



MEMORANDUM

“...meeting community needs...enhancing quality of life.”

TO: Community and Economic Development Committee
FROM: Nikki Gerhard, Community Development Specialist
DATE: July 22, 2020
RE: Approval of the 2020 Coordinated Entry Policies & Procedures Manual

Effective April 2, 2020, the City of Appleton became the Coordinated Entry Lead for the Fox Cities Housing Coalition. On April 1, 2020, Committee and Council approved the creation and addition of a Coordinated Entry Specialist, under the umbrella of the Community & Economic Development Department, which was filled on May 27, 2020. To ensure effective and efficient workflow with this role, staff created policies and procedures that outline Coordinated Entry in the Fox Cities.

The City of Appleton’s vision for Coordinated Entry is a community response to ending homelessness that accounts for the diversity of needs of people experiencing homelessness, urgently responding to these needs with permanent housing solutions, and successfully incorporating housing, healthcare, and employment systems. This community response will ensure an accessible and navigable set of entry points, a universal assessment for all persons requesting assistance, and effective and appropriate connections to housing and services for all populations and subpopulations. The City of Appleton’s Coordinated Entry System will include a data-driven approach to ensure that the system is able to measure and respond to current needs with a transparent framework of collaboration.

Coordinated Entry is a centralized and streamlined system for accessing housing and support services to end homelessness in a community and is required by the U.S. Department of Housing and Urban Development for all Continuums of Care (CoC), as stated in 24 CFR 578.7(a)(8) of the CoC Interim Rule. These processes help communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated Entry also provides vital information to communities about service needs and gaps to help communities plan their assistance and identify needed resources. Utilizing a standard assessment tool and practices, the goal is for the system to ensure that households experiencing homelessness have equal and fair access to resources that will end their homelessness.

The Wisconsin Balance of State Continuum of Care (WIBOSCOC), the entity that oversees the Coordinated Entry systems across the State, has reviewed and approved of the policies and procedures as presented. Staff recommends approval of the Coordinated Entry Policies & Procedures Manual, as presented.

The following attachment is provided for this action item.

Attached Document:

- 1.) Coordinated Entry Policies & Procedures Manual

If you have any questions, please contact me at 832-6469 or nikki.gerhard@appleton.org. Thank you!