5. Policy to define due diligence related to referrals (Laurel)
   * 1. Families are experiencing issues with feeling like housing providers are not doing their due diligence to reach clients.
     2. A workgroup will be created to establish a policy, guidelines, or best practices to define what “due diligence looks like”.
6. 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
7. 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.
8. Policy & Procedures Manual discussion (Tracy/Amy)
   * 1. The Policy and Procedures manual is supposed to be reviewed annually.
     2. The P&P will be sent to committee members to be reviewed. There are specific section that have been highlighted that need particular attention.
9. Committee calendar (Tracy/Amy)
   1. A drafted calendar was created
   2. The draft will be shared with committee members to edit
10. Agenda items for next meeting (all)

**Future Agenda items**

Guidance for assessors regarding households involved with Child Protection.

Policy/strategy around sharing policy changes with the community.

Requirement for youth providers to do HMIS

Transfers between CoCs

**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