



Coordinated Entry Committee Regular Meeting Minutes

Roll Call

Name	
Devin Konick-Seese	P
Noah Fay	A
Eddy Matlock-Mahon	P
Martha Lindner	P
Porscha Anderson	P
Patricia Sam	A
Elliot Hart	P
Kelsey Beckmeyer	A
Zsa Zsa Floyd	A
Sherry Tillman	P
Finn Rogers	P
Mustafa Mohammed	P

- Roll Call – 8 members present – 4 members absent
- Quorum was met

Land Acknowledgement & Theory of Change

- **Land Acknowledgement:** The King County Continuum of Care Board acknowledges that we work on the unseated traditional lands of the Coast Salish peoples, especially the first peoples of Seattle, the Duwamish people. The original stewards of the land, past and present. We honor with gratitude the land itself and the Duwamish tribe. This acknowledgement only becomes meaningful when combined with accountable relationships and informed action and is the first step in honoring the land that we today sit on and their peoples.

- **Theory of Change** – If we create a homelessness response system that centers people who have lived experience of homelessness, then we will be able to meet needs and eliminate inequities, in order to end homelessness for all.

Minutes Review

- Motion: Approve September's (October Meeting was canceled) meeting minutes – Eddy Matlock-Mahon
- Second – Devin Konick-Seese
- Vote: Passed by voice vote

Meeting Topic: Data Update

CE is managing three major data areas:

- Quarterly reporting data
- Website CE Data Dashboard
- Case conferencing performance data (nominations and referral outcomes)

Quarterly Reporting Data

- Four quarters of 2024 data were completed and presented in July 2025.
- Significant system changes since the last full evaluation required rebuilding metrics and tools from scratch.
- Research & Data team cannot fully rebuild this reporting every quarter due to resource limits.
- Current priority is developing a streamlined product allowing automatic/semi-automatic quarterly reporting.
- Goal: consistent quarterly reporting by **2026**.

Case Conferencing Performance Data

- Tracks nomination quality and referral status (pending, completed, denied).
- Allows analysis by provider/agency to assess referral patterns and timelines.
- More detailed discussions are planned later in the meeting.

Website Data Dashboard Update

- Existing dashboard still reflects 2022 data and needs a refresh.
- Updated dashboard is **complete**, pending review from internal leadership.
- Dashboard will include 2024 CE demographics, referral counts, and timeline metrics.
- Target publication: **Q1 2026**.



Meeting Topic: Assessment Pilot Update

Tools reviewed by the Focus Group include:

- Multnomah Services & Screening Tool
- Housing Assistance Screening Tool (HAST)
- Austin Prioritization Assessment Tool
- DESC Vulnerability Assessment Tool

All tools have been distributed to Focus Group members for review.

KCRHA is coordinating with **HUD Technical Assistance (ABT Global)**; HUD TA is providing support throughout the assessment pilot process.

Criteria the Focus Group is using to evaluate tools:

- Scoring methods, including predictive modeling (HAST) and traditional point-based scoring.
- Ensuring assessments are **trauma-informed** and **equity-centered**.
- Alignment between assessment questions and **available community resources**.
- Incorporation of clinical perspectives from multidisciplinary teams (medical, behavioral health, mental health).
- Inclusion of key domains: DV/IPV risk, homelessness history, existing supports, physical and behavioral health risks.

Next Steps

- Next Focus Group meeting: **Tuesday, 25th at 4 PM.**
- Prioritize developing evaluation questions for the pilot.
- Explore designing a **custom pilot assessment** informed by the reviewed tools.
- Develop the pilot implementation plan and bring it to the full committee for discussion and vote.
- Incorporate committee feedback and finalize design.
- Target: **Implement assessment pilot in the CE system in 2026.**

Meeting Topic: Emergent Needs Conferencing

- Bridge Shelter is the only program currently using the Emergent Needs prioritization process.
- CCA shared the by-name list for individuals requiring prioritization (all single adults).
- Team remains on track for December **31, 2025**, closure deadline.
- Multiple CE lease-ups are supporting Bridge exits, including:
 - Pacific Hotel (Plymouth Housing)
 - Stevens Place (DESC)
 - Sweetgrass Flats (Chief Seattle Club)
- Lease-up timing has been highly beneficial for ensuring residents don't return to homelessness.



- Over **half of the 71 Bridge Shelter residents** have been matched to housing.
- Team expects **all 71 residents to receive housing referrals** by Dec 31.
- Main remaining challenge is **application processing timelines** (currently ~2 weeks at Seattle Housing Authority).
- CE staff are coordinating with SHA to request prioritization of urgent applications.

Nomination Quality Webinars & Training

- Three Nomination Quality webinars were launched in late September and were well received.
- Webinars are now included in the **monthly training calendar** following the Assessor Credential Training.
- Monthly rotation of webinar topics:
 - Packet Preparedness / Documentation
 - Making Nominations in Smartsheet
 - Service Matching

Continuous Quality Improvement Policy

- Monthly review of nomination data will identify assessors with **2+ nomination denials** due to data quality or service mismatch.
- Assessors meeting this threshold will have nominations temporarily paused.
- To continue, assessors must complete **corrective action**:
 - Meet with a CE trainer **or**
 - Attend the relevant Nomination Quality webinar.
- Policy aims to reduce referral denials and improve first-attempt housing placements.

Train-the-Trainer (T3) Session

- CE Trainer T3 session scheduled for **December 2**; the session **will be recorded**.
- CE Trainers are required to attend; HMIS Leads not required.
- Session will align trainers on implementing the new nomination quality policy.

Case Conferencing Performance Data

- Performance data will be shared regularly with the committee once the nomination quality plan is officially launched.
- Team acknowledges this data is pending and is working toward consistent reporting.

Meeting Topic: Nomination Quality Reporting

The team launched a **Nomination Quality Webinar series** this fall.

- Sessions debuted on **Sept 25, Oct 2, and Oct 9**.
- Webinars were well-received with strong participation and positive feedback.



The webinars are now integrated into the **monthly CE training rotation**:

- Monthly **Assessor Credential Training** continues as the core onboarding.
- One week after the credential training, a **Nomination Quality Webinar** is offered on a rotating cycle.
- Three recurring topics:
 1. **Packet Preparedness / Documentation**
 2. **Making Nominations in Smartsheet**
 3. **Service Matching**

A new **Continuous Quality Improvement (CQI) policy** is being implemented to address nomination quality:

- Goal: reduce **nomination denials** and improve **referral success**.
- Distinction clarified between:
 - **Nominations** (Smartsheet submissions for tiebreak consideration)
 - **Referrals** (formal HMIS referral to a housing resource)
- Policy focuses on reducing **nomination denials due to data quality or service mismatch**.

Under the new policy:

- CE staff will review **monthly nomination data**.
- If an assessor has **two or more nomination denials** (due to quality issues, not tiebreak outcomes), their nominations will be **temporarily paused**.
- To resume nomination, the assessor must complete **corrective action**, which includes either:
 - A meeting with their **CE Trainer**, or
 - Attending the relevant **Nomination Quality Webinar**.

CE Trainers will play a more active role in supporting assessors:

- Trainers will review issues with assessors (e.g., incorrect data entries, inappropriate service matching).
- After corrective action is completed, trainers confirm readiness for nominations to resume.

A **Train-the-Trainer (T3)** session for CE Trainers is scheduled for **December 2**.

- Required for CE Trainers; optional for HMIS Leads.
- Session will be recorded and shared with trainers.

Case Conferencing Performance Data will be shared with the committee once the CQI plan is ready to launch.



- Team acknowledges the committee is waiting for this data and will deliver regular updates.

Next Steps & Adjourn

Motion to adjourn meeting – Eddy Matlock-Mahon
Second – Martha Lindner

- **Next meeting: December 18, 2025; 10:00 AM – 11:30 AM**

