Yolo County Homeless and Poverty Action Coalition (HPAC)

Technical Subcommittee Meeting Minutes
April 26th, 2018

LOCATION: Woodland – Yolo County Health and Human Services, Bauer Building, Ross Room

MEETING ATTENDEES

1. Aurora William, Yolo County Health and Human Services Agency
2. Dan Sokolow, City of Woodland
3. Emily Meza, Yolo County Health and Human Services Agency
4. Veronica Williams, Volunteers of America – Veterans
5. Amanda Wehrman, HomeBase
6. Tara Ozes, HomeBase
7. Lorena Sanchez, Shores of Hope
8. James McLeod, Yolo Community Care Continuum
9. Elaine Lytle, Yolo County Health and Human Services Agency – CalWORKs
10. Lindsay Moss, Sacramento Steps Forward

1. HOMEBASE: CASE CONFERENCE DISCUSSION

The representatives from HomeBase provided guidance on shaping the Case Conference process which included references to the Yolo County Coordinated Entry Policies and Procedures, HUD recommendations, and examples from other CoC's. See the attached materials for a more details. The conversation involved a report from James McLeod regarding the first Case Conference that was held in March to select individuals for possible housing placement. James explained that the list of names generated for the case conference was comprised of individuals who had had no contact with the homeless services system in a long time. This made it difficult to locate individuals and once contacted, many of their situations had changed. Elaine Lytle expressed that it would be helpful for case managers to be invited to the case conferences as they have better knowledge of the clients.

The discussion yielded the following considerations:

- The priority list needs to represent those individuals that have had recent contact with the homeless services system in order to facilitate locating the individual when a potential bed opens.
- Community Queue needs to be implemented and utilized regularly in HMIS
  - HMIS users to "check-in" clients in HMIS at every interaction
- Case managers should be invited to the Case Conference
- Priority List of individuals to be discussed should be disseminated 2 weeks prior to the meeting to allow for people most knowledgeable of each client to be present or provide information
- Create a Checklist/Standard Form that guides the case specific information needed to make housing placement decisions
- Case Conference monthly, rotating between focused sub-populations to ensure to discuss housing needs
- Track "working" Case Conference policies and procedures separate from approved Policies and Procedures

HomeBase recommended the following:

- 90-day no-contact threshold to retire from queue
- Coordinated Entry Case Management
    o Supportive services
    o Strongly investing in Outreach
    o Building up Coordinated Entry System
- To control for caseworker bias:
    o Strong facilitator
    o Standard forms
    o Prioritization schemes
    o Distribute P&P's at every meeting
    o Use full SPDAT as back-up when client VI-SPDAT scores do not appear to reflect actual situations

2. 2018 PRIORITIES FOR TECHNICAL SUBCOMMITTEE

The 2018 year presents many high priorities for the Technical Subcommittee with regards to Coordinated Entry and a discussion of what those priorities were and how to best implement them was had.

The following priorities were identified:

- **Coordinated Entry**
    o Results Based Accountability (RBA)
    o Evaluation Plan
    o Communications plan
- **Case Conference Process**
    o Partner Agency Participation Agreement
    o Community Queue Development
        ▪ How do we consolidate close to 900 VI-SPDATs into one active Community Queue?
- **Prevention and Diversion**
    o Build a tool into HMIS or use a paper version only?
- **VAWA**
    o What is VAWA emergency transfer requirement's role in Coordinated Entry?

To facilitate efficient progress on each of the items listed above, the group decided to add meetings to the Technical Subcommittee schedule. The subcommittee agreed to meet on the 4th Thursday of every month from 9:00am – 11:00am for the rest of the 2018 calendar year.* At each meeting, every category will have at least 20 minutes dedicated to it until resolved.

*Due to a recurring scheduling conflict with HHSA (discovered after the 4/26/18 meeting) the additional meetings will be on the 3rd Thursday of each month (May, July, September, and November).

NEXT MEETING: May 17th, 2018 – 9:00am-11:00am – Gonzales Building – Clarksburg Room