



Coordinated Entry Committee Meeting

**2507 Callaway Rd.
Tallahassee, FL 32303**

September 21, 2022

10:00 am

1. Introductions

Tranesia Walker, Coordinated Entry Director, opened by welcoming Committee Members and requesting a roll call.

Present: Tranesia Walker, Justin Barfield, Eleanor Vliek, Melissa Bourcier, Jacara Wright, Marie Vanderberg, Megan Duncan, Derek Hubble, Eric Layton, Taketha Branton, Andrea Wiggins, Victoria Callan, Broderick Seabrooks, Amy Ingraham, Graciela Marquina, and Ashley Barbell

2. Coordinated Entry Documents and Resources

Tranesia Walker informed the Committee that she had developed and gathered learning materials, that offered guidance and assistance with navigating Coordinated Entry System processes. Tranesia acknowledged that she would not go over every single document presented in detail, however, if any Committee member needed more direction or had detailed questions, they could reach directly out to her via email to further discuss. Tranesia 1st reviewed a quick reference guide she put together, in which she disclosed would be very helpful for new HMIS and CE users. Tranesia voiced a disclaimer that this CES quick reference guide, is not a comprehensive, all-inclusive guide. The quick reference guide was designed to inform of basic steps that could be helpful in assisting with navigating the CES process. Tranesia reviewed quick reference guide as well as other gathered learning material, which included, HUD's definition 4 categories of homelessness, Service strategy criteria with recommended referral score form, HUD's chronic homeless definition flow chart, Recordkeeping Documentation. As Tranesia briefed the Service strategy criteria with recommended referral score form, Justin Barfield inquired if these recommendations per a client's VISPDT score were determined by or tied to a particular statute or CFR. Tranesia responded, it is tied into written policies and standards at the CoC and that the term recommendation is used because no one's situation is linear. Tranesia disclosed that each client's case and circumstance is intensely discussed at case conferencing before officially referring them to the recommended housing intervention.

3. Access Points Latest data

Tranesia reviewed Coordinated Entry data between dates 07/20/22-09/19/2022. Tranesia first reviewed data for each single Agencies designated access points. These agencies include Ability 1st, BBHC, Catholic Charities, CCYS, and CESC. There were 28 CE assessment not connected to any partnering agency. Tranesia moved forward with a poll question-, which asked the Committee- What has been your biggest challenge with facilitating CE? Most Committee Member's responded to multiple choose answer B. Not enough housing options for referring households. Tranesia and Eric continued to discuss with Justin, guidelines for entering client's experiencing literal homelessness into Coordinated Entry. Marie Vandenberg chimed into the dialogue, informing that she had never considered that Hope Community should likely be entering call inquirers for shelter into CE, Tranesia agreed. Marie further expressed she didn't have the staff capacity to do this. Tranesia encouraged an offline discussion with CoC staff, Marie, and HOPE leadership to discuss potentially utilizing BBHC's access point staff to assist with CE Input for shelter inquirers. Eric interluded with a statement in which he expressed our Communities CE training can use some improvement. Eric disclosed that the CoC is working on a new revamped CE training, in which he is hoping will be available for public consumption before the end of October. Eric further informed that nationally, CE programs recognize two qualifying factors for enrolling a client into Coordinated Entry. One, the client must be literally homeless and two, the client must be interested in finding permanent housing.

4. Current Resources Available in Our Crisis Response System

Tranesia discussed a resource guide she developed, which entailed current housing resources available in our Homelessness Crisis Response System and their coordination processes through CoC. Tranesia also listed available housing intervention services available outside our Crisis Response System, which included multiple transitional housing resources. Tranesia sought clarity from Megan Duncan, about CESC's diversion program criteria. Megan informed that their Diversion program could only assist clients who are diverting from shelter placement at CESC specifically, per their grant stipulations.

CoC Announcement

Tranesia announced that the CoC will be launching a pilot Coordinated Entry intake program with work study students for the remainder of the Fall semester.

Agency Announcement

Taketha announced that Catholic Charities will be opening their private funds to assist clients with past due utility bills only. Tranesia inquired about criteria for assistance with this program. Taketha informed that clients would need to have a past due utility bill with services within the last 6 months and that the client would need to provide a copy of bill to Catholic Charities.