

# Chittenden County Homeless Alliance Coordinated Entry Committee Meeting

Wednesday, March 11th, 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.

## **MINUTES**

### **1. Announcements & Introductions**

**5 Minutes**

3-Squares Update:

Exemption Changes and Certification: Work exemptions for homelessness under the Three Squares program are ending, but other exemptions remain available, and agencies can assist clients in certifying for these exemptions using a provided form.

[https://outside.vermont.gov/dept/DCF/Shared%20Documents/ESD/Forms/210A.pdf?\\_gl=1\\*\\_1tuzse0\\*\\_ga\\*Njk0NTI5NjQzLjE2OTQ2MzQyMTU.\\*\\_ga\\_V9WQH77KLW\\*czE3NzMyMzI3NjMkbzMyNCRnMCR0MTc3MzIzMjc3MSRqNTIkbDAkaDA](https://outside.vermont.gov/dept/DCF/Shared%20Documents/ESD/Forms/210A.pdf?_gl=1*_1tuzse0*_ga*Njk0NTI5NjQzLjE2OTQ2MzQyMTU.*_ga_V9WQH77KLW*czE3NzMyMzI3NjMkbzMyNCRnMCR0MTc3MzIzMjc3MSRqNTIkbDAkaDA).

ICA Newsletter: Feel free to send [VTHMIS@icalliances.org](mailto:VTHMIS@icalliances.org) any employment opportunities - happy to put those in the next newsletter which goes out next week

Funding Allocations: Ari detailed that the Budget Adjustment Act (BAA) provides more funds for HOP financial assistance, primarily benefiting Chittenden County, with a portion allocated to Franklin and Grand Isle, and noted that most statewide fund administrators also received increased funding.

Staffing Shortages: Linda described the current situation at Chittenden Community Action, noting that the team is down to one housing advocate who has been out ill, resulting in limited capacity to process financial assistance applications.

Support for Financial Assistance Applications: Linda invited other agencies to reach out to her if they need help with financial assistance applications, given the current staffing constraints.

a. [Partnership Agreement Update](#)

Contact Information Updates: Stephanie Smith emphasized the importance of agencies updating the contact information for staff involved in Coordinated Entry (CE) and related programs, noting that this information is included in the partnership agreement and should be kept current.

Signature Collection Process: Stephanie Smith explained that the finalized partnership agreement will be sent out for signatures to the heads of each agency, using CVOEO's Executive Director Paul Dragon as an example, and clarified that these signatories may differ from the program contacts listed.

**2. [February Meeting Minutes Review](#) 5 Minutes**

**3. [Assessment Location & Referral Source Analysis](#) 20 Minutes**

Assessment and Referral Data Overview: Stephanie Smith explained that the report covers where CE assessments were conducted and the sources of referrals, noting that the data is not deduplicated and includes both assessment and case management referrals, with a significant volume originating from Vermont Economic Services Division (ESD).

Administrative Burden and Duplication: Stephanie Smith described the substantial increase in administrative workload due to a rise in referrals—now ranging from 5 to 30 per day—many of which are duplicates, particularly from ESD, and clarified that each referral must be processed regardless of duplication.

Referral and Assessment Processes: Stephanie Smith clarified that ESD referrals are intended for individuals in the motel program within Chittenden County, and that referrals from other agencies may be for assessment or for placement on the housing navigation waitlist, depending on service provision.

Assessment Completion Rates and Challenges: In response to questions from Taylor and others, Stephanie Smith estimated that about half of ESD referrals result in completed assessments, with variability due to difficulties in reaching clients, eligibility issues, or clients finding alternative housing before assessment.

Discussion on Balancing Assessment Responsibilities: Bryce and several participants discussed the current imbalance in assessment responsibilities, with CVOEO conducting the majority, and explored the potential for expanding assessment roles to other agencies such as COTS, Howard Center, and outreach teams, contingent on funding and administrative capacity.

Clarification of Wait Times: Ari Kessler highlighted a public narrative suggesting a six-month wait for assessments, which Stephanie Smith corrected, stating that the actual wait for assessments is about two months, while the longer wait applies to housing navigation services.

Impact on Client Engagement: Crystal and Stephanie Smith noted that extended waits for housing navigation can result in clients becoming unreachable, changing contact information, or leaving the area, complicating service delivery and follow-up.

Data Tracking and Reporting: Sophia Senning and Stephanie Smith discussed the challenges of tracking average wait times for assessments and housing navigation, considering the limitations of current spreadsheets and HMIS, and proposed potential improvements for future data collection.

Assessment Reassessment Policies: Stephanie Smith explained that reassessments are generally not required unless there are significant changes in a client's situation, with annual updates to HUD data points being the standard practice.

#### **4. Assessment – Adding Pregnancy Questions – Status Update**

**5 Minutes**

Pregnancy Question Addition: Bryce and others confirmed the committee's agreement to add a pregnancy question to the assessment, with Louise requesting the exact language and definition for implementation, and Bryce coordinating with Adam Hall and ICA staff to finalize the details.

Discussion on Data Entry Practices: Meghan and Taylor advocated for entering individual assessment responses into HMIS to streamline scoring and improve data reporting, while Stephanie Smith and Sophia Senning provided context on past resistance due to administrative burden and privacy concerns.

Assessment Tool Revamp Working Group: Sophia Senning proposed forming a working group to review and update the assessment tool, considering its current flaws and the need for a more equitable and effective instrument before integrating it fully into HMIS.

External Support for Assessment Revamp: Meghan offered to connect the committee with other communities that have recently revamped their CE assessments, suggesting they could share best practices and lessons learned with the working group.

#### **5. 2025 CE Evaluation Update**

**5 Minutes**

Evaluation Timeline and Tasks: Bryce outlined that the 2024 CE evaluation and partnership agreement have been approved, and the focus is now on preparing for the 2025 evaluation, which will involve data cleanup and the formation of a working group once initial tasks are complete.

Data Cleanup Process: Stephanie Smith described the process of cleaning up inactive records and verifying data accuracy in HMIS, emphasizing the importance of this step to ensure reliable evaluation results.

## **6. CE Committee Co-Chair Responsibilities**

**10 Minutes**

Outline of Responsibilities: Crystal summarized the draft document, which covers general purpose, coordination, communication, work plan implementation, progress tracking, and succession planning for CE committee co-chairs, and highlighted the need for committee-specific additions.

Next Steps for Review: Bryce explained that the draft will be circulated for further feedback, with the intention of finalizing the language after input from all subcommittees and noted that a new policies and procedures manual is being developed to house such documents.

## **7. How to improve HMIS data input accuracy?**

**15 Minutes**

Training Content and Collaboration: Meghan explained that the training will cover both general HMIS use and CE-specific procedures, with ICA and CE staff collaborating to address policy, procedure, and technical aspects relevant to coordinated entry and assessment.

Scheduling and Logistics: Bryce noted that the training is being planned for July or later, with potential use of the IDX building for space, and suggested that the event could become a biannual occurrence to accommodate staff turnover and ongoing training needs.

## **8. [Annual Committee Workplan](#)**

**20 Minutes**

Identified Resource Needs: Stephanie Smith listed the primary needs for the CE system as increased administrative capacity, more housing navigators, and expanded assessment capacity, all of which will be documented for advocacy and planning purposes.

Advocacy for State Support: William raised the issue of the administrative burden on lead agencies related to ESD program requirements, suggesting that advocacy for state funding or support could help address this challenge.

Potential Funding Sources: Stephanie Smith mentioned that hot funds and grants from organizations such as the Medical Center have been considered as funding sources, though sustainability remains a concern for long-term positions.

## **9. Other Business**

**5 Minutes**

## **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)