

# Chittenden County Homeless Alliance (CCHA)

## COORDINATED ENTRY COMMITTEE MEETING

January 22, 2020, 8:30 – 10, Champlain Housing Trust

Attendees:

- Emily Taylor, **CVOEO**
- Stephanie Smith, **CVOEO**
- Will Towne, **Spectrum**
- Christina Brown, **Spectrum**
- Meghan Morrow Raftery, **ICA**
- Elizabeth Kannard, **Safe Harbor**
- Jason Brill, **VA**
- Steve Lunna, **SSVF @ UVM**
- Wesley Stephens, **Visitor**
- Chris Brzovic, **CCHA/ CVOEO**
- Margaret Bozik, **CHT**
- Lacey Smith, **BPD**
- Lindsay Mesa, **Pathways Vermont**
- Elaine Soto, **HC**
- Olivia Graffeo-Cohen, **Vermont Legal Aid**
- Stephen Marshall, **Homeless Community**

**DRAFT**

Please send corrections  
to: [edacosta@vhfa.org](mailto:edacosta@vhfa.org)

### PRELIMINARIES:

ICA has developed a history of homelessness documentation worksheet that could be helpful. We might just adopt it as formal policy. (To be discussed later in this meeting.)

- Jason Brill/ VA: We want to build off of the case conferencing that the veterans committee is doing. I recently presented to the CHRC a proposal to incorporate veteran case conferencing into their regular meeting & case review. We'll be starting this Jan 27<sup>th</sup>, once a month. It will be on the first Monday of every month. I will facilitate.
- Steve Lunna/ SSVF: As of Jan. 16, we had 9 vets on our active list.

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### New Proposal from Vermont Legal Aid: Shelter Screening Project

- **Olivia Graffeo-Cohen / Vermont Legal Aid:** Our proposal is, in essence, that one of our staff members would be mobile, rotating to the shelters and other locales where it would be easy for clients to access Legal Aid services. We want to identify legal barriers to housing and get potential clients into the Legal Aid system as quickly as possible. So, for one example, if someone has a criminal record we could screen to see what might be expungable. The level of service would depend on the specific legal issue. [HERE IS THE FULL TEXT OF OUR PRELIMINARY PROPOSAL.](#) We'd like your input and questions.

- Would you visit Harbor Place? They have common/public space.
  - Olivia: Yes.
- Would you visit Countryside motel?
  - Olivia: Countryside doesn't have meeting space.
    - I wonder if we could make the Harbor Place conference room available for clients from other motels?
- Olivia: We're hoping for an online scheduling system that is simple and easy.
- Margaret Bozik/ CHT: This is a great idea. I'd love to see this expand to the prevention side as well.
  - Olivia: We will still have people working on prevention.
- The Day Station at COTS would be a good place to identify people.
  - Olivia: There is sometimes a legal clinic at the Day Station currently – though turnout has been low.
- Elizabeth Kannard/ Safe Harbor: And what visiting about the Safe Harbor clinic?
  - Olivia: There might be someone there already doing similar work, but I'll double check.
- Chris Brzovic: We need to integrate this with C.E. and possibly create a new survey form.
  - Stephanie Smith/ CVOEO: On the sustainability form, it does already ask questions in this vein, including whether you owe money to the landlord.
- Chris Brzovic: We're doing to circulate this to CHRC group and look at the sustainability form. We might think about building in a training for service providers. Do we need the approval of the steering committee?
  - Margaret Bozik: I don't think it needs to be a vote because it's always going to be a consumer choice.
    - Chris Brzovic: So we'll make it an update instead of a vote.
- Chris Brzovic: Let's discuss this at the CHRC next week.
- **Please email Olivia at Vermont Legal Aid if you have thoughts or questions.**

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## A Tiered System of Housing Retention Services

- Margaret Bozik/ CHT: A suggestion from Sarah Russell was that we use the Vulnerability Assessment scores to get a rough measure of the level of need for service/support. Case load could be matched to the level of need. Someone working with a group of clients with intensive service needs would have a client list of, let's say 15, whereas those who had more "light touch" needs could be served by a provider who had a larger case load of similar clients. This would also serve as a funding request because we could be more specific about exactly how much more we need in terms of support services.
- This is NOT a new assessment. We would just take a look at our current list.
- Chris Brzovic/ CVOEO: **We have 289 households on our current list who are literally homeless. And for a V.A. high score ( of 10 and above) we have 72 people.**
- Margaret Bozik: And what's the capacity to take on new clients currently?
- Jason Brill/ VA: How many of those 72 are from which subpopulations?

- **Chris Brzovic: It looks like 5 are fleeing DV.**
  - Stephanie Smith/ CVOEO: Just a note that sometimes the DV scores are inflated based on trauma and they don't actually need long term services.
- **Chris Brzovic: And it looks like we have 5 veterans. And youth are also 5. Of the remaining group, 37 are experiencing chronic homelessness (per HUD).**
- Will Towne/ Spectrum: Among those assessed from our group (youth), we're seeing people who should be scoring higher and are scoring lower.
- Lindsay Mesa/ Pathways: Pathways has some capacity to serve more people in the Echo grant. Roughly 8 households.
- Chris Brzovic: So subtracting the figures in subpopulations, etc., it looks like we need the extra capacity to serve 49 people.
- Margaret Bozik: There's a funding conversation before the legislature right now. The more specific we can be, the better. And what about Howard Center – can HC serve more people with DMH voucher or Mainstream voucher subsidy?
  - Elaine Soto/ Howard: We always have capacity. We never turn anyone away. If they meet criteria.
- Margaret Bozik: We need a minimum of 3 new case workers.
- Stephen Marshall: The need will fluctuate even for the same household however.
  - Lindsay Mesa/ Pathways: Any system has to recognize that there are no reliably accurate predictors of how much support someone is going to need. It's always an educated guess.
  - Emily Taylor/ CVOEO: If the Sustainability Assessment is incorporated with some new scoring added to part of the form, this would help in this respect. In other words, combining the vulnerability and the sustainability assessments.
- Lindsay Mesa: In our RRH program, we're looking at adding some additional staffing. We'll need to find a bit of funding first for this. But within our CoC grant we have more rental assistance than we're using.
- Chris Brzovic: So let's score those questions that aren't scored on the S.A. That might give us more data.
  - Marrying the 2 forms won't be perfectly accurate. The new V.A. assessment is working well, but we're never going to know precisely what's going on in terms of need.
  - Stephen Lunna/ SSVF: Right now we just need to know who has the highest need.
  - Entering the S.A. info into HMIS would be helpful.
  - Meghan Morrow Raftery/ ICA: We had planned to do it last year and then it was nixed. So it's actually ready to go. The extra questions are not that numerous.
  - Margaret Bozik: Regarding housing stock, would it be possible to sort the list by household size, that would be a predictor of the size of the unit needed. This would help us make the case to state development funders.
    - **Regarding housing stock: 250 out of 289 households on the list are single adults – not including DV households.**
- Elizabeth Kannard/ CHCB: Are any of the items on the V.A. form weighted on the V.A.?
  - Chris Brzovic: It's block scoring. So it's not weighted. Our V.A. assessment doesn't dig into the acuity of certain conditions. It will register that someone has a chronic health condition but not the severity of the condition.

- Meghan Morrow Raftery: Please keep in mind that when you enter these new items into HMIS, the data elements are not CODED , they're CUSTOM, so they won't give you a score until the next day. If you want it coded to calculate right away you have to pay the vendor for that. Only VI-SPDAT elements are automatic/ not custom. The vendor charges \$180 an hour for their time. And any tiny change will incur more charges.
  - Margaret Bozik: Let's get an estimate of how much it would cost to get those elements coded.
  - Let's re-visit this at the next meeting.
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## History of Homelessness Documentation Worksheet from ICA

- This is a tracking form which is important for keeping control of documentation. The form – which is an excel sheet -- and a guide can be found here: <https://icanewengland.helpscoutdocs.com/article/159-homeless-history-tracking-form>
  - Meghan Morrow Raftery: Zach will be able to train on this.
  - Lindsay Mesa: Shouldn't the documented months be rounding because you only need to document one day in a month?
  - Meghan Morrow Raftery: Let's talk to Zach about this. It should round.
  - Chris Brzovic: Would it be possible to modify this?
    - Maybe, depends on what you want to modify.
  - Chris Brzovic: This is a useful tool. We could adopt this here for use. If someone is experiencing chronic homelessness, then we could start tracking homelessness in this way. We don't currently have a formal way to track homelessness.
  - Lindsay Mesa: HUD has one that just tracks over 36 months but not in a sophisticated way. This one automates some of the functions.
  - Stephen Marshall: This would be easy to share with other service providers.
  - Chris Brzovic: Can you upload this to Servicepoint?
    - Meghan Morrow Raftery: You can. After you PDF it first.
  - Meghan Morrow Raftery: This is only for people who you're trying to PROVE their chronic status. This form is not for everyone.
  - Chris Brzovic: Let's have some standardization and adoption of this and then train on this. We'll follow up with Zach to help clarify our questions.
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## Update on the consultant's WORKPLAN led by Chris Brzovic

- We do need to roll out the exit survey and we need to decide what the exit categories are going to be.
- We're doing much better in data completeness, timeliness and data cleanup. We spent 2 CHRC meetings just doing data cleanup.
- I believe we're at "quality data" status for families. Community Solutions asks, "Does your master-list have 90 percent of the total homeless population?" But how do we know that for sure? Because we have relationships with all of relevant providers, I can't think of any

families that are literally homeless that we haven't been discovered by us. I believe we have all literally homeless families in our system.

- Not sure how we're doing on youth.
- Establishing MOUs with everyone ( Cathedral Square, BHA, COTS, WHA) is ongoing.
  - Margaret Bozik: How do we move forward with this? We have an example/ template of this with CHT.
  - We need to bring this to Laura (CS) – they're open to an MOU.

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Please find the minutes archive, upcoming events, etc. at [cchavt.org](http://cchavt.org).

**NEXT MEETING: Feb 26**