

System Coordination & Entry Committee Charter



Committee Purpose:

The Coordinated Entry process will be governed by the System Coordination & Entry Committee of the Lake County Coalition for the Homeless. This group will be responsible for assuring a coordinated and timely response to housing crisis across Lake County that efficiently connects people to housing and services.

Project Goals:

1. To assure Lake County system is in compliance with Federal Regulations.
2. Minimize barriers faced by individuals who are homeless in accessing the most appropriate and effective housing services to address their needs.
3. Incorporate a “housing first” philosophy in matching homeless individuals with services and decrease the length of time of their homelessness.
4. Use ServicePoint (also known as the Homeless Management Information System) to maximize existing resources and simplify implementation.

Expected Outcomes:

- Review and maintain committee charter.
- Develop and submit timely reports as outlined in the Coordinated Entry Policies and Procedures to the Lake County Coalition for the Homeless Board.
- Schedule presentations to community agencies explaining the Coordinated Entry process.
- Increased system knowledge on coordinated entry resources, regulations, and processes
- Standardized expectation of client services
- Revise the Coordinated Entry Policies and Procedures, as needed.

Activities:

- The Committee will meet at least nine times per year.
- Provide general oversight and management of coordinated entry.
- Investigate and resolve consumer and provider complaints or concerns about the process, other than declined referrals.
- Provide training to Coordinated Entry - Entry Points at least annually and upon onboarding of new entry points
- Provide information and feedback to the Lake County Coalition for the Homeless Board, and the community at-large regarding the coordinated entry process.
- Evaluate the efficiency and effectiveness of the coordinated entry process.
- Review performance data from the coordinated entry process.
- Recommend changes or improvements to the process, based on performance data, to the Lake County Coalition for the Homeless Board.
- Oversight of the Chronic, Housing Placement, Landlord Engagement and Veteran Work Groups and review of monthly report from the committee regarding the effectiveness of housing placements.

- Meet with and educate different community providers who may discharge individuals/families into homelessness.
- Conduct landlord outreach
- Case Orientation

Membership and Roles:

- Participation is open to anyone regardless of their membership in the Lake County Coalition for the Homeless.
- Committee chair will be elected annually by majority vote among LCCH board members. Each chair will hold the position for one year at a time for no more than 4 consecutive terms.
- Committee Chair is responsible for the following:
 - Putting together an agenda for each meeting, based on communications or agenda items submitted by providers.
 - Serving as the point of contact for anyone seeking more information or having concerns about the coordinated entry process.
 - Ensuring minutes are taken at each meeting of the committee.
- All members must attend at least 75% of meetings per year. The chair must attend 90% of meetings per year.
- Any agency/individual who would like to join the Committee may do so after contacting the chair of the Committee.
- The committee will aim to have representation from the following groups/skill sets:
 - An emergency shelter staff representative
 - A funder representative
 - A health care provider representative
 - An EFSP Board representative
 - A domestic violence shelter representative
 - A court services representative
 - A Veteran representative
 - A variety of social service providers in the community
 - Other seats that may be included in future iterations of the committee are faith-based organizations, substance use service providers, mental health service providers, local government representatives, school system representatives, and assessment center front-line staff
 - Approved coordinated entry sites must have representation on committee.

Relationship to other Groups:

- Committee chair will report progress to the LCCH Steering Council and board members at their regular meetings
- Committee will make recommendations to the full Lake County Coalition for the Homeless Board for consideration
- Committee will provide data/reports to other committees, specifically the Strategic Planning & System Performance Committee and the Steering Council, in order to assist with the overall county's goal of ending homelessness and strategic funding decisions.
- Committee will provide oversight to the Chronic, Housing Placement, Landlord Engagement, Veteran, and Work Groups