HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
Services Coordinating Committee Meeting Agenda

August 7, 2023, 9am

Committee members must participate in person (except for just cause reasons, or for emergency reasons approved by the HSOC):

Room 356, County of San Luis Obispo Department of Social Services
3433 S. Higuera St., San Luis Obispo, CA 93401

Members and the public may participate by Zoom video call:
https://us06web.zoom.us/j/84092953519?pwd=Z213czVieUdHdm8rbjROZlZ1Z0VaQT09

Or dial in:
1 669 444 9171 US
Meeting ID: 840 9295 3519
Passcode: 315413

1. Call to Order and Introductions

2. Public Comment

3. Consent: Approval of Minutes

4. Action/Information/Discussion

    4.1. Implementing Five-Year Plan Line of Effort 2 – Reduce or Eliminate Barriers to Housing Stability

        4.1.1. Action Item: Vote to Approve the Proposed Prioritization Scoring for the By Name List Used to Make Referrals to Participating Housing Programs

        4.1. 2. Action Item: Vote to Recommend Name Change and Focus of Services Coordinating Committee to Coordinated Entry Steering Committee

5. Future Discussion/Report Items

6. Next Regular Meeting: October 2, 2023, at 9am

7. Adjournment

The full agenda packet for this meeting is available on the SLO County HSOC web page:
https://www.slocounty.ca.gov/Departments/Social-Services/Homeless-Services/Homeless-Services-Oversight-Council-(HSOC).aspx

HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
SERVICES COORDINATING COMMITTEE MEETING MINUTES

Date
July 31, 2023

Time
9am- 11am

Location
Conf Rm. 1, Empleo St, Dept of Social Services
San Luis Obispo, CA 93403

Members Present
Abby Lassen
Amelia Grover
Brandy Graham (Remote)
Devin Drake
Elaine Archer
Jack Lahey
Michael Azevedo (alternate for Janna Nichols)

Members Absent
Allison Brandum

Staff and Guests
Aurora William
Christy Nichols
Cynthia Voorheis
Erica Jaramillo
Esther Salzman
Jane Pomeroy
Jane Ranahan
Jeff Al-Mashat

Laurel Weir
Lauryn Searles
Marie Bolin
Merlie Livermore
Rick Gulino
Russ Francis
Wendy Lewis

1. Call to Order and Introductions
Jack called the meeting to order at 9:05am. Introductions were made.

2. Public Comment
Amelia shared that Dignity Health in partnership with the County Public Health Department, will be conducting a Street Medicine Assessment meeting sometime in September.

3. Consent: Approval of Minutes
Devin moved the motion to approve the minutes. After correcting the spelling of her name in the minutes, Amelia seconded. Done thru voice vote, all voted in favor, none opposed and no abstentions.

4. Action/Information/Discussion

4.1   Implementing Five-Year Plan Line of Effort 1 – Create Affordable and Appropriately Designed Housing Opportunities and Shelter Options for Underserved Populations

4.1.1. Discussion Item: Update on Oklahoma Avenue Parking Village

While there is still no definite date slated for the closing of the Parking Village, the Homeless Services Division, CAPSLO (Community Action Partnership of San Luis Obispo), and the Five Cities Homeless Coalition are all working closely together to ensure a slow and steady exit process for the individuals residing in the said location.
There was also a discussion on what services and programs will be available to the Parking Village tenants once they move out of the parking site.

4.2.   Implementing Five-Year Plan Line of Effort 2 – Reduce or Eliminate Barriers to Housing Stability

   4.2.1.   Action Item: Vote to Recommend Name Change and Focus of Services Coordinating Committee to Coordinated Entry Steering Committee

   Due to a lengthy discussion and questions regarding the name change and primary function of the committee, there was an amended motion to table the vote for next meeting. Abby moved the motion, Jack seconded. All were in favor, none opposed and no abstentions.

   4.2.2.   Action Item: Vote to Approve the Proposed Prioritization Scoring for the By Name List Used to Make Referrals to Participating Housing Programs

   Due to time constraints, vote was not taken, and this item was tabled for next meeting.

5. **Future Discussion/Report Items**

   - Recommend Name Change and Focus of Services Coordinating Committee to Coordinated Entry Steering Committee
   - Approve the Proposed Prioritization Scoring for the By Name List Used to Make Referrals to Participating Housing Programs

6. **Next Regular Meeting:** August 7 at 9am.

7. **Adjournment**
   The meeting was adjourned at 11:03am.

HOMELESS SERVICES OVERSIGHT COUNCIL
SERVICES COORDINATING COMMITTEE
ACTION ITEM
AUGUST 7, 2023

AGENDA ITEM NUMBER: 4.1.1

ITEM: Vote to Approve the Proposed Prioritization Scoring for the By Name List Used to Make Referrals to Participating Housing Programs

ACTION REQUIRED: Vote to Approve the attached Prioritization Scoring Policy for the By Name List that is used by the Coordinated Entry System to make referrals to participating permanent housing programs.

SUMMARY NARRATIVE:

The Department of Housing and Urban Development (HUD) requires that Continuums of Care (CoCs) establish a Coordinated Entry System (CES). The CES has four core elements, which include Access, Assessment, Prioritization, and Referral. HUD has determined that an effective coordinated entry process ensures that people with the highest vulnerabilities receive priority for a range of housing, homeless assistance, and other interventions available in the CoC that are responsive to the varying levels of need of people experiencing homelessness.

To be able to prioritize people based on their vulnerability, HUD requires that communities use an assessment tool to prioritize people for the level of housing intervention that is best matched to the severity of housing barriers. The San Luis Obispo County CoC currently used the VI-SPDAT as the assessment tool for prioritization for the By Name List.   The By Name List is then used to make referrals to participating permanent housing programs as openings come up.

HUD originally intended that this process be used for referrals to permanent supportive housing units funded with HUD Homeless Assistant Grant funds. In recent years, additional housing programs began using the By Name List as a referral source for clients.

VI-SPDAT and Prioritization Policies
CoC's are required to use a standardized assessment tool to prioritize persons on the By Name List used to prioritize referrals to participating housing programs. The San Luis Obispo County uses the Vulnerability Index-Services Prioritization Decision Assistance Tool (VI-SPDAT). This tool was first used by the CoC for the County's Housing First program when it began in 2014, then was later adopted by the CoC as the standardized tool for CoC Homeless Assistance Grant-funded permanent supportive housing and other housing programs that agreed to receive referrals from the CoC's CES.

The CoC's CES By Name List prioritization policy currently dictates that scores on the VI-SPDAT be used to make an initial determination of types of housing referrals made, with scores of 4-7 generally resulting in referrals to Rapid Rehousing programs, scores of 8-10 generally resulting in referrals to the By Name List for permanent supportive housing units such as the Homeless Assistance Grant-funded projects, and scores of 11 and above generally resulting in referrals to the By Name List for permanent supportive housing units that are coupled with the most intensive case management, such as the County's Housing First program.

In addition to the VI-SPDAT score, the CoC has also used a weighted measure of the length of time that the person has experienced homelessness to add to their overall score and thus their ranking on the By Name prioritization list. Under the current policies, this may result in persons who are in the 8-10 scoring range who have experienced homelessness for several years being ranked above people who score higher on the VI-SPDAT.

In 2023, Homeless Services Division staff have worked with the Community Action Partnership of San Luis Obispo (CAPSLO), which serves as the lead CES agency, to develop a proposed revision to the prioritization policy. The proposed revision to the policies would remove the # of years that a person has experienced homelessness from their overall score on the By Name List. Instead, the number of years that a person had experienced homelessness would be used to determine ranking of persons with the same VI-SPDAT scores. For example, a person who scored an 11 on the VI-SPDAT and who had experienced homelessness continuously for the past ten years would be ranked below someone who had scored a 15 on the VI-SPDAT but who had experienced homelessness for the past two years.

FINANCIAL IMPACT

There is no direct financial impact from adoption of this policy.

STAFF COMMENTS

In addition to the making the proposed change to the methodology used to prioritize persons on the By Name List, the attached, proposed Prioritization Policy would make minor, non-substantive amendments to the current policies.

SLO CoC Coordinated Entry System:
Prioritization Scoring and Eligibility Criteria for Housing Referrals

Prioritization Scoring

People experiencing homelessness will be prioritized based on the Vulnerability Index-Services Prioritization Decision Assistance Tool (VI-SPDAT) score with secondary differentiation added with the number of years homeless (use a multiplier for # of years) and other variables. For housing projects with additional criteria specified by the funding agency -- e.g. the Housing and Disability Advocacy Program (HDAP), which restricts eligibility to persons with a disabling condition who do not yet have SSI/SSDI/RSDI/or similar benefits -- project specific eligibility lists will be created that include only people who meet the criteria for the project, sorted by the prioritization scoring factors listed below.

People will be ranked on the By Name List based on their base VI-SPDAT scores. If the overall score is tied between two or more persons, those persons will be differentiated via their total combined score using their VI-SPDAT score and a weighted score based on the number of years the person has been homeless during the current episode times a multiplier. The formula is [VI-SPDAT score + (# of years homeless times multiplier[1])].

Years Homeless Multiplier
VI-SPDAT score of 14 or higher = Multiply # of years homeless x 1
VI-SPDAT score of 11-13 = Multiply # of years homeless x 0.5
VI-SPDAT score of 10 or lower = Multiply # of years homeless x 0.25

Example 1: A person with a VI-SPDAT score of 14 who had been homeless for 12 years would get a score of 26. The number was calculated as follows: 14 +(12 x 1) = 14 + (12) = 26.

Example 2: A person with a VI-SPDAT score of 8 who had been homeless for 12 years would get a score of 11. The number was calculated as follows: 8 + (12 x 0.25) = 8 + (3) = 11.
(VI-SPDAT + the multiplier).

For example, if two persons had a VI-SPDAT score of 15, but one person had a total combined score of 20, and another had a total combined score of 19, then the person with a total combined score of 20 would be ranked first. If all the scores are also tied, then the person who had been on the By Name List for a longer duration would be ranked ahead of the person on the list for a lesser time.

Persons may be re-surveyed if their circumstances have changed, such as having had additional hospitalizations or worsening health. When a client is re-surveyed, they will be ranked using the new score

Ranking on the By Name List is dynamic. Clients' position on the list may go up or down based on the scores of other persons on the list at a given time. A person is matched to appropriate and realistic

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[1] *The "years homeless multiplier" will be calculated using the client's consecutive years of homelessness immediately preceding the survey interview, rather than a combination of lifetime experiences of homelessness.*

housing resource; based on the client's needs (as demonstrated by HMIS, CES, and Case-Conferencing records) and client-stated housing preferences.

Persons who were surveyed but who have been fully disengaged from services and/or unable to be located six months or longer may be moved to an inactive list. People who are moved to the inactive list will not be prioritized or considered for housing while on the inactive list. If the person's whereabouts become known, they may be moved back onto the active list and should be re-surveyed unless there have been no life events or changes to their circumstances in the prior six months.

Eligibility Criteria

Permanent Supportive Housing with Intensive Services Supports (PSH+)
VI-SPDAT score must be 11 or higher, for participant to be eligible for No Place Like Home (NPLH) and Housing Now (HN) units. Clients will be prioritized on the highest overall prioritization score. This housing typology has a high level of case management support with low caseload ratios. The supportive services are attached to the units, are not time-limited and are delivered in a low-barrier housing first setting.

Permanent Supportive Housing (PSH)
In general, clients with VI-SPDAT scores of 8 to 10 are eligible for CoC Permanent Supportive Housing (PSH), RAD Housing, and Housing and Disability Advocacy Program (HDAP), with priority going to those with the highest prioritization score. Clients scoring higher than 10 on the VI-SPDAT may be offered CoC housing if the client is not eligible for 50 Now, or if otherwise appropriate to the client's needs and preferences. CoC PSH provides case management and connects clients to additional community resources as appropriate and available.

For CoC-funded units: Clients must meet the U.S. Department of Housing and Urban Development (HUD) definition of chronically homeless (24 C.F.R. Parts 91 and 578).1 Clients do NOT have to be county residents to qualify for CoC-funded PSH. CoC housing uses a low-barrier, Housing First approach.

For Housing and Disability Advocacy Program (HDAP) funded units: VI-SPDAT score of 8 to 10, with priority going to those with the highest prioritization score. Clients must also have a disability and must not yet have SSI benefits. Clients scoring higher than 10 on the VI-SPDAT may be offered HDAP housing if appropriate to the client's needs and preferences and if the client would be interested in a housing subsidy that is not permanent. HDAP provides case management and connects clients to additional community resources as appropriate and available. Unlike CoC and 50 Now, case management is transitional, not permanent. In addition to receiving housing focused case management, HDAP participants are eligible to receive application assistance from case managers on their SSI or SSDI application or reconsideration. CoC housing uses a low barrier, Housing First approach.

Rapid Rehousing
Clients with VI-SPDAT scores of 4 to 7 are eligible to be enrolled in RRH (e.g. Emergency Solutions Grant Program Rapid Rehousing (ESH RRH), etc.) based on client's preferences and the criteria for each program. Clients with VI-SPDAT scores of 8 or higher may be considered for referrals to RRH as appropriate.

Lesser of No Intervention (Problem Solving)

Clients with a VI-SPDAT score between 0 to 3. These cases should be addressed by using problem-solving techniques, light touch reunification, and other resources.

**HOMELESS SERVICES OVERSIGHT COUNCIL
SERVICES COORDINATING COMMITTEE
ACTION ITEM
AUGUST 7, 2023**

AGENDA ITEM NUMBER: 4.1.2

ITEM: Vote to Recommend Name Change and Focus of Services Coordinating Committee to Coordinated Entry Steering Committee

ACTION REQUIRED: It is requested that the Homeless Services Oversight Council (HSOC) Services Coordinating Committee vote to recommend that the HSOC amend its bylaws to allow for a change of name and focus of the Committee from the Services Coordinating Committee to the Coordinated Entry Steering Committee.

SUMMARY NARRATIVE:

The Department of Housing and Urban Development (HUD) requires that Continuums of Care (CoCs) establish a Coordinated Entry System (CES) with a goal to allocate housing and services assistance as effectively as possible and to ensure that it is easily accessible no matter where or how people present. Qualities of an effective CES include a low barrier, Housing First focused, person-centered approach with wide geographic coverage that ensures fair, equal, and inclusive access; standardized assessment and referrals; referrals to housing and services that are matched to housing barriers; and ongoing planning and stakeholder consultation.

A CES serves as the "front door" to CoC housing and services for people experiencing homelessness. HUD requires that a CES develop standardized intakes and assessment tools, as well as a standardized referral process for CoC-funded housing. HUD requires that CoCs utilize a CES as a condition of receiving the HUD CoC annual grant. In addition, an increasing number of housing and homeless grants from the State of California require that housing produced by those grants receive referrals from the CoC's CES.

CES and the County's Five-Year Plan
On July 20, 2022, the Homeless Services Oversight Council adopted a Five-Year Plan to Address Homelessness. The plan set an ambitious goal to reduce homelessness by 50% over a five-year period.

Line of Effort #2 proposed to "Focus efforts to reduce or eliminate the barriers to housing stability for those experiencing homelessness or at risk of homelessness, including prevention, diversion, supportive services, and housing navigation efforts." Recommendations under this Line of Effort include ensuring that coordinated entry system is used as the foundation for service assessment across the continuum, and to develop and implement community standards and best practices for each service area (including outreach, case management, coordinated entry) with a universal focus on housing navigation.

To help achieve this goal, the Homeless Services Division has begun to examine the roles of existing committees and work with HSOC Committee Chairs and the HSOC Executive Committee to identify changes to the HSOC structure that could be made to help implement the Plan. Because the CoC is responsible for providing feedback for the development of policies related to CES, the CoC would benefit from a committee that is dedicated to developing and approving CES policies and guidance that are consistent with the Five-Year Plan.

Standing Committees in HSOC Bylaws
To change the name of the Services Coordinating Committee to Coordinated Entry Oversight Committee, a Bylaw change will need to be approved by both the HSOC and the County Board of Supervisors. A recommendation for this change from this committee is the first step in the process.

FINANCIAL IMPACT

Changing the name of the Services Coordinating Committee would have no direct financial impact. Shifting the focus of the committee to Coordinated Entry could result in better outcomes for the CoC grants received.

STAFF COMMENTS

Changing the name of the Services Coordinating Committee would require an amendment of the HSOC Bylaws. Any change to the HSOC Bylaws must be considered by the HSOC at two separate meetings and also approved by the Board of Supervisors.

To reduce the number of times that the Bylaws must be amended and to create more flexibility for the HSOC to adapt to future needs, it is recommended that the HSOC approve a change to the Bylaws that would eliminate named Standing Committees and instead give the HSOC authority to appoint Standing Committees and determine the number and type of Standing Committees as needed.