

# Mendocino County Homeless Services Continuum of Care

## Coordinated Entry & Discharge Planning Committee



**EVERY THIRD THURSDAY UNTIL OTHERWISE NOTICED, 9 am – 10:30 am**

**To Join Zoom Meeting:** <https://us02web.zoom.us/j/85748311077?pwd=T3VKR3dOZVpSc3NCQ3NOOHl1ZWVQdz09>

**Or call:** 669-900-6833 (meeting ID: 857 4831 1077; Passcode: 869933; \*6 if you want to unmute once in meeting)

### Meeting Agenda

**Date:** 5/19/22

#### 1. Invited/Attending:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Amanda Archer, MCYP          | <input type="checkbox"/> Heather Criss, HHSA   | <input type="checkbox"/> Paul Davis, Hospitality Center  |
| <input type="checkbox"/> Ayanna Lambert, Hosp. Center | <input type="checkbox"/> Joann Brewer, RCS     | <input type="checkbox"/> Sage Wolf, RCS                  |
| <input type="checkbox"/> Aya Moran, HHSA              | <input type="checkbox"/> Joseph Ditto, MCAVHN  | <input type="checkbox"/> Sara Davis-Rogers, CDC          |
| <input type="checkbox"/> Brian Klovski, HHSA          | <input type="checkbox"/> Lisa Judd, CDC        | <input type="checkbox"/> Tabettha Connell, Hosp. Center, |
| <input type="checkbox"/> Carlee Lightel, HHSA         | <input type="checkbox"/> Mary Zigler, HHSA     | Co-chair   |
| <input type="checkbox"/> Danielle Wilfong, CDC        | <input type="checkbox"/> Michelle Alvarez, CDC | <input type="checkbox"/> Veronica Wilson, HHSA           |

#### 2. Public Comment

#### 3. Announcements

#### 4. Action Items

- a. Accept nominations for the committee co-chair position and consider a vote

#### 5. Coordinated Entry

- a. CE access information flyer
- b. Draft Transfer Policy: review, discuss, plan for next steps
- c. CE exit policy: review, consider revision, clarify who is responsible for exiting, etc.
- d. Supportive services for PSH: where does the supportive part of PSH come from? Where can PSH eligible households be referred? People who screen for CE at CE access points are being pushed into the position of providing the supportive services when that may not be their role or they may not have capacity.
  - Discussion, problem-solving
- e. Applying the CE process developed with RRH to PSH, EHV, etc.
- f. CE brainstorm (areas for improvement, challenges, strengths, etc.)

#### 6. Housing Mendo

- a. Housing Mendo – general: 2<sup>nd</sup> Thursday 10-11am
- b. Housing Mendo – RRH: every Thursday 11-12

#### 7. Future Meeting Agenda Items

- a. Discuss adding a policy for agencies doing an exit note when clients are exited from CE for non-engagement
- b. Update CE policy manual to reflect the changes made during the RRH technical assistance process & the learnings we've had in the last few years
- c. CE for homelessness prevention

#### 8. Next Meeting Reminder: Thursday, 6/16/22, 9am-10:30am via Zoom

## **Transfer Policy for Mendocino County**

(Sample language provided by HCD TTA Team)

Mendocino County utilizes Coordinated Entry for assessing, prioritizing and referring people who are experiencing homelessness to homeless designated housing interventions. Interventions covered by this transfer policy are:

- Rapid Re-housing (RRH)
- Transitional Housing (TH)
- Permanent Supportive Housing (PSH)

Transfers within the Coordinated Entry System provide flexibility to programs and households and can help to prevent a return to homelessness. A household may need to transfer to another program for several reasons, such as needing an increased or decreased level of services, change in family composition, the closure of a program, a pending eviction from a master leased property, or others. Note: those requiring an emergency transfer due to domestic violence should follow Mendocino County's Emergency Transfer Plan.

While there are many reasons a transfer may be in the best interest of a household it is recommended that referring programs consult closely with the household to ensure a successful transfer.

Transfers are appropriate for households with the following circumstances:

- The household has a current HMIS program entry for a homeless-dedicated housing program that reports to Mendocino County's CES.  
and
- The needs of the household have changed since program entry; or
- The understanding of the needs have changed since program entry.

Transfers from rapid re-housing or transitional housing to permanent supportive housing are allowable if the household has met all the requirements for chronic homelessness when entering the RRH or TH program. Households do not accrue time toward chronic homelessness while enrolled in the RRH or TH program.

### Transfer Process:

- When a household is identified as needing a transfer, the current housing provider will complete a Transfer Request Form.
- Transfer Request Forms will be reviewed during a Mendocino County Case Conferencing Meeting within 2 weeks of receipt.
- The facilitators of the Mendocino County Case Conferencing Meeting will notify the project of the decision.
- Approved transfers will place at the top of the appropriate by-name-list for the housing intervention.
- Household will be referred to the next available housing project opening.
- Household will remain enrolled in their original housing intervention until the transfer is complete and/or have moved into their new housing unit.

**Resources / Policies from other Communities:**

[Hennepin County, MN](#): starting on p. 37. Policy is identical for individuals and families. Link to individual programs is provided.

[Marin County, CA](#): No formal policy but search transfer to see how transfers are considered.

[Partners for Home, Atlanta, GA](#)

SAMPLE

## Section of CE Policy referring to Exiting CES

### **6) Exiting Households from Coordinated Entry**

- a) Exiting CE - Households are exited from CE enrollment when any of the following occur:
- i) Households must have an updated screening completed every six (6) months or they must be exited from CE enrollment.
  - ii) When a household has acquired permanent housing through any means (program or personal resource, they must be exited from CE enrollment with an exit interview completed.
  - iii) When a household is enrolled in a housing program, they may need to remain enrolled in CE. For example, if a household is enrolled in Rapid Re-Housing, they would still be homeless until they acquired housing with the RRH assistance. Once the household has acquired permanent housing, CE enrollment must be exited with an exit interview conducted.
  - iv) The household is known to have left Mendocino County and will not be returning for an extended time.
  - v) The client no longer meets the definition of homeless as established by the MCHSCoC. For example, they will be incarcerated or in an institution for ninety (90) days or longer.
  - vi) The client is deceased.

Exiting in HMIS - When a household is exited from CE, they must be disenrolled through HMIS by the organization that enrolled them. An exit interview should be completed with every household, unless it is not possible to contact them. This exit interview should gather data, such as where they are leaving to (housing situation, rent/own, subsidy, etc.) and other data required by the MCHSCoC.