

May 2017 Ad hoc Committee on Coordinated Entry Report

Schedule

1st Thursday every month @ 3pm

<i>Last</i>	<i>Next</i>	<i>Future</i>
May 4, 2017 Broadway Baptist Church	June 1, 2017 Broadway Baptist Church	July 6, 2017 Broadway Baptist Church

Report

The Ad hoc Committee on Coordinated Entry meets once per month. This report includes a review of recent proceedings.

System workflow

The Homebase (by-name list) report has been updated to include additional components which will allow agencies to filter to find the person at the top of the list who meets required criteria for their program (i.e., family, city, health status). The updated report also includes an “assist to list” tab, which shows the number of assessments case managers and assessors have completed to get participants on the list. There are still some issues with families showing up as individuals on the report – this is being addressed by the HMIS department.

In late March, HUD published a *Coordinated Entry Process Self-Assessment* for communities to gauge progress in Coordinated Entry and identify areas in need of improvement. In the April ad-hoc meeting the group began going through this assessment. While we did not get through the whole assessment, it did identify “access” as an area where our community needs to focus.

The *CES Operations Manual* is undergoing revisions to include elements from the latest HUD notice. The original group who worked on this met at the end of April and a revised version has gone out to the group for feedback. This manual will be completed prior to the start date for the System Navigators.

Implementation

The contract for 6 System Navigators was awarded to DRC Solutions. DRC is in the process of hiring the navigators and they are slated to start on May 22. DRC and TCHC are collaborating to make the start of this process as smooth as possible. After orientation and initial training (May 22 – May 31), the navigators will be assigned their caseload and will start working with participants on Homebase.

CSH, the consulting group who led the redesign workshop last summer, will be here June 1 and 2 to assist us with further implementation of our coordinated entry process. While here they will work with newly-hired system navigators, attend case conferences, committee meetings, and help our community move forward.