

Arizona Balance of State Continuum of Care
Coordinated Entry Work Group Notes

February 12, 2020

Members Present:

Camie Rasband (<i>Catholic Charities</i>)	Jenna Farnsworth (<i>CRN</i>)
Chanania Covington (<i>Mohave County</i>)	Lucia Wilson (<i>Achieve</i>)
Cristina Benitez (<i>AZCH</i>)	Marilyn Johnson (<i>OCCAC</i>)
Dianna Guerrero (<i>CAHRA</i>)	Ortensia Yazzie (<i>RCFBH</i>)
Franklin McCabe (<i>RCFBH</i>)	Ross Altenbaugh (<i>FSS</i>)
Glorianna Vercruyssen (<i>CRN</i>)	Sabrina Valenzuela (<i>CAHRA</i>)

Staff & Guests

Candee Stanton (<i>Consultant</i>)	Melissa Swain (<i>ADOH</i>)
Karia Basta (<i>ADOH</i>)	Ryan Vernick (<i>ADOH</i>)

Everyone was welcomed, and the meeting started at 9:09 a.m. Attendees introduced themselves. The minutes from two previous meetings (04/10/19 and 11/13/19) were reviewed; a motion was made by Ross to approve the minutes, seconded by Cristina, with unanimous approval. The action items from these previous meetings were as follows:

- David will send out the Dedicated Plus criteria/definition. *Completed*
- David will forward the ID company contact information. *Completed*

- Glorianna will check if the list of community resources that CRN is collecting can be shared with the group. *Completed, but not for public distribution.*
- Jocelyn will forward the prioritizing email to everyone. *Completed*
- Cristina will research if the RHBA's "community investment" grants are still available, and if an applicant can propose using the funds for Diversion activities. *Partially completed; Cristina sent a link to Ryan and Karia, but more research needs to be done to verify if Diversion can be part of this grant.*
- Ryan will send the CE Committee the contact information for Steve Eastwood, CRN's coordinator of the community resource list. *Completed*
- Candee will develop a survey to be sent out to all CE agencies for their costs associated with running the program. *Agenda item for this meeting.*

CE Policy:

LCEH leads need to identify access points within their area. Ryan sent an email to all LCEH leads on February 11th asking updates about access points, agencies conducting CE, verifying the LCEH lead for the county, and who the CE lead is. The deadline to submit this information is Friday, February 14, 2020.

Each LCEH needs to send Ryan their local CE policy. Those communities who have already submitted their policy are:

- Cochise County
- Coconino County
- Mohave County
- Pinal County

If you believe you have already submitted your CE policy to Ryan, please follow up with Ryan or Melissa.

In order to ensure a timely exchange of information among ADOH, CRN , and the LCEHs, a request will be sent out to update the information regularly about CE leads.

ADOH will be more closely monitoring and assessing the CE procedures. To stay on top of continual changes, ADOH will implement a monthly procedure of sending out an email asking for any changes; a response will be required even if there are no changes, and if changes have taken place, each LCEH will update an attached spreadsheet and send it back to ADOH. In addition, there will be a required acknowledgment of the CE lead's roles and responsibilities.

Action Item: ADOH will send out a monthly email requesting changes be submitted.

Action Item: Ryan will update the list of access points that need to be identified in each local CE policy.

Estimating the Cost of CE

Candee handed out a cost template for discussion, in order to get a ballpark idea of what each LCEH spends on CE duties.

Action Item: Candee will amend the template per the discussion and Ryan will send it out to each CE lead with a due date.

Next Steps- Assessment of LCEH CE Implementation:

Several items were discussed, such as accessibility in the community, advertising, standard assessment tools, do all access points use the same approach, if LCEH's have written policies and documentation of activities, etc. (see agenda).

Action Item: Ryan will send out a template to the LCEH's, on which each LCEH can use to plug-in their own information.

Action Item: Marilyn will send out a VAWA template.

Action Item: Dianna will ask Suzanne Payan with CAHRA how Pinal County monitors/ensures ESG funds go through the CE process.

Action Item: Ryan will search the submitted CE policies to see if complaints are addressed.

Action Item: The CE Committee will send out an annual self-evaluation; results will be used to help determine if additional TA is needed and in what areas.

Future Meetings:

The group decided to move to quarterly meetings that coincide (day before or day after) with the LCEH quarterly meetings, so those who have to travel only need to do it once.

Action Item: Melissa will send out a Save the Date email to everyone, and will follow-up with a calendar invitation a month before each meeting.

With no further business, the meeting concluded at 2:11 p.m.

2020.02-12

Achieve	X
AHCCCS	
AZCH	X
CAHRA	X
Catholic Charities	X
CRN	X
FSS	X
GNA	
Steward	
Mohave County	X
NAVAHCS	
OCCAC	X
Primavera	
RCFBH	X
SAVAHCS	
US Vets	
WACOG	

Commonly used acronyms:

Achieve= ACHIEVE Human Services, Inc.

AHCCCS= Arizona Health Care Cost Containment System

ADOH= Arizona Department of Housing

AZBoSCoC= Arizona Balance of State Continuum of Care

AZCH= Arizona Complete Health

BNL= By-Name List

CAHRA= Community Action Human Resources Agency

Catholic Charities Community Services

CE= Coordinated Entry

CRN= Crisis Response Network

DES= Arizona Department of Economic Security

DV= Domestic Violence

ESG= Emergency Solutions Grant

FSS= Flagstaff Shelter Services

GAB= Governance Advisory Board

GNA= Good Neighbor Alliance

HMIS= Homeless Management Information System

HUD= U.S. Department of Housing and Urban Development

HUD-Vash= Veterans Affairs Supportive Housing

JAVC= Jerry Ambrose Veterans Council

LCEH= Local Coalition to End Homelessness

NAVAHCS= Northern Arizona VA Health Care System

NOFA= Notice of Funding Available

OCCAC= Old Concho Community Assistance Center

PIT= Point-in-Time Count

Primavera Foundation

PSH= Permanent Supportive Housing

RBHA= Regional Behavioral Health Authority

RCFBH= Regional Center for Border Health

ROI= Release of Information

RRH= Rapid Rehousing

SAVAHCS= Southern Arizona VA Health Care System

SSVF= Supportive Services for Veterans Families

TA= Technical Assistance

US Vets= U. S. Veterans Initiative

VA= U.S. Department Veterans Affairs

VAWA= The Violence Against Women Act of 1994

VI-SPDAT (Vulnerability Index- Service Prioritization Decision Assistance Tool

VOCA= Victims of Crime Act

WACOG= Western Arizona Council of Governments