

Coordinated Assessment Work Group

January 21, 2016

Minutes

Attendees: Laura Foster (Bill Wilson Center), Alejandra Herrera (Destination: Home), Regina Abadajos (Sunnyvale Community Services), Lynn Morison (Abode Services), Aiko Yep (PATH), Jason Satterfield (Bitfocus), Hilary Barroga (Office of Supportive Housing), Jessica Orozco (Downtown Streets Team), Robert Lopez (City of San Jose), Michelle Covert (City of San Jose), Anthony King (AHN), Elisha Heruty (HomeFirst), Madelyn Crawford (Work2Future), Nishma Samat (Family Supportive Housing), Valerie Kang (MidPen Housing), Nathaniel Montgomery (IVSN), Mary Kate Bacalao (HomeBase), Christine Caldwell (Abode Services), Shelly Barbieri (Office of Supportive Housing), Erin Stanton (Office of Supportive Housing), Shila Behzadiaria (City of Sunnyvale)

1. Welcome and Introductions

2. CoC Updates

- *HMIS Update* – Agencies should have received an email from Jenn Ong about users who were migrated but have never logged in. The new agency manager licenses will be assigned to technical admins.
- *Point-in-Time Count (PIT) and Housing Inventory Count (HIC)* – Next week, Jason Satterfield will send out initial housing reports. These need to be corrected for the count date (January 27) so that the report will show occupied units.
- *Communitywide Performance Measures* – We are developing reports for the communitywide performance measures. The Work Group looked today at the report for the HUD measures. We are also putting together a communitywide dashboard that we'll look at monthly.
- *CoC Membership Meeting* – This will be held on Thursday, January 28, at 1:30pm in room Cupertino A at the Sobrato Center in San Jose. It will be immediately followed by the Community Plan to End Homelessness Community Update.
- *Service Providers Network* – Meetings will now be held at rotating locations. Each location will host the meeting for 3 months. Santa Clara Adult Education is the first host.

3. Permanent Housing Referrals

We started conducting VI-SPDAT triage assessments in November. To date, 17 agencies have completed VI-SPDATs and a total of 547 VI-SPDATs have been entered into HMIS. 87% of the people assessed are single adults and 13% are in families. So far, 25% of assessments matched to permanent supportive housing, 56% matched to rapid rehousing, and 19% matched to housing encouragement.

In preparation to begin making permanent housing referrals, Bitfocus automatically transferred everyone with a VI-SPDAT score of 4 or higher to the community queue. Going forward, HMIS users entering VI-SPDATs must click a button after saving the assessment to refer people with scores of 4+ to the community queue.

CCP referrals from the Community Queue began 1/20/16. SSVF referrals will begin next week and additional programs will be added as we go. Some challenges we've encountered so far include:

- Tax Credit properties – initial applications for tax credit properties described tenant selection criteria and they have to get approval from all stakeholders before they can switch to participating in coordinated assessment.
- Incorporating the confidential DV service provider queue into the coordinated assessment process.

4. SPDAT

The SPDAT is an in-depth case management assessment tool that can be used in conjunction with the VI-SPDAT. The VI-SPDAT is a shorter triage tool that is completed based on the client's self-reported information and measures the presence or absence of issues. The SPDAT is a longer tool that is completed based on assessment of conversation, observation, and documentation. The SPDAT measures the depth of the issue, not just its presence or absence.

The Santa Clara CoC is adopting the SPDAT as a standard case management tool, replacing the Self-Sufficiency Matrix. Approximately 200 people were trained in using the SPDAT in October and January. SPDAT assessors *must be trained by a certified trainer*. 16 local trainers were certified in January and will begin providing local training soon. Bitfocus is in the process of programming the SPDAT into HMIS.

We are in the process of establishing local standards for using the SPDAT, including the following topics:

- Which programs should use the SPDAT?
 - Case management programs – clients may be homeless or housed
- Role of the SPDAT
 - Assessment tool for case management
 - In the future, could consider this for subgroup of community queue to help with Coordinated Assessment.
- Frequency of Assessment
 - Program Enrollment
 - At or around move-in to housing (within 3 business days)
 - 30 days after being housed
 - 90 days after being housed
 - Quarterly thereafter

The 16 certified local trainers will continue to meet as a cohort to prepare for and provide peer support with training. This group will also maintain ownership of the local standards and address questions and clarifications that come up as we use the tool.

5. Check Out

The next Coordinated Assessment Work Group meeting will be February 11, 2016 – 1:00-3:00pm at The Health Trust