Madison/Dane CoC
Reimagine Coordinated Entry
Phase III (3) - 7/17/24

Illustration by Raffi Marhaba, The Dream Creative

Phase III Workgroup Draft Schedule

Date	Topics
6/5	Phased III Orientation, Tier 1 assessment & discuss new data collection
6/19	(No meeting - Juneteenth)
7/3	Tier 1 assessment & discuss new data collection, Accommodation for DV only clients
7/17	Tier 1 and Tier 2 assessment workflow
8/7	Prioritization
8/21	Chronic homelessness documentation for PSH
9/4	Referral and connection to housing program
9/18	Staff training
10/2	Marketing and outreach
10/16	Evaluation
11/6	Implementation plan and review
11/20	Implementation plan and review (if needed)
12/4	Implementation plan and review (if needed)
12/18	Implementation plan and review (if needed)

Last Meeting Discussion: Accommodation for Individuals Who Only Access DV Shelter

The small group members who volunteered to work on the draft policies and procedures based on the last meeting discussion will be meeting on July 26 to work on the draft. We will review at the next meeting.

New Topic: Tier 1 & 2 Assessment Workflow

Envisioned Workflow Based on Phase II Discussion:

- Last year, we had 18 Family RRH CE referrals with housing move-in dates.
- Our goal is to conduct 54 Tier 2 assessments annually (three times the previous year housing placements). That equates to approximately 14 Tier 2 assessments per quarter. The objective is to maintain a pool of at least 14 clients with active Tier 2 assessments ready for housing placement at any given time.
- To ensure readiness, the CE Manager will run a weekly report to confirm that there are at least 14 active clients with completed Tier 2 assessments. (Clients who have completed assessments but are no longer enrolled in street outreach or shelters will not appear on the Tier 2 report.)
- During initial phase of implementation, we plan to conduct more than the minimum 14 Tier 2 assessments to avoid any potential shortages and avoid last-minute scrambling..

Number of CE Housing Placement

May 2023-April 2024 (Phase I Report)

- Singles RRH: 14
- Singles PSH: 23
- Singles OPH: 23
- Singles Total: 60

- Family RRH: 23
- Family PSH: 14
- Family OPH: 4
- Family Total: 41

July 2023-June 2024 (Most Recent)

- Singles RRH: 7
- Singles PSH: 19
- Singles OPH: 18
- Singles Total: 44

- Family RRH: 18
- Family PSH: 5
- Family OPH: 6
- Family Total: 29

*Do not include transfers and programs that do not use HMIS

Discussion Questions (I)

1. Any questions about the envisioned workflow?
2. How do we ensure there are sufficient available referrals for projects with specific target populations? (DV, unsheltered, have income, connected to CM, youth, etc.?
3. Considering the workflow, is there a risk of stagnation in the Tier 2 list if there is not sufficient movement into housing or exists from street outreach or shelter programs? How can we mitigate this potential issue, especially with new clients entering the system later in the year?
4. Do we need a CE Release of Information for conducting Tier 1 and/or Tier 2 assessment? Who gets it and when?

Discussion Questions (II)

6. Who would complete Tier 2 assessment for clients of the following programs?

    a. Porchlight men's shelter
    b. Salvation Army women's shelter
    c. Salvation Army family shelter
    d. YWCA family shelter
    e. Healing House
    f. Outreach programs that use HMIS and are CE mobile hubs
    g. Outreach programs that are not CE mobile hubs

7. How will communication flow between the CE Manager identifying clients for Tier 2 assessments and entering these assessments into HMIS?

8. When are people exited from Tier 2 list?

9. When we can't find the person on the list, when do we move on to the next person (sufficient effort to find them, due diligence)?