

Nashville-Davidson County Continuum of Care (CoC)

COORDINATED ENTRY OVERSIGHT COMMITTEE MEETING MINUTES

DATE: DECEMBER 4, 2024

LOCATION: Safe Haven Family Shelter

TIME: 8:30 – 10AM

CHAIR	DeShaun Reed, Park Center
RECORDED BY	Allison Cantway, OHS
ATTENDANCE	DeShaun Reed (Park Center), Eliza Livingston (CCF), Nicole Piispanen (United Way)
GUESTS/STAFF	Vai Sreenivasan (OHS), Dr. Monte Talley (OHS), Aubrie Hardy (OHS), Coyote (community advocate), Robert Knight (lived experience)

AGENDA ITEM	DISCUSSION
WELCOME & INTRODUCTIONS	Values and Equity Statement was read aloud by Eliza Livingston. Attendees introduced themselves. No corrections to the minutes.
REVIEW COORDINATED ENTRY POLICIES & PROCEDURES MANUAL	CE Process for Households Fleeing DV - There was a robust conversation around the definition of human trafficking in these policies and procedures. There was consensus around the definition including both sex and labor trafficking - The phone number for DV-CE needs to be corrected to 615-955-0620. - Committee determined that Corey from MPC should look over this entire section to update in any ways that he sees fit, including any updates to the hours and/or walk-in availability. Preliminary Assessment - There was discussion around participant refusal to answer any part or all of the assessment, as that would affect the level of services they are eligible to receive. There is hope that the update to the assessment tool to address this issue. - Are these procedures around the CE assessment based on the “ideal” that we hope to achieve with the updated assessment? The group generally agreed that this would be true and planned to write this section in such a way that the new CE assessment tool would enact these new policies. - Should we include the language around ROIs in this section, since it is addressed earlier in the document? The group agreed to cut out the language around ROIs out of the assessment section and create a separate ROI section earlier in the document (since an ROI would have to be signed before an assessment would take place) - In paragraph “no household can be turned away...” add language about legal immigration status (ie, undocumented clients cannot be turned away from being entered into CE) - Remove the CE Weebly Website - The paragraph about the DV-CE assessment tool should be moved up to the CE Process for Households Fleeing DV. VI-SPDAT - For now, add an asterisk that says “to be updated.” Nothing needs to be changed in this section immediately, as it’s all correct right now, but will need to be updated when a new assessment tool is adopted. CE Prioritization Update

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- Change this section to reflect that we started this process in October of 2024 with a “core assessment group” (to replace the phrase “stakeholder group”) that will begin to meet biweekly in January 2025.

Re-Assessment

- Bullet point “when the composition...” change language to say a F-VI-SPDAT *must* be conducted (rather than *may*)
- Change the language of “when the composition of a households changes” to language like “when a client experiences a major life change”
- “ensure CE staff are aware of score changes as soon as possible *to update the by-name list*”

Assessment Review Requests

- Remove the Weebly website and update it to email the CE Help email
- “the grievance will be directed to the CE Manager’s direct supervisor, *who is the Assistant Director of Programs*”

Right to Refusal

- Remove language around refusals to sign an ROI – and move any language around ROIs to its own section earlier in the document
- “a person who is prioritized” – should be moved to the Referrals Procedure section on page 13
- In general, the Right to Refusal section seems out of place, and the committee agreed that the first paragraph should be moved to the section on ROIs and the second paragraph should be moved to the Referrals section.

Prioritization

- The committee agreed that language around prioritizing those at most risk for COVID-19 should be removed. Delete the paragraph at the bottom of page 11 referring to COVID-19.
- Replace the “CDC identified underlying medical condition...” to “disabling condition.” This bullet needs to become the first bullet point, before unsheltered homelessness.
- “It is important to note...” should be moved to the Referral Procedure section
- CE Prioritization adjustments on page 11 – this is not the current procedure

Family Shelter Prioritization

- “minor in the custody of the household” should be specified to state that they must have at least 50% custody of their child and provide documentation to verify.
- Rearrange the first paragraph such that “the following categories” is the final sentence, so that it flows more clearly. The sentence “a person in their 3rd trimester...” should be deleted entirely.
- Define third trimester as 28 – 40 weeks
- Change the language around newborns to be up to 90 days old, as the Mission will not take any babies under the age of three months old. Change the word “mothers” to “people” to be more inclusive.
- Delete bullet about 1 adult in the house identifying as male

Encampment Prioritization

- Change MHID to OHS
- Move “the following categories...” to the end of the paragraph
- “as noted in the eligibility section” should be deleted, as it is redundant
- The team would like to come back to the Encampment Prioritization later

By-Name List

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	• Change “each list” to “the By-Name List.” • Update last sentence in first paragraph: “The By-Name list is distributed with password protection only to actively participating HMIS agencies” • Change HID to OHS • Add to second paragraph: it is imperative that participating agencies update a household’s living situation in interim updates in HMIS, including exiting them as inactive in CE after 90 days of no contact. See page 15 under CCMs. • When a client is removed from the BNL, they are not eligible to receive a CE referral until they are reentered into the program. • We need to add languages or an entirely new section on updating information in HMIS: interim updates, client contact information, etc. Maybe add before “Right to Refusal” section?
OTHER BUSINESS	None
NEXT MEETING	February 5 from 8:30 AM – 10:00 AM
ADJOURN	10:03 AM

NEXT STEPS

WHO IS RESPONSIBLE?	TASK
Corey Ellis from MPC	• Review the section “CE Process for Households Fleeing DV” to update in any ways that he sees fit, including any updates to the hours and/or walk-in availability and the specific definition of eligible human trafficking survivors.
Committee members	• Revisit the Encampment Prioritization section