

Coordinated Assessment Work Group

March 10, 2016

Minutes

Attendees: Shila Behzadiaria (City of Sunnyvale), Jason Satterfield (Bitfocus), Aiko Yep (PATH), James Henderson (YWCA), Consuelo Collard (Catholic Charities), Lynn Morison (Abode Services), Valerie Kang (MidPen Housing), Laura Foster (Bill Wilson Center), Juliana Juarez (Abode Services), Favour Olumofin (VA PAHCS), Robert Anthony Davila (Goodwill of Silicon Valley), Maximilian Nguyen (VA PAHCS), Shelly Barbieri (Office of Supportive Housing), Michelle Covert (Office of Supportive Housing), Hilary Barroga (Office of Supportive Housing), Erin Stanton (Office of Supportive Housing)

1. Welcome and Introductions

2. CoC Updates

- *HMIS Update*
 - UPLIFT is launching in HMIS this quarter. Training started this week. Web training is happening now and will be recorded and posted online. There will be an UPLIFT page on the HMIS website with UPLIFT-specific information.
 - We are working on the Housing Inventory Count. Most agencies have submitted all of their inventory/utilization information. Bitfocus is following up with the remaining agencies and should be ready to publish before the May deadline.
- *UPLIFT*
 - We have recently received several requests to add new agencies to the UPLIFT program and to increase the allocations for some existing partners. However, analysis of our utilization over the past few quarters indicates that we're underutilizing UPLIFT, so we don't want to purchase more passes that don't get used because we don't want to waste public resources. For the first month and a half of the referral window for the quarter, agencies may make referrals up to their total allocation. In the second and third month of the quarter, any unused allocations will be pooled, and any agency (including agencies who have already used their full allocation) may request passes on a first come, first served basis until all UPLIFT passes have been distributed. Once we know whether we need to purchase more passes in order to add new agencies or accommodate the demand, we can act on that information and bring on the new agencies.
 - A VI-SPDAT triage assessment must be completed for all clients referred for UPLIFT unless the client has a completed VI-SPDAT in HMIS from within the past year or the client refuses to complete a VI-SPDAT.
- *CoC Program Awards*
 - HUD Announced Tier 1 Awards in early March. All of Santa Clara County's Tier 1 prioritized projects, including 6 new projects and a planning grant, were funded. The Tier 2 award announcement is expected later this month or next month.
- *CoC Training and Schedule*
 - The NOFA Committee will meet on Monday, March 14th, at the Sobrato Center on Parkmoor in San Jose. This meeting will focus on new and renewal scoring tools.
 - The next CoC Training will cover Tenant and Landlord Rights and Landlord Engagement and will be held on March 17th from 1-4pm.
 - The Performance Management Work Group will meet on March 24th to set local benchmarks for the HUD System Performance Measures.

3. Coordinated Assessment Updates

- VI-SPDAT Updates
 - As of last Friday, 999 VI-SPDATs have been entered into HMIS, representing 931 households (781 individuals and 149 families with children). 15% of assessments have been of veterans. Transition age youth appear to be underrepresented in comparison to the Point-in-Time Count.
 - 20 agencies have completed VI-SPDATs with clients. About 5 of the agencies have only done 1.
 - Scores are 31% permanent supportive housing, 51% rapid rehousing, and 18% minimal intervention.
- Permanent Housing Referrals
 - To date, approximately 50 referrals have been made to CCP programs and 40 referrals have been made to SSVF programs.
- Reminders
 - A complete and current ROI must be uploaded in HMIS prior to entering the VI-SPDAT. *The matchmakers cannot make housing referrals to clients that do not have a current, complete ROI in HMIS.*
 - Include detailed contact information in the VI-SPDAT and under the Location Tab in HMIS. Contact and location information is used to find clients when a permanent housing program has a referral for them.
 - Refer to the community queue any VI-SPDAT scores of 4+.

4. 2016 Goals and Work Plan

Last month we evaluated our progress to date and brainstormed ideas for goals and work plan for 2016. We identified what is going well and what are growth opportunities for this year:

- *What Works Well:*
 - VI-SPDAT in HMIS
 - Identification of specific populations and organization for outreach efforts
 - Leveling the playing field for access to housing programs
- *Growth Opportunities:*
 - No walk-in locations for VI-SPDATs.
 - Improve access – add more assessment locations, including non-HMIS agencies
 - VI-SPDAT challenges
 - Inaccurate or incomplete responses
 - Can be triggering
 - Challenging to complete on first visit

Proposed Goals for 2016:

- *Goal 1: Expand Coordinated Assessment for Permanent Housing*
 - Increase availability of VI-SPDAT assessments:
 - By June 30, 25 agencies are completing VI-SPDAT assessments.
 - By December 31, an additional 5 agencies are completing VI-SPDAT assessments.
 - Explore possibility of a walk-in location.

- Increase permanent housing participation in coordinated assessment:
 - By June 30, 80% of permanent housing programs are participating in coordinated assessment.
 - By December 31, 95% of permanent housing programs are participating in coordinated assessment.
- *Goal 2: Develop Coordinated Assessment for Emergency Shelter and Transitional Housing Programs*
 - By June 30, create a plan and timeline for expanding coordinated assessment to emergency shelter and transitional housing programs.
 - Additional goals to be determined in the planning process.
- *Goal 3: Improve Functionality of the Coordinated Assessment System*
 - By June 30, create a coordinated assessment dashboard for assessing progress and impact.
 - By December 31, create and implement a mechanism for collecting feedback and implementing process improvements.

Proposed 2016 Meeting Schedule:

Month	Topic(s)
January	Permanent Housing Referral Process & SPDAT Implementation
February	Evaluation of Initial Implementation
March	Year Two Goals and Planning
April	<i>ES and TH Focus: Learning about Coordinated Assessment for ES and TH</i>
May	<i>ES and TH Focus: Plan Development; Plan for Community Input Process</i>
June	<i>ES and TH Focus: Community Input</i>
July	Full Group: 2016 Mid-Year Progress Assessment and Feedback
August	<i>ES and TH Focus: Community Input</i>
September	<i>ES and TH Focus: TBD</i>
October	Full Group: Third Quarter Progress Assessment and Feedback
November	<i>ES and TH Focus: TBD</i>
December	<i>ES and TH Focus: TBD</i>

5. Silicon Valley Triage Tool

Building off of *Home Not Found: The Cost of Homelessness in Silicon Valley*, Destination: Home, the County of Santa Clara, and Economic Round Table released the Silicon Valley Triage Tool in mid-February. The Silicon Valley Triage Tool is a new and highly accurate screening tool capable of predicting high cost users in our public safety net system and it allows communities to prioritize them for supportive housing. It identifies local homeless residents who have the highest probability of being long-term, high-cost users of public systems.

As a component of our coordinated network of supportive housing programs, and in complement to the CoC's Coordinated Assessment system, the tool will be applied against our mainstream systems

databases to help identify “high need patients” for further engagement. You can learn more about the Silicon Valley Triage Tool on Destination: Home’s website: <http://destinationhomescc.org/>

6. Planning Process for Emergency Shelter and Transitional Housing

- Participation – Who needs to be at the table at the Coordinated Assessment Work Group?
 - Shelter Providers
 - Transitional Housing Providers
 - Should THPs who don’t serve homeless as the primary target population be at the table? If so, we need to identify why they need to be involved.
 - People/programs that make referrals to shelters: Homeless healthcare providers, Schools, Outreach teams.

- Community Input Process – Who do we need to hear from?
 - Funders
 - End users need to have a voice

- Process – what are the key elements we need to include?
 - Bed turnover – look at data on how quickly beds are turned over
 - Unconventional facilities – Abode example of Santa Clara Inn
 - Is there a tool to identify what is the right fit? How do we balance the right fit with a housing first model for clients who need a higher level of care?
 - The system for emergency shelter placement needs to be different from the permanent housing placement process
 - Develop a clear statement of the problem that we’re trying to fix – it’s easy to lose sight of what we’re trying to accomplish.
 - There should be an “in between” place where people are not “waiting on paperwork for admission.

- What would success look like?
 - Better flow between the systems – are we taking someone from transitional housing to place them in permanent housing if that’s what they require?
 - Freeing clients up from the time it takes to help them find a place to sleep
 - Increased utilization of the available beds because we’re able to get people in quickly
 - Local residents don’t get excluded from using local resources
 - People from emergency shelter and transitional housing get placed in permanent housing while they’re in those temporary interventions.
 - Data driven system analysis about inflow into the system
 - Homelessness is rare, brief, and nonrecurring.
 - People shouldn’t have to start at point A to get to the end-point. Continuum does not equal sequential.
 - No wrong door
 - Define the role of transitional housing in our local continuum.
 - Consider how domestic violence shelters and services fit in.

7. Check Out

The next Coordinated Assessment Work Group meeting will be Thursday, April 14th.