

Chittenden County Homeless Alliance Coordinated Entry Committee Meeting

Wednesday, March 12th, 2025
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

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| 1. Announcements & Introductions | (5 min) |
| 2. CE Updates – Stephanie Smith | (10 min) |

The CE administration team is catching up on referrals. They received over 200 in October. The state is now sending them people they have already assessed. Her staff spends a lot of time emailing with the Economic Services Division. Stephanie mentioned she had been speaking with Mike Ohler regarding the process of referrals. They are discussing how to return to the unit-queue process. Stephanie expressed a concern regarding the lack of safety protocols when referring people who have been violent towards providers in the past.

Travis asked how many outstanding referrals are in the CE system now. Stephanie said there are about 18 people waiting for an assessment now.

Kerri Duquette-Hoffman asked if a release is used in the referral process to communicate.

The referral form can now be sent to partner agencies. They are working to bring the number of referrals down by eliminating duplicates from a grand list.

Taylor asked if folks are prescreened when they complete a preliminary application. Stephanie said the prescreening wouldn't happen until the final application. Taylor also asked if Stephanie anticipates a

policy change to accommodate a new referral process. Stephanie does anticipate a policy change, but more information needs to be solidified before she can move forward.

Sophia Senning asked that any policy changes be discussed at this Committee level, rather than outside of the meeting. Stephanie said she will be bringing any policy changes to the Committee for discussion when the time comes.

Linda asked how many community partners Stephanie has that she can refer candidates to; she doesn't feel like she has enough capacity to take on more referrals. Travis Poulin mentioned Sarah Russell did a survey a couple of months ago regarding case management capacity.

Stephanie said the main referral partners are:

- COTS (Really Short-Term)
- Burlington Housing Authority

3. Medicaid PSH Presentation – Molly Shriver-Blake

(15 min)

a. Discussion

(30 min)

View the presentation [HERE](#).

The program has finished their awards for this next year. Their total capacity will be 42 participants within Chittenden County. This is a Medicaid benefit for folks who have a disability or impairment that is associated with housing insecurity. This program is the Home and Community-Based Services arm of Medicaid. This program only offers services, but they are hoping to partner with landlords or subsidized programs to pair housing with the services.

Taylor asked how people are chosen to receive housing as well as services. People would stay on the waitlist for Permanent Supportive Housing (PSH) if they are receiving services through this program. They wouldn't leave the PSH list until they are housed.

Will Vilardo asked if people would have to be entered into CE to be eligible. Molly mentioned they are using a list of their own and do not necessarily require someone to be within CE to be eligible for her program.

Molly would like to see the CE prioritization assist her process of selecting participants for her pilot program.

Stephanie mentioned she has had struggles moving clients between service providers. She is worried there may be issues with transfers back out of this Medicaid program to another ongoing local program.

Molly suggested a partnership for referrals between the Office of Economic Opportunity and the CE System. Will Vilardo asked how Molly's program would connect people to CE if they were not already registered. Molly mentioned they would have to make it to the top of the prioritization list to be tapped to participate in the program. Stephanie mentioned that a lot of the people who make it to the top of the prioritization list have been homeless for multiple years.

Ciara asked if there are data points available that show which applicants are eligible for Medicaid. Molly mentioned this data point could be collected upon the initial assessment. Molly mentioned her team can verify applicants are eligible for Medicaid.

[HERE](#) is an additional report provided by Molly.

4. Committee Bylaws – Ciara Kilburn & Will Vilardo (10 min)

Will Vilardo expressed an interest in creating a set of bylaws to lay out Committee operations. Ultimately, this discussion will have to be brought to the Strategic Planning or Executive Committees, but he wanted to bring the idea to this Committee first.

Stephanie asked what the Bylaws would cover. Will said it would say how the votes and other official functions are completed.

5. Coordinated Entry Annual Evaluation – Stephanie Smith & Will Vilardo (5 min)

a. Working Group Call for Participation to Assessment Hubs & Partners

Will mentioned the Committee will be forming a workgroup to review the CE Annual Evaluation in the next couple of weeks. He also stated that Stephanie is hoping to have the CE Data Report for CY 2023 completed by 4/30/2025 and the CY2024 report completed by 5/31/2025. Louise Masterson asked if the Committee would need any data for the annual report. Stephanie mentioned they do not have any data points in mind now, but it will be helpful to have ICA in the loop during the process.

6. CE Policies & Procedures Review (10 min)

a. Working Group Formation – Ciara Kilburn & Will Vilardo

Ciara asked Marcella and Stephanie to provide an initial review of the CE Policies & Procedures to determine which pieces of the document are eligible for change, according to the Department of Housing and Urban Development (HUD) rules. This will help the working group narrow down which language can be updated. Ari Kisler mentioned that the Department of Housing and Urban Development may be changing its requirement for the CE system.

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)