

Chittenden County Homeless Alliance (CCHA) COORDINATED ENTRY COMMITTEE MEETING

March 25, 2020 8:30 - 9:30 AM
Gotomeeting

DRAFT please send corrections to
edacosta@vhfa.org

Led by Chris Brzovic, CVOEO

- This Covid-19 emergency is overwhelming to all of us and this week will be used primarily as a check-in.
- Meghan Morrow Raftery/ ICA: We've seen a 27 percent drop in usage of HMIS in the past 2 weeks. The accuracy of numbers will be open to question.
 - Chris Brzovic: This is data (below) for February, but the March number will probably not be accurate.

	A	C	D	E	F	G	H	I
1								
2		All House						
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								

	Singles	Families	Total
Actively Homeless Number - # of Households	186	21	207
Average Length of Time from Identification to Housing Placement	234.6	186.7142857	214.8823529
<i>Calc</i>	2,346/10	1,307/7	3,653/17

	Singles	Families	Total
Housing Placements	10	7	17
Moved to Inactive Number	22	3	25
No longer meets population criteria	N/A	N/A	N/A

	Singles	Families	Total
Newly Identified Number	13	2	15
Returned to Active List from Housing Number	6	1	7
Returned to Active List from Inactive Number	5	0	5
Clients in BOTH "Returned to Active List" counts; check detail tabs for more info	3	0	3

Prioritization List:	Chittenden Coordinated Entry(1517)
Report Start Date	2/1/2020
Report End +1	3/1/2020

- Meghan Morrow Raftery: HUD has moved the due date for the new data elements to October 1 and they're pushing the new APR.
- Steve Lunna/ SSVF: We're sticking with our coordinated entry process. We going to try to isolate veterans who have been exposed as much as possible.
- Margaret Bozik/ CHT: For isolation cases, are the vets in with the general population in terms of the isolation centers or do you have additional resources for that?
 - Steve Lunna: If a veteran is literally homeless, they would be in with the regular population if they need to be isolated and we'll follow the state recommendations. But if they are currently in temporary housing we're working with the VA in White River Junction to get them isolated there.
- Chris Brzovic: At the CHRC meeting on Monday we learned that there will be no new intakes at the low barrier shelter. It looks like there will be some kind of announcement from Kevin.
 - Margaret Bozik: I think the announcement is that they're shifting everyone from the warming shelter to North Beach today.
- Chris Brzovic: What about COTS? I know the Day Station is still open but I haven't heard anything else.
 - Margaret Bozik: Shelters continue to operate but symptomatic guests are sent to Harbor Place. We'll be sending around protocols today around how people go into and out of isolation at Harbor Place.
- Chris Brzovic: CVOEO and CCA are not seeing anyone in person, but will be seeing people on the phone or email. Coordinated Entry will be entirely remote but otherwise it's unchanged. We had the CHRC on Monday and it went well. Assessments will be done over the phone. Stephanie will be doing a lot of the assessments. Clients can still connect with CVOEO. We're still taking referrals from our access partners, but we're seeing a drop in numbers. ESD doesn't seem to have a back up plan to get us referrals now that they're not seeing people in person. This is one of our big concerns.

VERBAL CONSENT

- Meghan Morrow Raftery: Regarding ROIs, how are people getting those signed? Vermont is not allowing verbal consent.
 - Margaret Bozik: Can we modify this now? Let's vote to modify it now and have it approved by the Steering Committee next week.
 - Steve Lunna: Another question about ROIs. I would assume that if we have a client who has signed an ROI, that it would give us permission to talk to that client about their symptoms. I assume an ROI would cover this, but I'm not sure.
 - Margaret Bozik: I'll ask Jessica at Legal Aid for clarity. Steve, if your organization is not bound by HIPPA, I don't think you are prohibited from discussing this with your clients.
 - Margaret Bozik: Let's vote to allow verbal consent today. Here's some language for a motion:
 - **The Coordinated Entry Committee recommends that the Steering Committee vote to modify the Chittenden County Coordinated Entry Policies and Procedures during the duration of the COVID-19 crisis to allow verbal authorization from clients for release of**

information, to be followed as soon as is feasible by written signature.

- **ALL PRESENT VOTED YES**
- **No abstentions**

CHRC update

- Chris Brzovic: Our workflow is the same. We're moving to "engagement case conferencing." We're trying to identify people who are still active but not engaged. We identified approximately 35 to 40 individuals who are on our by-name list who are not engaging with anyone. We're ramping this effort up just now, identifying providers who need to be at the table, identifying barriers, etc.
- We continue to do veterans case conferencing twice a month and it's going very well. Our veterans numbers are down to 6.
- Jason Brill/VA: We did case conferencing remotely even prior to the pandemic so that's not new. Built for Zero is arranging calls with coaches to talk about operating under these new circumstances.
- Here's the info reported to BFZ:

VETERANS

	A	C	D	E	F	G	H	I
1								
2		Veteran H						
3								
4				Singles	Families	Total		
5		Actively Homeless Number - # of Households		6	0	6		
6		Average Length of Time from Identification to Housing Placement		135.5		135.5		
7		<i>Calc</i>		271/2	/	271/2		
8								
9				Singles	Families	Total		
10		Housing Placements		2		2		
11		Moved to Inactive Number		1	0	1		
12		No longer meets population criteria		N/A	N/A	N/A		
13								
14				Singles	Families	Total		
15		Newly Identified Number		1	0	1		
16		Returned to Active List from Housing Number		1	0	1		
17		Returned to Active List from Inactive Number						
18								
19		Prioritization List:	Chittenden Coordinated Entry(1517)					
20		Report Start Date	2/1/2020					
21		Report End +1	3/1/2020					
22		Effective Date	3/24/2020 12:00:00 AM					

CHRONIC

Chronically Homeless Households			
	Singles	Families	Total
Actively Homeless Number - # of Households	77	2	79
Average Length of Time from Identification to Housing Placement	398.6666667		398.6666667
<i>Calc</i>	1,196/3	/	1,196/3
	Singles	Families	Total
Housing Placements	3		3
Moved to Inactive Number	10	0	10
No longer meets population criteria	?	?	?
	Singles	Families	Total
Newly Identified Number			
Returned to Active List from Housing Number	1	0	1
Returned to Active List from Inactive Number	1	0	1
Prioritization List:	Chittenden Coordinated Entry(1517)		
Report Start Date	2/1/2020		
Report End +1	3/1/2020		
Effective Date	3/24/2020 12:00:00 AM		

- Our chronic numbers continue to decline. 77 for the month of February. The last report was about 87. We continue to see a trend. We're doing a monthly data cleanup.
- We're not seeing a lot of newly identified people experiencing chronic homelessness.

For the non-chronic, non-veteran adults (DV not included) see below.

	A	C	D	E	F	G	H	I
1								
2		Non-Chronic, Non-Veteran Adult HoH (Youth Excluded, see Youth tab)						
3								
4				Singles	Families	Total		
5		Actively Homeless Number - # of Households		95	15	110		
6		Average Length of Time from Identification to Housing Placement		175.8	186.7142857	182.1666667		
7		<i>Calc</i>		879/5	1,307/7	2,186/12		
8								
9				Singles	Families	Total		
10		Housing Placements		5	7	12		
11		Moved to Inactive Number		11	3	14		
12		No longer meets population criteria		N/A	N/A	N/A		
13								
14				Singles	Families	Total		
15		Newly Identified Number		11	2	13		
16		Returned to Active List from Housing Number		3	1	4		
17		Returned to Active List from Inactive Number		3	0	3		
18								
19		Prioritization List:	Chittenden Coordinated Entry(1517)					
20		Report Start Date	2/1/2020					
21		Report End +1	3/1/2020					
22		Effective Date	3/24/2020 12:00:00 AM					

Youth Households

	A	C	D	E	F	G	H	I
1								
2		Youth HoH						
3								
4				Singles	Families	Total		
5		Actively Homeless Number - # of Households		13	4	17		
6		Average Length of Time from Identification to Housing Placement						
7		<i>Calc</i>		/	/	/		
8								
9				Singles	Families	Total		
10		Housing Placements						
11		Moved to Inactive Number						
12		No longer meets population criteria		0	0	0		
13								
14				Singles	Families	Total		
15		Newly Identified Number		1	0	1		
16		Returned to Active List from Housing Number		1	0	1		
17		Returned to Active List from Inactive Number		1	0	1		
18								
19		Prioritization List:	Chittenden Coordinated Entry(1517)					
20		Report Start Date	2/1/2020					
21		Report End +1	3/1/2020					
22		Effective Date	3/24/2020 12:00:00 AM					

ALL HOUSEHOLDS (minus DV)

	A	C	D	E	F	G	H
1	All House						
2							
3							
4				Singles	Families	Total	
5	Actively Homeless Number - # of Households			186	21	207	
6	Average Length of Time from Identification to Housing Placement			234.6	186.7142857	214.8823529	
7	<i>Calc</i>			2,346/10	1,307/7	3,653/17	
8							
9				Singles	Families	Total	
10	Housing Placements			10	7	17	
11	Moved to Inactive Number			22	3	25	
12	No longer meets population criteria			N/A	N/A	N/A	
13							
14				Singles	Families	Total	
15	Newly Identified Number			13	2	15	
16	Returned to Active List from Housing Number			6	1	7	
17	Returned to Active List from Inactive Number			5	0	5	
18	Clients in BOTH "Returned to Active List" counts; check detail tabs for more info			3	0	3	
19							
20	Prioritization List:	Chittenden Coordinated Entry(1517)					
21	Report Start Date	2/1/2020					
22	Report End +1	3/1/2020					
<p>Summary Chronic Summary Veteran Summary Adult HoH Summary Youth HoH Summary Cu</p>							

- There's a possibility that this Covid crisis will affect everything including new lease-ups/ exits into housing.
- Margaret Bozik: I wonder if people can enter data remotely?
 - Meghan Morrow Raftery: Yes, there's a secure website. We will be sending out for information for people who need to use HMIS at home.

- Chris Brzovic: There are two items we're concerned about going forward in the new climate:

1. People coming into Coordinated Entry and onto the by-name list (referrals from ESD and others) need to be able to connect with us.

2. Identifying any challenges with referrals to housing.

We rely on getting screening forms sent to us (majority coming from ESD, signed in person, scanned and then faxed to us). But ESD can't get us paper forms any more. I reached out to Shelley and they don't seem to have a plan yet. I'm hoping she's forwarding my query onto other people at ESD. They don't have contact info for a lot of clients (they have the names and locations but not contact info).

- Emily Taylor/ CHT: Can ESD share a Google doc with you and Stephanie containing info about who they're working with?
- Meghan Morrow Raftery: We haven't heard anything about ESD entering into HMIS. They were originally going to begin in April but at this point, my guess is that's been delayed further.
- Margaret Bozik: ESD faxes forms to CHT to reserve a room at Harbor Place but it's not a referral for services.
- Stephanie Smith: Referrals to Harbor Place do have contact information in some cases.
- Emily Taylor: Once people are placed at a motel, is ESD telling that person to get in touch with Stephanie or someone at CCA to do an assessment?
 - Chris Brzovi: 2-1-1 is referring people to CVOEO which will then go to Stephanie but I'll check with Shelley about this.
- Jason Brill/VA: So there's concern about referral forms not being sent over to CVOEO and then if there are referrals there's not contact information — are these the two problems?
 - **Chris Brzovic: Right now we're not getting any referrals at all. And there seems to be not contingency plans to get us referrals. In addition, the people they have placed in motels often don't provide contact information.**
 - **Jason Brill: Why don't they have contact information?**
 - **Chris Brzovic: I don't know.**
 - Jason Brill: If we obtain verbal consent, that would allow referrals to come through. And if we amended the referral form to be a fillable PDF, this might lighten the burden.

- Chris Brzovic: Yes, let's do an electronic screening form. Right now I'm waiting to hear from ESD about their internal processes.
- Chris Brzovic; Emily, is it possible for staff at Harbor Place to send us referrals?
 - Emily Taylor: Anyone at Harbor Place is either symptomatic or awaiting test results. And we will be getting them connected to Coordinated Entry. And we're also continuing to touch base with them after they leave HP.
- Lacey Smith/ BPD: CEDO just created a new position around helping people get better connected. Part of this is supposed to assist those experiencing homelessness to access ESD and get into a motel. This might be a place to catch people and get a referral before they even get to ESD.

PSH REFERRALS

- Chris Brzovic: There's a hold up in some of our referrals for the PSH grants. We made a referral back in October or November for Beacon Apartments and BHA is saying they're going to reject the referral (this is the first rejection we've had). We've asked for formal documentation regarding the rejection. This is a big concern for us. There's a misunderstanding about how some people high on our list are not eligible for mainstream resources. So we're not able to observe our order of priority. We're having to skip over people until we resolve this situation. For those most vulnerable on our list, our hands are tied without access to these resources.
 - Chelsea/ Pathways: Has there been a conversation about who the applicant is for those grants?
 - Chris Brzovic: Liz Whitmore of BHA will be joining us at our next CHRC meeting so we hope to learn more then.
 - Lacey Smith: It's definitely being discussed in the executive committee but there's no formal decision.
- Chris Brzovic: One option is to make referrals abiding by our policies. Or we make a formal policy change.
 - Stephanie Smith: BHA should be the one to reject them. We shouldn't pre-reject them.
 - Lacey Smith: Agreed.
 - Chris Brzovic: So we're going to continue to operate normally as if we have access to PSH grants.
- Chris Brzovic: Our policies prioritize people who are document ready. However we had a recent referral who was called document ready but was not actually document ready and it required a 2 month process to get them to the right place. So we've decided to start doing a pre-screen for people who are close to document ready so we can review it for possible missing items before we make housing referrals. Everyone ok with this?
 - Yes.
 - Chris Brzovic: If this new process goes well, we'll recommend an update/ amendment to the Policies and Procedures.

Please go to cchavt.org for minutes archives, meeting dates & times, etc.

Next meeting: April 22, 2020