

Re-imagine CE Work Group  
June 5, 2024

Attendees: Torrie Kopp Mueller, Sarah Lim, Willie Watkins, Patrick Duffie, Kristen Conrad, Patrick Duffie, Melissa Mennig, Zach Stephen, Johneisha Prescott, Kristina Dux, Michael Moody, Maria Tran, Arrett Druley, Marueen Quinlan, Willie Watkins, Francesca Atkinson, Latoya Solis, Brehan Gevelinger, Wendy Siewert, Mackenzie Byer, Alicia Spry, John Adams, Holland Dvorak, Takisha Jordan, Chara Taylor, Sarah Churchill, Diana Walker, Jessica Oswald

Reviewed Slides:

1. Current CE system
2. Background on workgroup
3. Workgroup Development
  - a. Currently in Phase 3 to develop policies & procedures and implementation plan
4. Key Takeaways from Phase 1 Analysis
5. Phase 2: Objective for Change
6. Phase 3: Recommendations approved by HSC Board
  - a. Implement a Two-Tiered Assessment – Reviewed Tier 1 Assessment and answered clarifying questions; comments about enhanced vulnerability for people fleeing DV and experiencing homelessness
  - b. Retain the VI-SPDAT Tool for Tier 2 Assessment for the time being
  - c. PSH & RRH Prioritization
7. Positive Impact Envisioned
8. Phase 3 Workgroup Plan
  - a. Objective: Develop policies and procedures and set implementation plans for the new system.
  - b. Reviewed summary list of tasks
9. No meeting on June 19<sup>th</sup> as it is Juneteenth, next meeting is July 3<sup>rd</sup>.

#### Tier 1 Assessment & New Data Collection

1. When should we start new data collection for participants newly enrolling in shelter or outreach programs?
  - a. Start ASAP as we don't want a crunch of asking staff to track down people to ask the questions.
  - b. Overall, people seem to think we should start collecting data ASAP.
2. Do we need to go back and collect data for existing participants? If so, who should be asked these new questions among existing participants? When and how?
3. What communication is needed for shelter and outreach participants regarding the new data collection?
4. What shelter and outreach staff training is needed?
  - a. Training probably doesn't need to be in-depth as far as showing the new questions
  - b. We have the foundation there to do the work and just will need to be shown where the questions are

- c. Recorded training will be helpful as shelter staff work a variety of hours. Would be nice to provide a live option too (via zoom). Also, having a flow chart to reference back.
  - d. Might make sense to have a zoom training (not recorded) and here people's questions. Then do a recorded training that incorporates those questions.
  - e. **Agree that there should be a non-recorded zoom training. Then record a training that can be sent out that incorporates feedback from zoom training. Should have time limit for watching recording. Zach and Patrick can do the training.**
  - f. Only shelter and outreach staff will need to complete the training. Will it be required and who will track that? Doesn't need to be required training as it is straightforward to enter the new data. Another member feels the training should be mandatory in case people don't understand why they are entering the information and what the importance is.
  - g. Include these questions in new user training?
5. Who can volunteer to draft the written policy on this topic? Zach, Torrie, Maria
- Doesn't take long to add questions into HMIS and to make sure they are working right