

Coordinated Entry Workgroup

9830 Patuxent Woods Drive Columbia, MD 21046

**Minutes of the August 24, 2018 Meeting**

9830 Patuxent Woods Drive, Room 346, Columbia, MD 21046

**Attendance:**

Department of Community Resources and Services Staff: Jennifer Corcoran, Charles Smith, Liz Van Oeveren

Attendees: Donna Blackwell, Jennifer Broderick, Shanika Cooper, Sara Smoley

**Homeless Person’s Memorial Day:**

DCRS will be leading an effort to organize an event recognizing Homeless Person’s Memorial Day in Howard County on December 21st. Part of the effort will include engaging consumers in the planning, which will hopefully serve as an outreach opportunity to connect them to CSHS services and form the basis for more consumer engagement in the CoC overall. The long-term unsheltered population was tentatively identified by the committee as the group least likely to access assistance without special outreach; this event should give special attention to them. Anyone interested in helping with the planning should contact Jennifer.

**PSH Transfer Policy & Procedure:**

Because the policy addressing transfers between PSH projects concerns issues related to disabilities, the draft policy was shared with DCRS’ Office of ADA Coordination. Staff expressed concern that the requirement for a household to meet the combined requirement of obtaining a referral from a case manager and undergoing a case conference of involved service providers could represent a barrier for persons with disabilities. The Committee reiterated the concern that there not be so much movement out of The Residences at Leola Dorsey that entry into other projects would be difficult for others, particularly families. The Committee decided to prioritize criteria for moves as follows: first priority to households who have had a case conference, second priority to those who have had the referral of a case manager, and third priority for presence of a disability without either of the other two components. Presence of a disability would not require documentation by a clinician, as this can be time-consuming and represent a barrier.

**Prevention Targeting Tool:**

The Committee continued discussion of the use of a targeting tool to increase the efficacy of prevention efforts within CSHS. Rather than having the Services Coordinator continue to make judgments based on narratives gathered at the Single Point of Entry, use of a tool would be based on objective criteria. The Committee agreed to use all the criteria found to be relevant in the NYC research by Shin and by Greer and to evaluate the criteria moving forward. The possibility of using additional criteria, such as age, was discussed but deferred at this time. Charles explained that once there is a large enough sample size (50-60 people) of consumers during the time the targeting tool is being used we will be able to see which variables are predictive of homelessness in Howard County. Jennifer and Charles will also do retroactive research of consumers who have showed up for prevention services previously and returned to the system to identify a point value total that appears predictive.

The next step will be determining a prioritization method within the use of prevention targeting tool. This could be the same prioritization scale that is used with literally homeless clients or something different. Committee members expressed the concern that in always prioritizing the most vulnerable for services, they cannot serve as many people. They are also worried there are consumers who only need a small amount of assistance for move-in that may no longer be served. It was suggested that FFA could possibly be split into two pockets of money, one that would serve as one-time assistance for move-in costs and the other that would serve as RRH subsidies. Prioritization for prevention services will be discussed further next month.

**Performance Measurement/Evaluation:**

The Committee discussed what aspects of the system’s assessment process should be measured/evaluated. The following items were identified:

* Completeness of data
* Correct workflow for imminent and literally homeless consumers
* Length of time it takes to complete an assessment
* Types of questions that are consistently refused by clients

**Next meeting: Tentatively scheduled for September 14th at 2:00PM**