

NWCoC Coordinated Entry Procedure Manual

Appendix D: Case Conferencing Outline

V: 11/14/22



- What are Case Conferencing meetings?
 - Case Conferencing meetings are routine meetings designed to manage the Coordinated Entry Priority List. The Priority List Manager will facilitate these meetings.
 - Before each Case Conferencing meeting, the Priority List Manager will pull the current Priority List. The list is organized by Housing Category and the priorities established by the NW CoC.
 - There are three Case Conferencing groups meeting as follows:
 - YHDP – Every other Tuesday 10:00 a.m. to 11:00 a.m.
 - East Area – 2nd and 4th Wed. of each month 9:30 a.m. – 10:30 a.m.
 - West Area – 1st and 3rd Mondays from 10 a.m. – 12 p.m.
 - In the event of an urgent, time-sensitive situation, a case conference meeting may be scheduled by contacting the Priority List Manager.

- Who should attend Case Conferencing meetings?
 - Housing Provider Representatives/Case Managers
 - Street Outreach staff
 - Advocates for Participants (especially where the ViSpdat score doesn't reflect client need)
 - Any direct service providers that can assist with case conferencing participants. Group members will adhere to privacy policies.

- What is discussed at Case Conferencing?
 - Current location of client (camping, shelter, doubled up, etc.)
 - Barriers (review and problem solve)
 - Safety issues
 - Past referrals that are still open (review and problem solve)
 - Households on the list for more than 90 days with no updated documentation.
 - Households currently in a Transitional or Rapid Rehousing program but the Case Manager has determined they are in need of a Permanent Supportive Housing program.
 - Next steps: Possible referrals, documentation that needs to be updated, agency roles

If you would like to be part of a Case Conferencing group, please contact Lori Anderson (delores@tvoc.org)