

MOTION TO APPROVE CES ASSESSMENT TOOL EVALUATION AND RESEARCH IMPROVED CES ASSESSMENT TOOL

Instructions for CoC Coordinators, Tribal Collaborative Chair and State Homeless Programs Chair:

1. **Take the time to read the motions to be introduced and read the messaging document.** Please note that we are recommending CoCs, State Agencies and the Tribal Collaborative to approve participation in a statewide evaluation of the Coordinated Entry Assessment Tool and support researching the best tool for MN. There will be a separate motion regarding interim utilization of the VI-SPDAT until there is a final vote of a statewide tool. Talk to Carla immediately if you have questions or if other information will be needed for you to present the motion to your members.
2. **Report your anticipated approval timeline to Ji ASAP.** The CES Committee would like to know when each stakeholder will be voting on the proposed motions.
3. **Present the messaging document and motions to your CoC, MTC, and State Funders at the soonest opportunity (in May or June).** Please provide handouts of the motion and messaging document to members who will be voting on the motion. Note the Coordinated Entry Committee decision matrix and timeline document is also available, but please do not share this document electronically or via handout. This is your information and reference only.
4. **Record your CoC/MTC/State Funders decision in the meeting minutes.**
5. **Report your vote outcomes and any pertinent discussion, and draft meeting minutes to Carla as soon as possible.** If your group cannot approve the motion, identify the barriers or objections: need more information, not enough voting members present, disagreement with the premise, etc. We will need to know if you expect approval at your next meeting or if you need assistance reaching members in your area.
6. **Share statewide CES tool decisions with your members and present next steps.** More information will be available through newsletters and on the MN Housing CES website page (after May 25, 2018).

Talking Points: *See messaging document*

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MEMO

From: The Minnesota Coordinated Entry Committee

To: Coordinated Entry System (CES) Stakeholders (Continuums of Care, MN Tribal Collaborative and State Funders) in Minnesota

Date: May 18, 2018

Re: Motion to participate in statewide CES tool evaluation, research CES tool options, and approve interim use of the VI-SPDAT.

The State Coordinated Entry Committee is asking each of the 10 regional Continuums of Care, Tribal Collaborative, and State Funders to hold an official vote to participate in the statewide evaluation of the Coordinated Entry Assessment, approve researching options for a tool that works better for MN than the current VI-SPDAT, and to identify and interim use option for the VI-SPDAT until a final recommendation and vote on best tool for MN is complete.

Please read the talking points and decision matrix prior to presenting to Continuum/Collaborative/State Funders. Important points to note:

The evaluation will help CoC and other statewide partners fully identify strengths and weaknesses of utilization of the tool.

Please encourage members to take the time to complete the survey and share with other agency staff. Broad and comprehensive feedback is needed to assure we have a quality evaluation.

There are 3 potential outcomes that could be pursued based on the evaluation:

1. Pursue editing the VI-SPDAT.
2. Research and identify another tool that already exists and is utilized elsewhere in the United States.
3. Develop and vet a MN based tool.

A new workgroup will be formed to support the work of the Coordinated Entry Committee in evaluating the surveys, researching one or more of the 3 potential outcomes and recommending a plan.

The timeline will vary greatly depending on which of the 3 potential outcomes is decided.

Stakeholders (CoCs, the Tribal Collaborative and State Funders) will all be engaged and informed throughout the evaluation, research and decision-making process.

We ask that you offer the following motion for approval by your group at the next opportunity to move forward with the evaluation of the VI-SPDAT, research of improved tool options and interim use of VI-SPDAT.

Motion 1:

I move to approve that _____ Continuum of Care/ Tribal Collaborative/State Funders participate in statewide evaluation of the Coordinated Entry System Assessment Tool and subsequently research options for an improved assessment tool that is HUD and State funder compliant, and that meets the needs of persons seeking homeless services in Minnesota.

Motion 2:

I move to that the _____ Continuum of Care/ Tribal Collaborative/State Funders utilize the VI-SPAT with scripting embedded at the end of certain questions OR an edited VI-SPDAT with scripting replacing some of the existing OrgCode language. (if needed you may choose just one option)