

Commission to End Homelessness  
**Coordinated Assessment & Centralized Intake (CA/CI)**  
Subcommittee of Implementation Group #4

Tuesday, March 19, 2014  
1:30 p.m. to 3:30 p.m.

<b>The Village @ 17<sup>th</sup> Street</b> <b>1505 E. 17<sup>th</sup> St., Ste. 100</b> <b>Santa Ana, CA 92705</b>
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## Minutes

**Karen Williams, CA/CI Subcommittee Chairperson**

### 1. WELCOME AND INTRODUCTIONS

Called to order at 1:43 p.m. by Karen Williams.

### 2. Purpose of Meeting

Purpose is to begin planning CA/CI. Megan Kurteff Schatz (Focus Strategies) gave an overview of homeless people's current process for finding housing services and contrasted it against the process once CA/CI has been implemented and the system has been right-sized. She clarified the confusion as to the 3 to 5 year timeline. Three to 5 years is the expected timeframe to right-size the homeless system of care; the timeline for CA/CI implementation is dependent on funding but estimated to be 6 to 12 months.

### 3. Impact of program rules and practices in CA/CI

- Every program will have to change their eligibility criteria in some way for CA/CI to work.
- Funder- and facility-specific eligibility criteria will remain.

### 4. Discussion/break out – Comments

- Every program must target effectively by targeting those who are truly homeless
- “Employability” requirement needs to be better defined both within and between agencies
- Any criteria that impacts safety (for example, sobriety) may not be flexible
- May need to change our programs in order to be more effective with our funding.
- Funders’ outcomes requirements are barriers to removing program-specific requirements because many of those requirements were created to ensure programs are serving people who will help the programs meet their outcomes requirements.

### 5. HMIS data entry in system with CA/CI

Data entry must be real-time for us to know real-time capacity and fill empty beds.

### 6. Discussion/break out – Comments

- Most providers present are currently gathering intake information initially on paper forms.
- Barriers to real-time data entry include:
  - Field intakes (insufficient mobile technology)
  - Low return on investment for clients who don't stay longer than 24 hours
  - HMIS is an inefficient system
  - Staffing – If volunteers are conducting intakes, they may not have sufficient training or be comfortable with databases/computers

## **7. Conclusion/Next Steps**

- Megan will be reaching out to the providers for more information on their program requirements.
- Amber will be requesting budget information.
- Next meeting – TBD (April or May)