**Coordinated Entry Committee Meeting Minutes**

**Tuesday, February 11, 2020**  
**3:00 – 4:30**

**Introduction – 10 minutes**

**Attendees:** Shaundell Diaz, Stavros Options Counselor; Kim Scammon; Kara Peters, ENrollmet Manager HeadStart; Jeff Lowenstein, BCHCM; Steve Connor; Cindy Theibeau, Hilltown CDC Tenant Services Coordinator; Owen, DIAL/SELF; CHerlidnreen Grass, Family SUpport Worker; Michele LaFleur

**Review of CE Policies – 15 minutes**

* HUD Policy Brief
* Three County CoC Written Standards
* By Names List
  + Priority towards the top
  + People who have known – were going to use a different tool

**CE Updates – 20 minutes**

* Meetings
  + 3 in each county
  + Prepping for Youth
  + Veterans
* Recent CE data
* CE Evaluation
  + Update on Americorps plan
  + Suggestions/ideas
* Data System Updates
* Training current and new CE partners with current tool
  + Owen DIALSELF trained DIAL?SELF so that when explain to the youth what the benefits of the system best to be consistent.
  + ETO social solutions
  + 5 tabs in the assessment only 1 of those tabs actual affects the score, rest are discretionary
  + Look at 1/5 is generating the score
  + Translating chronic score to a better reality
  + Thinking about those additional points whether should be weighted or not
  + If 10 people on the list...
  + Explore solutions together
  + Had Green River Build out the assessment – scores things slightly different
  + Some people aren’t getting the scores they deserve
  + People using two different metrics
  + Also factors in Mortality factors

**CE Assessment Tool Brainstorm– 30 minutes**

* Review current assessment tool
* Location
  + Certain folks who have been in and out of shelter
  + Losing housing
  + Ranking system
  + Efficiency
  + EA shelter applications- preference
  + Berkshire area
    - Sub categories
  + Other options
* Give feedback
* As CE members

Training

* Can’t do training for everyone at once
* Same presenters presenting the same information

Training

* Same presenters
* To make sure everyone scored
* Definitions- form that all questions are asked
* Conversation- after going to prioritization
* Motivational interviewing
* Don’t offer up
* Language that is standardized
* Been screened
* Script
* Standardized language- not reported on to HUD

Notes

* Cut the languge about empowered
* Liked substance use
* Safe word bothers - what is your definition of safe
* Give and take

Kathy

* Having done a lot of these, for people that would qualify
* Want to limit the training.... and if get off into MI... will take away from a lot of it
* People need the skill separately
* Try not to, if can help it, do assessment right away, try to do it after doing the intake- pre-intake
* Better answers... and help reinterpret

Owen

* MI piece- a lot of case managers do naturally but personally wouldn’t want to make requirement, can lead to people feeling like they are not being interviewed
* Give idea- intake with young person... very personal questions
* Difficult for people to answer, or difficult, build relationship

Doing intake

* See what goals are
* Pre-screening
* People using tool now will create training
* If give on Day 1 or Day 6, might answer differently

Kathy

* Go along with that.... before full intake, pre-intake for all people who won’t go into Louison House
* If supported and need to be in CE, try to get a few clues
* Excellent tool
* Emergency people trying to get into other housing

Special Considerations

* Nothing about language fluency as a risk factor
* We think it would be obvious
* People who are trying to speak English
* Language Access

Self Accessors

* Rating

Vulnerability

* Standardized
* If not... then we should stop
* Need to ask about 6 months
* If we can end it for veterans
* Ask to put a line in
* Avoiding leading questions

**YHDP Update – 5 minutes**

**Closing and Next Steps – 5 minutes**