



**Sonoma County Continuum of Care Coordinated Entry Committee
Agenda for September 6, 2023
12:00pm-1:30pm Pacific Time**

Zoom link:

<https://sonomacounty.zoom.us/j/92281657937?pwd=SW42V2tOcHdIY0o5OStQNFk3WUY4UT09>

Passcode: 710577

	Agenda Item	Packet Item	Presenter	Time
1.	Welcome, Roll Call and Introductions		Committee Chair	12:00pm
2.	Approval of agenda and minutes (Action Item)	1,2	Staff	12:05pm
3.	Assessment and Prioritization redesign working group formation (Action item)	3	Homebase	12:10pm
4.	Update to Coordinated Entry policies and procedures (Action Item)	4	HomeFirst Staff	12: 40pm
5.	Coordinated Entry Self-Assessment continuation	5	Staff/HomeFirst staff	12:55pm
6.	Public Comment on non-agenized items		Public	1:25pm

PUBLIC COMMENT:

Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the CE committee email Thai.Hilton@sonoma-county.org. Please provide your name, the agenda number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board members. Public comment during the meeting can be made live by joining the Zoom meeting using the above provided information. Available time for comments is determined by the Board Chair based on agenda scheduling demands and total number of speakers.



**Sonoma County Continuum of Care Coordinated Entry Advisory
Committee (CEA)**

August 2nd, 2023: 12:00pm-1:30pm.

Meeting Recording:

https://sonomacounty.zoom.us/rec/share/5m2sXTn60CYHV-ApjZe7fF0zKD74w9OMiFLOaz7boBWD8-tpiaMq0NwjCPHJCzmw.5Z_bm1yrwFkGjUsa

Passcode:

TJr33p1*

1) Welcome, Roll Call and Introductions: (00:00:00 – 00:00:15)

Matthew Verscheure called Meeting to order at 12:01pm; **Thai Hilton**, went over Zoom rules around public comment and Brown Act guidelines.

Roll Call:

Present:

Matthew Verscheure, Lauren Taylor, Susan Pierce, Sasha Cohen, Thai Hilton, Tomas Phillips, Ben Leroi, Mary Haynes, Hunter Scott, Robin Phoenix, Justin Milligan, Kathleen Pozzi, Margaret Sluyk, Sara Hunt, Garrett Crane, Hayley Bennett, Heather Jackson.

Absent:

2) Approval of agenda/minutes/follow up item (Action item): (00:00:17 – 00:02:23)

Motion: **Sasha** moved to approve 6.7.23 meeting minutes and 8.2.23 agenda; seconds.

Public comment: None

Vote: **Sasha, Robin**

Ayes: **Lauren, Robin, Mary, Margaret, Ben, Matthew, Justin, Susan, Kathleen, Tomas, Sasha, Garrett, Hayley, Sara, Heather**

Nays: none

Abstain: none

Motion passes

3) Coordinated Entry self-assessment and prioritization redesign update: (00:02:23 – 00:24:17)



Thai Hilton provided an update on the process. The lead agency and HomeBase will be presenting at the September meeting with a potential action item to approve a working group.

Public comment: None

4) Coordinated Entry self-evaluation: (00:24:18 – 01:17:50)

Thai Hilton provided an overview: HUD asks that CE communities conduct an annual self-evaluation. We are now in section B ACCESS, page 6.

The committee reviewed and answered Section B, Questions 6 through 23 and Section C, Questions 1 through 4. Committee members expressed gratitude for the in-depth information shared through this process.

Public Comment: None

5) Public Comment on non-agendized items: (01:17:52 – 01:18:13)

Public comment: None

Meeting adjourned at 1:25pm



Sonoma County Continuum of Care Coordinated Entry Advisory Committee Executive Summary

Item: 3. Assessment and Prioritization redesign working group formation (Action item)

Date: September 6, 2023

Staff Contact: Thai Hilton thai.hilton@sonoma-county.org Hunter Scott hscott@homefirstsc.org

Agenda Item Overview

The lead agency has been working with technical assistance providers, Homebase, on early steps of the assessment and prioritization redesign. Beginning in March 2023, Homebase has held multiple community listening sessions with 38 community partners. Themes that emerged from these listening sessions were that further education about the existing Coordinated Entry (CE) system was needed and there were questions around how best to meet the community's goals for prioritizing people in the CE system.

After these listening sessions, Homebase and lead agency staff identified 5 stakeholder groups. These included;

- Outreach/Shelter/Access points/non-traditional partners
- Executive directors/community leaders (provider leadership)
- People with lived experience
- CE Prioritization/case conferencing participants
- Permanent Housing providers

These stakeholder groups were convened for a series of meetings that were designed to 1) educate and discuss the current system of care and areas identified for change and 2) Discuss and recruit including representatives to form an assessment and prioritization redesign working group.

These meetings have now concluded, and some participants have been selected by consensus of their stakeholder groups. Currently the proposed group is made up of CE stakeholders, but other community partners are needed to ensure the process is inclusive as possible. Below is a list of the individuals who were selected by the stakeholder groups, their affiliation and what part of the system they represent. Additionally, there is a list of other agencies who the lead agency will contact to seek participation. Unfortunately, there was not time to reach out to all these organizations before this meeting.

HomeBase will provide a presentation on this outreach process to the committee during the meeting. The lead agency and HomeFirst are seeking approval of the proposed members of the assessment and prioritization redesign working group.



First Name	Last Name	Organization / Agency	Community Group
Dannielle	Danforth	West County Community Services	Permanent Housing
Eileen	Morris	COTS	Permanent Housing
Rosie	Traversi	West County Health Center	Case Conferencing
Bella	Ortega	Reach for Home	Case Conferencing
Karla	McLaren	Sonoma Co. Acts of Kindness	Access Point
Ana Maria	Martinez	Face 2 Face	Access Point
Ben	Leroi	Santa Rosa Community Health	Executive Leadership
Jessica	Chavez	Cherry Creek Village	Executive Leadership
Heather	Jackson	LEAP Board	LEAP Board
Mikael	O'Toole	LEAP Board	LEAP Board
Hunter	Scott	HomeFirst	CE operator
Annathea	Henton	Dry Creek Rancheria	Access Point

Community based organizations who will be asked to participate:

- Sonoma County Chapter of NAACP
- Corazon Healdsburg
- Sonoma County Office of Equity

Recommendation

Approve the formation of the assessment and prioritization redesign working group.



**Sonoma County Continuum of Care Coordinated Entry Advisory Committee
Executive Summary**

Item: 4 Updates to Coordinated Entry Policies and Procedures

Date: September 6, 2023

Staff Contact: Hunter Scott Hscott@homefirstsc.org Thai Hilton thai.hilton@sonoma-county.org

Agenda Item Overview

HomeFirst will regularly provide updates to the Coordinated Entry policies and procedures. Attached is a description of the changes and the rationale for the change.

Recommendation

Approve the updates to the CE policies and procedures.



Change: A clarification that specific diagnoses and victim status are prohibited from being shared in CES HMIS data entry or live in the CES Case Conference.

Reasoning: This policy comes from VAWA regulations protecting the confidentiality of victims as well as CES regulations which prohibit using specific diagnoses to make prioritization decisions. As the number of people who attend Case Conference and have access to the CES programs has increased, the Operator believes these measures are protective of participants while still allowing the needed information to be shared to continue CE processes. This policy has already been in place in practice for several years, and this change merely adds it to the written CES Policies and Procedures.

Policy language below. Additions are highlighted.

Privacy Protections

The CoC ensures adequate privacy protections of all participant information per the HMIS Data and Technical Standards (CoC Interim Rule – 24 CFR 578.7(a)(8)). All providers participating in Coordinated Entry must undergo training provided by the HMIS Technician II and CES Operator before gaining access to the CES By-Name-Lists. Participant consent is obtained in a uniform written release of information and is stored in a secure location. If the participant agrees to data sharing on their release of information, that release of information shall be uploaded into the CES dashboard on HMIS. Participants are informed of all cooperating agencies who may have access to their information for purposes of referral through the CE process. All users of HMIS in cooperating agencies in CE are trained by the HMIS Administrator and CES Operator on data collection, management, and reporting.

The CoC prohibits denying services to participants if they refuse their data to be shared unless Federal statute requires collection, use, storage, and reporting of a participant's personally identifiable information as a condition of program participation. The CoC only shares participant information and documents when the participant has provided written consent through the CES Release of Information.

New language: Staff shall not share specific diagnoses nor domestic violence victim status of participants when entering data into the CES programs in HMIS or participating in CES Case Conference. CES Cooperating Agencies share information on a need-to-know basis to protect confidentiality and safety of participants (in accordance with the Violence Against Women Act), and Coordinated Entry Systems are prohibited from making prioritization decisions based on a particular disability or diagnosis (HUD Notice CPD-17-01).



**Sonoma County Continuum of Care Coordinated Entry Advisory Committee
Executive Summary**

Item: 5. Coordinated Entry Self evaluation

Date: September 6, 2023

Staff Contact: Thai Hilton thai.hilton@sonoma-county.org Hunter Scott: hscott@homefirstscc.org

Agenda Item Overview

The Sonoma County Coordinated Entry (CE) policies and procedures state that the Coordinated Entry Advisory Committee (CEA) will complete HUD's CE self-assessment annually. This self-assessment is sometimes required for funding applications. The CEA will continue this assessment in this meeting.

Lead-agency and HomeFirst staff will guide the committee through several questions. Lead agency staff has created a slide deck that will help you understand what each question. Each question will be listed and in red, below is information on the local CE system that responds to it.

Recommendation

None. Information only