Madison/Dane CoC Reimagine Coordinated Entry Phase III (8) - 10/2/24

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)

Recap of Last Meeting:

1. CE Release of Information (ROI)
2. PSH documentation requirement to be referred for an opening
3. Shelter and outreach program exit after no contact for a period of time
4. Housing program process for receiving referrals from CE

Today's Topic #1: Transfer Process

- PSH and RRH programs may consider transferring a program participant to another program for following reasons : Emergency Transfer Request (VAWA), ADA Request for Accessible Unit, Change in Household Composition, Within 60 days of program termination).
- Transfers are not guaranteed. May be limited by availability of placement options and program eligibility requirements.
- To initiate a program transfer, housing program staff completes the Transfer Request form and submits it to the Coordinated Entry Manager. Requests are reviewed to determine eligibility.
- Approved transfer requests are added to Dane Transfer Queue. Requests remain active for 90 days at which time transfers must submit a new Transfer Request Form to CE Manager or transfer request will be removed.
- Approved Transfer requests will be prioritized for program openings. Using the following order of prioritization - Emergency Transfers (VAWA) > ADA Request > Change in Household Composition > Within 60 days of program termination.

Today's Topic #2: Backup plan for Tier 2 List

The CE Manager will identify enough individuals to complete the Tier 2 assessment—specifically, three times the number of expected annual openings, including specific subpopulations such as veterans. This is expected to ensure a robust candidate pool for housing program openings, allowing for meaningful prioritization.

If this process fails to yield enough referrals for immediate housing openings, the following temporary measures will be implemented:

1. Refer individuals with the highest Tier 1 assessment scores for the relevant project type.
2. Reassess the number of Tier 2 assessments needed on a monthly basis.
3. Notify the CoC Coordinator and the HSC Board of Directors Executive Committee about the use of this alternate process and any corrective actions taken.

Today's Topic #3: Transition Plan (1)

Q: When we adopt the new system, what happens to those currently enrolled in CE?

1) Quick route – Build the RRH and PSH lists from scratch. Many referred to Tier-2 won't need a new VI-SPDAT.
- Pros: Immediate adoption of the new prioritization goals and reduced staff demands. Logistically the simplest.
- Cons: Many folks with a valid VI-SPDAT will not be considered in Tier-2. More communication needed?

2) Slow route 1 – Everyone is referred to both the RRH and the PSH lists. The transition happens over time as current folks exit ES or SO.
- Pros: We have a pool of people with a completed VI-SPDAT, why not use that info? Tier-2 assessment ensures some alignment with the new prioritization goals.
- Cons: Slower adoption of the new prioritization goals. Continued use of staff time to maintain follow ups.

3) Slow route 2 – Those with 10-months or less of homelessness per the Tier-1 report are referred to RRH. Those with more than 10-months are referred to PSH. Folks are removed from the lists as they exit ES or SO.
- Pros - Perhaps a happy medium?
- Cons – or is it the worst of both without much gain?

Today's Topic #3: Transition Plan (2)

Q: What about those without an active enrollment in ES or SO, including those who never had one?

1. Under the quick route they would be removed immediately.
   - Pros: Many may not be literally homeless anymore. Removing allows us to focus on folks we know need the assistance.
   - Cons: They already had the VI-SPDAT so why not use that info while we have it?

2. Two options for the slow routes:
   a. Folks with no connection are removed immediately. See above for pros/cons.
   b. Folks are placed on the list(s) and are removed once contact ceases.

   - Pros: We do this because they already had a VI-SPDAT done so why not use it?
   - Cons: Time required to continue following up with folks unlikely to be prioritize.

Policies and procedures that have been approved:

https://docs.google.com/document/d/1oWZc8Skf9hySmwH2mKhhhCpzMfY2FxzrglGs63zVFLU/edit