

# **Chittenden County Homeless Alliance Coordinated Entry Committee Meeting**

Wednesday, January 14th, 2026  
8:30AM – 10:00AM

Link: [Join Meeting](#)

## ***Coordinated Entry Committee***

This committee is charged with identifying systemic approaches for the CCHA to meet HUD's requirements related to Coordinated Entry (CE). The committee will make recommendations to the Steering Committee on improvements to coordinated entry through changes to the CE Policies and Procedures and other governing documents. It will offer the Steering Committee recommendations for the implementation of these changes.

The committee will also monitor coordinated entry and assist with the yearly CE evaluation, incorporating feedback from frontline staff and supervisors to better improve the CE process. The committee will review data on a yearly basis to ensure equity and fairness in the CE process, with an emphasis on examining racial inequities.

## **AGENDA**

1. Announcements & Introductions 5 Minutes

The volunteer income tax season is about to start and people can call Vermont 211 to schedule an appointment.

CVOEO has approximately \$150,000.00 left in HOP funds to spend through June 2026.

A HOP funding update may be available in February.

The Coordinated Entry list has built up to the level that folks that are joining are 8 months from their assessment. A large volume of households (approximately 140 households) have been reaching out for services that still need to be contacted.

Lacey Smith announced she will be changing positions and will start with CVOEO next week as the Program Director for the Homeless Recovery Shelter.

The Foundations Family Shelter is moving to Burlington in two weeks after the remodel is finished.

2. [December Meeting Minutes Review](#) 5 Minutes
3. Assessment – Adding Pregnancy Questions 15 Minutes

a. Adam Hall – CVOEO

The CVOEO Family Shelter is trying to pull data on families from the Coordinated Entry list. Adam would like to add a question or checkbox to our assessment in the Clarity system to ensure that women who are pregnant are eligible for the family shelter.

Can we add a “Required” checkbox to Clarity that captures the information?

Stephanie mentioned the checkbox could be added near the Family Supportive Housing questions.

The team at ICA will want to weigh in to offer guidance for a solution. Stephanie will speak with their team to identify the path for collecting the new information. She will provide a write-up for the CE Committee to vote on via E-Vote before the March CE Committee meeting.

There was a question asking whether the data point could flag a warning annually during the “Status Update” to ensure the pregnancy status remains accurate.

4. [2024 CE Evaluation Update](#)

15 Minutes

The graphs and charts have been updated and will be discussed during the CE Evaluation Working Group meeting next Tuesday January 20<sup>th</sup>. The group will be reviewing the new year-to-year comparisons. There will be one final meeting held to finalize the 2024 CE Evaluation in February.

5. 2025 CE Evaluation Update

5 Minutes

The first task for this evaluation will be a data clean-up of the 2025 data.

It would be helpful if we had a list of folks who attended the CRC over the last quarter of 2025. This list is available and Brenna Bedard can provide the information to Stephanie.

Sophia mentioned the COTS DayStation can also share their list for the last quarter of 2025 to assist with data clean-up.

The list of people staying in the Emergency Rental Assistance motel program has been helpful for data clean-up.

6. CE Partnership Agreement Update

15 Minutes

A question was asked if we could add a requirement to the CE Partnership Agreement that requires our partners to perform a data cleanup on a regular basis. This would save time for the CE Team at CVOEO.

ICA can pull data error reports from HMIS.

Skyla is currently working on internal procedures to gain efficiencies in exiting folks from CE.

We need our partner case managers to close cases when they stop working with a client.

Our CE Assessment partner's work needs additional oversight, which may require additional staffing for the CE Team.

Can we run a report in Clarity to help with the completeness of our data? This may allow our Assessment Partners to clean up the data on their end without passing that workload onto the CE Team at CVOEO.

SSVF has confirmed they will become an Assessment Hub for Veterans. Spectrum will remain an Assessment Hub; Stephanie will reschedule a meeting with them to review further details soon. Stephanie will also be meeting with the team at CEDO to determine their partner status going forward.

Ciara announced that the Howard Center will remain an Assessment Partner. Champlain Valley School District will change its status to a Referral Partner.

Once Stephanie has met with CEDO and Spectrum we will host another Partnership Agreement meeting with each of the voting representatives on the agreement.

Travis mentioned the CCHA is attempting to foster a closer relationship with some of the faith-based organizations in Chittenden County. It may make sense to recruit some of these organizations as Referral Partners. How can we reach out to bring them into the fold? We can start to invite them to attend Steering Committee meetings.

We want to make sure there is an understanding the of the expectations of the agreement before bringing additional organizations on.

7. CE Spreadsheet Interactive Session Update 20 Minutes

Stephanie offered a walkthrough of the CE Assessment list. The list includes a log and status of contact from each of the people on the CE Team at CVOEO. The CE Committee will continue to discuss software solutions to help streamline the data tracking work performed by the CE Team at CVOEO.

8. [Annual Committee Workplan](#) 35 Minutes

9. Other Business 5 Minutes

None.

## **Coordinated Entry Assessment Hubs & Partners**

### **Hubs:**

1. Champlain Valley Office of Economic Opportunity (CVOEO)
2. Committee on Temporary Shelter (COTS)
3. Spectrum Youth & Family Services
4. Steps to End Domestic Violence

### **Partners:**

1. ANEW Place
2. Community Health Centers/Safe Harbor
3. Howard Center
4. Pathways Vermont
5. Supportive Services for Veteran Families at UVM (SSVF at UVM)
6. Veterans Inc.
7. US Department of Veteran Affairs White River Junction Medical Center
8. Champlain Housing Trust
9. City of Burlington Police
10. City of Burlington Community & Economic Development Office (CEDO)
11. Champlain Valley School District (CVSD)