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Combined Coordinated Entry/Evaluation Committee Meeting

Thursday, August 13th 2:30-4 p.m.

Zoom

https://us02web.zoom.us/j/85139063012

Agenda Item	Presenter	Time	Item Type	
1. Welcome and Introductions	Co-Chair: John	3:05 PM (5 min)	Informational	
2. CE Updates - Temporary Covid-19 Prioritization	Peter Bell	3:10 PM (10 mins)	Informational	
3. CE Committee Formalization a. official announcement b. opportunities for feedback	Michele Watts	3:20 PM (30 mins)	Presentation and Discussion	
4. CE Data Updates	Michele Watts	3:50 PM (5 mins)	Informational	
5. CE Evaluation a. Basic Framework b. CE Committee Involvement c. Questions?	Homebase	3:55 PM (35 mins)	Presentation and Discussion	
6. Adjourn	Co-Chair: John	4:30 PM		

TO: CoC Board Members

FROM: Michele Watts, SSF Chief Planning Officer

DATE: August 12, 2020

SUBJECT: Formalizing Membership of the Coordinated Entry System
           Committee

The 2019 CoC Governance Charter outlines a standard, formal membership structure for all committees. In order to comply with the charter, and to collapse two similar committees focused on the Coordinated Entry System into one, a formal recruitment process is being announced today to develop a slate for approval by the CoC Board in September 2020.

Summary
The CoC Board has two committees focused on the Coordinated Entry System (CES), the CES Committee and the CES Evaluation Committee. The former was formed in 2013, prior to the launch of the CES standard assessment (VI-SPDAT) in 2015 and has continued to meet regularly over the years. The latter was formed in 2018 and was charged with the evaluation responsibilities outlined by HUD in the CES Compliance Checklist. In addition to somewhat differing scopes, the key difference between these committees is their membership structure: the CES Committee membership structure is informal, with no appointed members, while the CES Evaluation Committee members were formally appointed by the CoC Board in 2018. The two committee have been meeting jointly since 2019, led by the CoC Board-approved Chair, John Foley.

The recruitment timeline to appoint a formal CES Committee is outlined below:

CoC Board Coordinated Entry Committee Recruitment Timeline	
Recruitment Announcement at CoC Board	Wednesday, August 12, 2020

Recruitment Announcement at Combined CES Committee	Thursday, August 13, 2020
Recruitment Announcement, Application, and Member Roles & Responsibilities Posted to SSF Website	Monday, August 17, 2020
Application Period	Monday, August 17 – Friday, August 28, 2020
Application Due Date	Friday, August 28, 2020, 5 PM
Slate Developed	Monday, August 31 – Thursday, September 3, 2020
CoC Board Approval of Slate	Wednesday, September 9, 2020

Recruitment for the CES Committee is being announced at the CoC Board and the current CES Committee, followed by a two-week application period ending August 28, 2020. Staff will prepare a nominations packet that includes information about all applicants for review by the CES Chair the following week. The Chair will recommend a slate for Executive Committee review and a final slate will be approved by consensus and placed on the September CoC Board agenda for appointment.

TO: Sacramento CoC Advisory Board

FROM: Coordinated Entry System Committee

DATE: March 14, 2018

SUBJECT: CES Evaluation Committee Structure & Membership Proposal

In January 2018, the Advisory Board approved the Coordinated Entry System (CES) Evaluation Policy and the CES Committee agreed to develop recommendations for the structure and membership of a new committee responsible for fulfilling the policy's requirements for the Board's consideration in March. The CES Committee has completed this work and recommends the structure and membership appointment process for the new committee, to be called the CES Evaluation Committee, outlined below for the Advisory Board's approval.

1. The CES Evaluation Committee will be comprised of no less than seven (7) and no more than eleven (11) members. Committee membership may be drawn from the CES Committee, the general CoC membership and will be open to interested community members who possess relevant expertise or experience.

2. CES Evaluation Committee membership will be comprised of a balance of homeless program providers participating in the CoC's CES, individuals with expertise with similar coordinated entry systems (e.g., mental health), other systems representatives and evaluation experts (e.g., local or state governments, institutions of higher education, regional entities like SACOG), and representatives with lived experience of homelessness.

3. The CES Evaluation Committee recruitment process will mirror that of the CoC Advisory Board and shall include a call for nominations, a formal application period, a review of candidates, and the development of a committee slate. The review of candidates shall be conducted by a Nominating Committee comprised of representatives from the CES Committee and the Executive Committee.

Committee Formation Activity	Date/Date Range
Advisory Board Approval of Structure	3/14
Call for Nominations	3/14
Application Period	3/14 – 3/27
Application Deadline	3/27
Nominating Committee	3/28 – 4/4
CES Committee Review of Slate	4/5
Advisory Board Approval of Slate	4/11

4. The CES Evaluation Committee will be led by designated Co-Chairs with administrative support provided by SSF.

Requested Advisory Board Action: Approval of the proposed CES Evaluation Committee structure and new member appointment process and calendar as presented.

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To:	Sacramento CoC Advisory Board
From:	Nominating Committee
Date:	April 11, 2018
Subject:	Coordinated Entry System Evaluation Committee Slate

A Nominating Committee comprised of Sarah Bontrager and Emily Bender, Executive Committee members, and John Foley and Jenn Flemming, Coordinated Entry System Committee Co-Chairs, has selected the following individuals whom they believe have the experience and skills to serve on the Coordinated Entry System (CES) Evaluation Committee. Through a public call for nominations published March 16, 2018, the Nominating Committee received a total of 14 Declarations of Interest. On March 30, 2018, the Nominating Committee met and selected ten (10) applicants and targeted recruitment of one (1) member with lived experience. The slate below recommends the appointment of 11 members, the maximum allowable as stated in the committee structure memo approved by the Advisory on March 14, 2018. Three (3) proposed committee members are also CoC Advisory Board members and five (5) are HUD CoC Recipients/Subrecipients.

Coordinated Entry System Evaluation Committee Slate

	Member	Organization (if any)	Area of Representation
1	Alexis Bernard*	Turning Point Community Programs	Mental Health PSH Provider
2	Andrew Geurkink	City of Sacramento	Local Government
3	Cindy Cavanaugh*	Sacramento County**	Local Government
4	Howard Lawrence	Sacramento ACT	Faith Community
5	John Foley*	Sacramento Self Help Housing**	PSH Provider
6	Joan Burke	Loaves and Fishes	Homeless Service Provider
7	Kate Hutchinson	Lutheran Social Services**	Youth & Other Subpopulations Permanent Housing Provider
8	Ronnie Vaughn	Sacramento Self Help Housing** (House Leader)	Lived Experience – Formerly Homeless
9	Suzi Dotson	Wind Youth Services**	Youth Permanent Housing & Other Services Provider
10	Tina Glover	SACOG	Local Government
11	Stephen Martin	Sacramento Veterans Resource Center	Veterans Permanent Housing & Other Services Provider

*Currently serves on the CoC Advisory Board
** Organization is a HUD CoC Recipient or Subrecipient

Requested Advisory Board Action: Approval of the proposed CES Evaluation Committee Slate as presented.

To: Sacramento CoC Advisory Board

From: Nominating Committee

Date: June 13, 2018

Subject: Coordinated Entry System Evaluation Committee New Member Appointments

At the April 11, 2018 meeting, the CoC Advisory Board approved the appointment of 11 members to the newly formed Coordinated Entry System (CES) Evaluation Committee. At that time, the Advisory Board identified two (2) additional areas of representation to be added to the committee. Specifically, seats were designated for the Sacramento Housing and Redevelopment Agency (SHRA) and Emergency Shelter. Following the April meeting, staff distributed recruitment messaging for these seats via email and posted the opportunity on the SSF website.

A Nominating Committee comprised of Executive Committee members Jonathan Porteus, Sarah Bontrager, and Emily Bender met on May 24, 2018 to review the Declarations of Interest received during the nominations period (April 12 – May 23). One (1) application was received from an SHRA representative and two (2) applications were received from Emergency Shelter representatives. The Nominating Committee selected the following individuals:

Member	Organization	Area of Representation
Tanya Tran	SHRA	SHRA
Steve Watters	First Step Communities	Emergency Shelter

Requested Advisory Board Action: Approval of the appointment of new members to the Coordinated Entry System Evaluation Committee as presented.

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Coordinated Entry System Evaluation Committee Orientation

AGENDA

Thursday, May 31, 2018
1:00 PM – 3:00 PM
SETA, 925 Del Paso Blvd., Sacramento, CA 95834

Agenda Item	Time
I. Welcome & Introductions	1:00 PM
II. Sacramento CoC Coordinated Entry System Overview - Key Concepts - Stakeholders Meeting	1:15 PM
III. Coordinated Entry System Evaluation Committee - Evaluation Policy - Committee Structure - Initial Work	1:45 PM
III. Current Reports Overview	2:15 PM
IV. Adjourn	

The Coordinated Entry System Evaluation Committee meets the third Monday of the month, 2:30 PM – 4:00 PM, at Sacramento Steps Forward, 1331 Garden Highway, Sacramento, CA 95833. The next meeting is **June 18, 2018.**

Sacramento Continuum of Care (CoC) Coordinated Entry System (CES) Overview:
Key Concepts & Terms

➢ The CoC's CES is the system designed to engage with people experiencing homelessness, assess the severity of their service needs as well as what they need in order to be permanently housed, and to prioritize assessed households for placement in the limited supply of permanent housing programs. A fully implemented CES also employs strategies to meet the housing needs of people who are not prioritized for a housing program.

➢ The US Department of Housing and Urban Development (HUD) requires the homeless programs it funds through the CoC Program and the Emergency Solutions Grant Program to participate in the CES and CoCs throughout the nation are all implementing CES.

➢ HUD's mandate for participation in CES means that the programs it funds can only serve people who have been prioritized and referred by the CES.

➢ All CES throughout the nation use some kind of standard assessment tool. The Sacramento CoC uses the VI-SPDAT, as do many other CoCs. For referrals to homeless programs, the CES applies different prioritization criteria based on the program type. The VI-SPDAT is part of the prioritization criteria, specifically providing the severity of service need of the person assessed.

➢ There are actually three VI-SPDATs in use in the CoC: Individual, Family, and Transition Age Youth (TAY).

➢ Prioritization for Permanent Supportive Housing (PSH) programs is based on being chronically homeless, having the most severe service needs and the longest current episode of homelessness. Prioritization for Rapid Rehousing (RRH) programs is based on having moderate service needs.

➢ Everyone who has received a VI-SPDAT is placed on the "Community Queue" (CQ). The CQ is the universe of everyone who has been assessed, a necessary step in accessing housing programs. However, the CQ is not a waitlist. The CQ contains the information necessary to conduct the prioritization process.

➢ Sacramento's CES has been implemented in stages, beginning in January 2015. Implementation of this large-scale system change is still ongoing today.

➢ Sacramento Steps Forward (SSF) operates the CES. The CoC Advisory Board has made key decisions regarding CES implementation, such as selection of the VI-SPDAT as the standard assessment and adoption of prioritization criteria.

Coordinated Entry: Updates & Evaluation

August 13th, 2020
Combined Coordinated Entry Committee

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Agenda

- Introductions

- Formalizing CE Subcommittee and Processes

- Update on COVID-19 prioritization implementation

- 2nd Quarter Data Dashboard/Takeaways

- Coordinated Entry Evaluation

- Soliciting Lived Experience Feedback

CESH Coordinated Entry Work Thus Far

- 31 Coordinated Entry qualitative interviews (November 2019-January 2020)

- Coordinated Entry Visual Map & Analysis

- Eligibility Matrix

- HUD Coordinated Entry Compliance Analysis

What is required by HUD for a CE evaluation?

- Conducted annually

- Engages participating projects and project participants

- Covers intake, assessment, and referral processes

- Policies and Procedures describe the frequency and method by which the CE Evaluation will be conducted

- Provides privacy protections for all participant information collected during the evaluation

What is goal of CE Evaluation?

Understand baseline to track future progress

- The first CE Evaluation should establish a strong framework to track progress/improvement over time

Identify gaps

- What is working?

- What is not working?

Identify any value added

- How has CE impacted the placement process?

Timeline

- **August 2020-December 2020**

- **August:** Finish reviewing HUD requirements and gaps, Identify method for engaging individuals with lived experience, Identify additional stakeholders to interview, Begin coordinating engagement, Identify metrics of interest for CE Evaluation

- **September:** Engage individuals with lived experience for feedback, Interview stakeholders not previously interviewed, Submit data request to SSF, Submit draft framework to SSF/CE Committee

- **October:** Analyze data, Summarize results of interviews, Begin drafting

- **November:** First draft, Gather feedback from CE Committee

- **December:** Final draft and presentation, Public-facing version

Data Used

Qualitative

- Provider interviews

- Lived experience engagement (focus groups/surveys/interviews)

- Eligibility matrix

Quantitative

- HMIS data

Other

- HUD requirements guide

- Eligibility matrix

Metrics to Track

- HUD requires that the evaluation covers intake, assessment, and referral processes

- However, each CE evaluation is customized by the community

- **What specific metrics would this committee be interested in learning more about?**

- Examples:

  Length of time from assessment to referral, referral to enrollment, etc.

  Percentage of units filled through Coordinated Entry

  Percentage of specific subpopulations moving into housing via CE

Access Points

- Currently 40+ Access Points, including hybrid of multi-site centralized access and assessment hotline

- Across 30 interviews with CoC Board members, community members, and Coordinated Entry staff, stakeholders noted the need for a clearer definition of "Access Point"

- Brainstorming exercise: **In your mind, what concrete characteristics make an agency an access point for Coordinated Entry?**

  > 1. When a client shows up at a CE Access Point, what would ideally happen (e.g., triage, connection to other resources, referrals to the BH system)?

  > 2. Who should operate the CE Access Point (e.g., SSF, homelessness providers, other non-profits)

  > 3. Who should provide funding to operate the CE Access Point?

Engaging Individuals with Lived Experience

- Usually Homebase conducts in-person focus groups with consumers

- Due to COVID, this is not an option

- **What would be your preferred method for engaging individuals with lived experience? Which agencies would be best for supporting this effort?**

- Examples:

    Small focus groups conducted via Zoom

    In-depth interviews over phone

    Surveys

To provide additional feedback…

- Homebase: sacramento@homebaseccc.org

- Peter Bell, CES Manager: pbell@sacstepsforward.org