

Nashville-Davidson County Continuum of Care (CoC)

COORDINATED ENTRY OVERSIGHT MEETING MINUTES

DATE: DECEMBER 3, 2025
TIME: 8:30 – 10AM

LOCATION: Family Safety Center

CHAIR	DeShaun Reed (Park Center)
RECORDED BY	Aubrie Hardy (OHS)
MEMBERS	DeShaun Reed (Park Center), Grant Winter (Safe Haven) Carolina Smith (RITI), Courtney Berner (Oasis), Raelonda Wynn (VA), Maria Aboubaker (Nashville CARES), Jesse Call (Village at Glenclyff)
GUESTS / STAFF	Chloe Knight (OHS), Aubrie Hardy (OHS), Dr. Monte Talley (OHS), Marvin Trotter (OHS), Kelsea Comb (OHS)

AGENDA ITEM	DISCUSSION
INTRODUCTION & REVIEW OF MINUTES	The meeting opened with brief introductions and light discussion, including a recap of favorite holiday films. OHS provided an update on the launch of the Coordinated Entry (CE) evaluation and upcoming changes related to the new assessment. An overview was shared on the Notice of Funding Opportunities (NOFO) process and potential future shifts in the CE landscape. Participants underscored the importance of proactive contingency planning in light of anticipated system impacts. DeShaun reported that Park Center has temporarily closed its CE waitlist to prepare for individuals who may be displaced due to potential federal reductions to Permanent Supportive Housing (PSH) funding. Courtney expressed concerns regarding staff well-being and the challenge of balancing immediate client needs with uncertainty around funding changes. DeShaun encouraged all partners to attend the Office of Homeless Services' weekly contingency planning and information sessions held Tuesdays at 2 PM at the Donelson Library.
PUBLIC COMMENTS	None
CE EVALUATION PLANNING & DEVELOPMENT	Update on Academic Partnership Grant reported on a meeting with Vanderbilt University Professor Sarah Suiter regarding potential student involvement in the CE Evaluation process. Discussions focused on narrowing the project scope, identifying an appropriate class setting, and developing a potential Spring semester project. The proposed project would follow three stages: (1) Level-Setting, (2) Implementation, and (3) Analysis. Methodology and process design are currently being refined.

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The team plans to reconvene with Vanderbilt in January. The Spring semester concludes in April, with analysis activities expected to occur into during the Summer.

Data Access and Privacy Considerations

Chair DeShaun reviewed the committee's previous suggestions regarding the data elements to be collected for the evaluation.

Monte asked whether permissions are required from Vanderbilt faculty and students to access data pulled from HMIS.

Grant emphasized the need for data de-identification as part of the project. Grant anticipates involvement from approximately nine undergraduate students and potentially multiple faculty members.

Chloe noted that Vanderbilt may require additional internal documentation or approvals.

Chair DeShaun referenced earlier discussions about reviewing data from the CE Call Center, noting this information can also be readily extracted from HMIS.

Grant reiterated that MPC's data will also require de-identification prior to evaluation. Grant confirmed that veteran data, which Kelsea stated is now being uploaded into HMIS, will be included.

Stakeholder Engagement

Grant asked which stakeholder groups should be included during the Level-Setting stage.

Courtney highlighted the importance of involving non-HMIS partners connected to CE, such as healthcare entities and legal aid providers.

Dr. Talley noted that, given current federal policy changes and pressures on refugee-serving organizations, refugee agencies (e.g., Salom, NICE, Inspiritus) should also be included.

Chloe requested data on how many agencies administer the VI-SPDAT and conduct CE intakes.

Data Quality, Training, and Standards

Dr. Talley requested community support in improving system stewardship by ensuring consistent entry of case notes and other required information into HMIS. Dr. Talley asked how the committee can support additional training and standardization to improve data quality.

Courtney inquired whether similar work is underway regarding Standards of Care.

Dr. Talley shared that the CE and HMIS teams are exploring modifications to the By-Name List (BNL) to protect sensitive data while still providing actionable information to service providers.

Evaluation Outcomes and Future Use

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	Grant asked the group to clarify expectations for the final deliverable. Monte asked how the evaluation findings will support system improvements. The committee discussed how evaluation teams and the CE Oversight Committee may develop recommendations and potential benchmarks based on the results. Grant stated that the evaluation tool will be designed to be replicable in future years, enabling ongoing insights while minimizing future upfront workload.
CE RESOURCE INVENTORY	Dr. Talley noted that the current resource inventory reflects services accessed through the Coordinated Entry (CE) system. Jesse emphasized the need to identify resources that have multiple entry points beyond CE and requested clarification on which services are available through CE versus other referral pathways. The committee acknowledged that some partner agencies operate with diverse funding sources, enabling them to accept referrals from CE as well as through alternative mechanisms. Discussion highlighted a gap in understanding between resources routed through CE and those managed by other OHS teams or external partners. The committee identified the need to determine which HMIS data elements would support a detailed breakdown of access to resources. Jesse expressed interest in assessing overall resource utilization and the underlying factors influencing usage patterns. Monte and Jesse noted the importance of reviewing whether agencies may be creating additional or unintended access barriers.
NEXT MEETING & NEXT STEPS	In the new year, the group will tentatively meet on the fourth Wednesday of each month.
ADJOURN	10:02 AM