



Greater Kansas City Coalition to End Homelessness

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## MO-604 GKCCEH Housing Solutions Team Attendance Policy

<b>Original Approval</b>	4/5/2019
<b>Approved Revisions</b>	11/6/2020

**Policy:** Programs which accept referrals through the Coordinated Entry System participate in **at least 80% of Housing Solutions meetings**, excluding state, federal, and/or religious holidays ([link to GKCCEH Calendar](#)) to receive full Coordinated Entry participation points on the NOFA application.<sup>1</sup>

### Procedures:

1. GKCCEH hosts Housing Solutions meetings on a regularly established schedule throughout each month. The purpose of these meetings is case conferencing, where providers seek and provide multi-agency consultation and coordination on housing referrals.
2. GKCCEH posts the schedule clearly on its [website](#).
3. By January 15 of each calendar year, GKCCEH staff will request CoC-funded [and ESG-funded] programs designate appropriate Housing Solutions meeting participants i.e., primary and proxies if able/desired.
4. Meetings are interactive and require active participation for them to be effective. Ideal participants have ready access to client-level information, knowledge of status of households on referral with their respective agency, familiarity with community resources, and the confidence and willingness to actively problem-solve, contribute to the meeting, and receive value from the meeting, e.g., Outreach workers, housing program direct service staff, CE assessors, CE Workgroup members, community health partners.
5. Changes to an agency's designated Housing Solutions meeting participants must be recorded in order for providers to be counted as in attendance in the event of personnel changes.
  - a. Programs may designate new participant(s) using [this link](#) or in the Coordinated Entry section of the GKCCEH website. This portion of the site is password protected; CE providers may get the password from GKCCEH staff.

<sup>1</sup> The timeframe to receive full NOFA participation points during the NOFA period will match the common APR reported period established by the Administration Committee.

6. All designated Housing Solutions meeting participants must sign a confidentiality statement regarding use and disclosure of client data shared during the sessions. This document must be signed when the participant is appointed and renewed annually.
7. Funded programs must begin attending by the start of their grant period.
8. GKCCEH staff record and track attendance and report each program's attendance percentage to the GKCCEH Administration Committee when requested.