



**MINUTES**  
**Coordinated Entry Committee**  
**Wednesday October 11, 2023 10:00 AM**

Department of Social Services  
1701 High St, 4<sup>th</sup> Floor  
Portsmouth, VA 23704

**Members Present:**

Ursula Murphy (PSO / CES Co-Chair)  
Kimberly Carmichael (PCI)  
Dietra Smith (DBHS)  
Annie White-Guertin (PARC)  
Shirley Brackett (ForKids)  
Consuela Knight (PRHA)  
Valzenia Jenkins (PRHA)  
Jay Hendricks (Hendricks Living)  
Fatima Tomlin (Senior Services)

Shannon Riddick (PVH/ CES Co-Chair)  
Sherry Johnson (DBHS)  
Joy Shaffer (HER)  
Jean Jones (Policy & Planning Co-Chair)  
Michele Pastor (ForKids)  
Sarah Brush (PRHA)  
Sharonita Cousin (VSH)  
Gladys Baker (STOP)  
Lucretia Chapman (VSH)

**Other Attendees:**

Karen Joyner (TPC Liaison)  
Stephen Foster (Foundations to Success)

**Members Absent:**

DeAnna Valentine (DSS)  
Marti Chick-Ebey (HVAMC)  
Beck Barfield (Eggleston)  
Tanisha Davis (VBCDC)  
V. Clay (Endeppendence Center)

Kathi Cuffee-Moore (DBHS)  
Mary Clark (Eggleston)  
Olisha Sawyer (VBCDC)  
Madison Gray (PFD/EMS)  
Pat Chambers (PCOM)

The meeting was called to order by the Co-Chair Ursula Murphy (PSO) at 10:05 AM. Attendance was captured with the assistance of Karen Joyner (TPC). Minutes from previous meetings are pending.

**Referral Report as of 9/25/2023**

The referral report as of 9/5/2023 was presented. All Personally Identifiable Information (PII) was omitted to protect client confidentiality. Agencies were reminded that referrals from PCAN are captured in 2 locations within the Client Profile in HMIS and both require a response.

**Coordinated Entry System (CES) Process Review**

As has been previously reported we are asking PHAC Housing Providers – (DBHS, PARC, PCOM, VA, VSH) to provide program requirements so that during PCAN appropriate referrals can be made.

**PRHA** was asked to briefly explain their housing programs and how Coordinated Entry can collaborate to utilize any available vouchers. It was explained that with the Emergency Housing Vouchers (EHV) Coordinated Entry and Policy & Planning collaborated to craft the MOU with PRHA.

Family Unification Program vouchers- Referrals for these vouchers come from Dept of Social Services and must have CPS involvement.

Non-Elderly & Disabled Vouchers– Head of Household must be disabled and be under the age of 62

***Stephen Foster – Foundations to Success***

provides care coordination for Medicaid and non-Medicaid households for 1 week or up to 30 days.

Currently receives referrals from Maryview Hospital and CSB

***Jay Hendricks – Hendricks Living***

Has Transitional housing that could be long term.

***Senior Services South East Virginia–***

Assists with medical and non-medical needs for citizens over 60. Has a transportation program throughout Tidewater for eligible seniors.

**PCAN – Add Transitional Housing (All projects) to Case Conferencing?**

The items were briefly discussed with most being tabled until after the CES review has been completed.

**PHAC ROI – Rev. 10-31-2018**

The document was in need of revision in order to capture recent changes to the HMIS policies. Sharonita

Cousin motioned that the following be added to the bolded section at the bottom of page one: ***I***

***understand this release will be effective for a period of three (3) years if signed or one (1) year if verbal and is in alignment with the HMIS Policies.***

Shannon Riddick (PVH seconded the motion and the changes were adopted unanimously. The Chair will send an email to PHAC Executive Committee members asking for adoption by the end of the month.

With no further business the meeting adjourned with an announcement that the next CES Committee meeting is scheduled for November 8, 2023 at 10:00AM at PDSS.

Prepared by: Ursula Murphy, CES Co-Chair

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