

Coordinated Assessment Work Group Minutes

April 9, 2015

1:00-3:00pm

The Health Trust – 3180 Newberry Drive, San Jose CA

Attendees:

Attendees: John O'Keefe (Sacred Heart Community Service), Erin Stanton (Office of Supportive Housing), Elisha Heruty (HomeFirst), Nathaniel Montgomery (InnVision Shelter Network), Marianna Gonzalez (Housing Trust), Laura Foster (Bill Wilson Center), Consuelo Collard (Catholic Charities), Amie McClane (YWCA Silicon Valley), Alejandra Herrera (Destination: Home), Michelle Covert (City of San Jose), Carmela Velasquez (Family Supportive Housing), Leah Gronlund (Santa Clara Adult Education), Janbir Sandhu (HomeFirst), Bob Russell (Community Technology Alliance), David Hernandez (Sunnyvale Community Services), Jason Blair (Abode Services), Shelly Barbieri (Destination: Home), Hilary Barroga (Office of Supportive Housing)

1. Welcome and Introductions

2. CoC Updates

- **Housing Inventory Count (HIC) and Point-in-Time (PIT) Count Submissions to HUD:** We are on track to submit the HIC and PIT to HUD on time by the end of April. Thank you to everyone who has worked on both of these efforts.
- **NOFA Committee:** The NOFA Committee has met twice this season. There may be one additional meeting when HUD announces the NOFA. The Committee reviewed and recommended scoring tools for renewal applications, new or transfer applications, and HMIS applications for CoC Grants.
- **Performance Management Work Group:** The Performance Management Work Group meets on the 3rd Thursday of the month from 1:00-3:00pm at the Health Trust. All are invited to attend and help finalize communitywide performance measures for Santa Clara County. The new performance measures incorporate HUD's 2014 system performance measures and additional local measures.
- **CoC Training** – This month's training topic is Recordkeeping and HMIS Requirements. The training will be 4/23/15 from 1:00-4:00pm. CoC trainings are offered on the 4th Thursday of the month and are scheduled through August. In addition, there will be a stand-alone training in the next couple months called "Schoolhouse Rock! for Professionals – How Congress Impacts our Work". Date and time TBD. This training will focus on federal housing policy, covering how federal laws are implemented and ultimately influence our work locally.
- **HMIS Lead and Software Transition Update** – CTA will no longer be administering the Santa Clara County HMIS, effective June 30th, 2015. The County is committed to the continuity of HMIS and will ensure services continue uninterrupted between the end of CTA's term and the implementation of the new HMIS software. The HMIS Selection Committee identified an apparently successful software vendor in March. Yesterday the Executive Committee of the CoC Board unanimously endorsed that recommendation. The full CoC board will hear the recommendation at the end of the month, after which the recommendation will go to the County Board of Supervisors. Plans are underway to work with the apparently successful vendor to accelerate the implementation timeline for the new software, with the goal of implementation on or before October 1st, 2015. The existing ServicePoint software will remain active until the new software is implemented. Accelerating the HMIS transition

timeline also accelerates the timeline for coordinated assessment, because we were waiting to implement coordinated assessment as part of the new software system.

3. Overview of Work to Date

Our community vision for coordinated assessment is that we have a fully engaged coordinated assessment system with centralized assessment and all emergency shelter, transitional housing, permanent supportive housing, and rapid rehousing placements made through the system.

We plan to use the VI-SPDAT and SPDAT for intake and case management, replacing the Vulnerability Index and Self-Sufficiency Matrix that are currently in use. We will first implement the prioritized list in permanent housing interventions and in transitional housing programs that operate like rapid rehousing. This first phase of implementation will take place in conjunction with the new HMIS software. Implementation in shelters and other transitional housing programs will be a later phase of implementation.

Year one goals:

- By November 30, 2015, Coordinated Assessment policies and procedures, including those relating to HMIS, are up to date and reflect intended practices for VI-SPDAT and SPDAT.
- By December 31, 2015 (or in conjunction with the launch of the new HMIS), VI-SPDAT is part of the HMIS standard intake for people who are homeless.
- By December 31, 2015 (or in conjunction with the launch of the new HMIS), 65% of case management programs use the SPDAT as an assessment tool according to CoC policy.
- By February 29, 2016, 80% of permanent housing programs will fill vacancies from the Coordinated Assessment system.
- By February 29, 2016, Year 2 goals and work plan are set and include Coordinated Assessment for other housing interventions (shelters and transitional housing).

With the newly accelerated HMIS transition timeline we may be able to move up the dates for some of the coordinated assessment goals. The proposed coordinated assessment meeting schedule may also change given the changes in the software transition timeline.

4. VI-SPDAT/SPDAT 101

The focus of today's meeting is an overview of the VI-SPDAT (Vulnerability Index – Service Prioritization and Decision Assistance Tool) and SPDAT (Service Prioritization and Decision Assistance Tool). See the YouTube video: "Introduction to VI-SPDAT and SPDAT: Powerful Tools for Assessing and Prioritizing Service Delivery" (<https://www.youtube.com/watch?v=g1MUfR5H2yg>). The video is a presentation by Iain De Jong, President and CEO of OrgCode Consulting. This is a high level overview, not the full day training. It does not qualify participants to administer the VI-SPDAT and SPDAT. Additional information and training videos are available at: www.orgcode.com and www.vimeo.com/iaindejong.

5. Baseline and Buy-in

Implementation of coordinated assessment will require buy-in from both the permanent housing providers who will use the prioritized list created by coordinated assessment to fill housing slots and the point-of-entry providers who will conduct VI-SPDAT assessments to place people on the prioritized list. Our goal is for all permanent housing providers to make placements from the coordinated assessment

prioritized list. Thus, we need buy-in and involvement from all permanent housing providers in the county. Permanent housing providers include both permanent supportive housing and rapid rehousing programs. Two new rapid rehousing programs will be added to the list: Sunnyvale Community Services' new Supportive Services for Veteran Families (SSVF) program and YWCA's new rapid rehousing program for families facing domestic violence.

Point-of-entry providers will administer the VI-SPDAT and populate the list. This group could include emergency shelters and community service centers. Domestic violence providers will be included in the system; however, we need to develop a process for them to participate without violating strict confidentiality requirements for DV victims.

6. Check Out

The next Coordinated Assessment meeting will be May 14th from 1:00-3:00pm at the Health Trust. Coordinated Assessment Work Group meetings **are always the 2nd Thursday of each month from 1:00-3:00pm in the Health Trust Board Room.**