

Chittenden County Homeless Alliance Coordinated Entry Committee Meeting

Wednesday, May 13th, 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

Bryce announced his departure from CCHA, outlining plans for meeting invite and committee process handover to Ciara Kilburn, Sophia, and Stephanie, and assured continued availability for questions after leaving.

2. [April Meeting Minutes Review](#) 5 Minutes

3. VOTE - 2025 CE Evaluation - Draft Review 30 Minutes

Evaluation Overview and Data Presentation: Stephanie provided an introduction to the CE evaluation, outlining the system's structure, partner roles, and key data points such as household assessments, new versus returning households, and the breakdown of assessment partners, referral partners, and hubs for 2025.

Discussion of Returns to Homelessness: The committee discussed the high rate (58%) of households returning to homelessness after being housed, with Bryce and William Vilardo suggesting improvements to data collection, such as adding questions to assessments to better understand reasons for returns and destinations after exit.

Length of Stay and Subpopulation Analysis: Stephanie presented data on length of stay in CE, showing shifts toward shorter enrollments, and analyzed differences by household composition, race, age, and disability status, highlighting that families and non-disabled households tend to exit faster than adult-only and disabled households.

Income and Subsidy Data Considerations: Taylor raised the need to track income levels at exit, especially given limited subsidies; Stephanie and Ciara Kilburn discussed using HMIS data and suggested adding a section for income tracking in future evaluations, with the group agreeing to consider this for next year.

Ciara Kilburn motioned to recommend approval of the 2025 Coordinated Entry Evaluation to the Steering Committee. Will Vilaro seconded the motion. The motion passed unanimously.

4. Needs for CE Training

15 Minutes

Clarification of Exit Questions: David requested clarification on exit questions in CE, specifically regarding how to indicate housing type and the role of CE in housing outcomes, suggesting this be addressed in the training.

Paper vs. HMIS Assessment Alignment: David and Ciara Kilburn discussed discrepancies between the paper assessment and HMIS data entry, noting missing elements such as 'document ready' status; Stephanie acknowledged the need to review and potentially update the assessment tool to ensure consistency.

Training Content Suggestions: Ciara Kilburn shared feedback from direct service staff that mini quizzes and scenarios are helpful for understanding homelessness categories, recommending their inclusion in training; Bryce and Stephanie agreed to incorporate these suggestions.

Training Logistics and Accessibility: Louise and Bryce discussed plans for in-person trainings at the IDX building, with consideration for recording sessions and creating digestible materials like one-pagers for frontline staff; William Vilaro emphasized the importance of timely scheduling due to staff vacations.

5. [Annual Committee Workplan](#)

35 Minutes

a. Resource Development Plan - Assessment Location & Referral Source Analysis, Subsidized Housing Units, etc.

Strategic Priorities and Data-Driven Adjustments: The committee discussed using evaluation data to inform structural improvements and ensure fair access to housing resources, with a focus on addressing recurring homelessness and updating the assessment tool annually.

Assessment Tool Annual Review: Bryce noted the need for regular review of the assessment tool to align HMIS and paper forms, incorporating feedback from David and Ciara Kilburn; this was added as a priority in the work plan.

b. Partnership Strategy

Recruitment of New Partners: Stephanie and Bryce identified potential new partners, such as organizations serving older adults and volunteer groups, and discussed strategies for outreach and inclusion in the partnership agreement, with the membership and outreach committee taking a more active role.

Volunteer Engagement Opportunities: Bryce referenced previous discussions with Meghan Bridges and Connor Timmons about volunteer strategies, encouraging the committee to continue exploring ways to integrate volunteers into the CE system.

Grant Opportunities Compilation: Bryce described the process of accumulating a list of potential grant funds in the CE plan, aiming to tie identified system gaps to project applications for funding, and committed to sharing a static version with the committee.

Follow-up tasks

2025 CE Evaluation Data Enhancement: Add percentage labels alongside raw numbers in the length of enrollment comparison charts for 2023, 2024, and 2025 in the CE evaluation report. (Stephanie)

2025 CE Evaluation Data Enhancement: Move the percentage data from the 2025 chart to the comparative charts for previous years in the CE evaluation report. (Stephanie)

Landlord Survey Development: Develop and test a survey for landlords to collect data on evictions and main reasons for loss of housing, in collaboration with committee members and partner organizations. (Stephanie, Bryce, Travis)

CE Training Content Improvement: Include an explanation of the "how was the person housed" question at CE exit in the upcoming CE/HMIS training series. (Stephanie)

CE Training Content Improvement: Incorporate mini quizzes or scenarios, especially on homelessness categories, into the CE/HMIS training series to aid direct service staff understanding. (Stephanie, Meghan)

Assessment Form Alignment: Review and update the paper assessment form to ensure alignment with HMIS data entry fields, including document readiness and other relevant elements, during the next assessment tool revision. (Stephanie, Ciara Kilburn, David)

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)