**Discharge, Planning and Diversion Committee Notes: May 25, 2017**

Present: Duana, Scott, Lori, Anne, Kris, Ed and Jerome.

The state has reiterated a new definition of serving on a committee.

* The definition for participation has been changed. Previously, it seemed sufficient to merely attend meetings. Now, you must “actively” participate which is defined by attending meetings; no more than 1 unexcused absence, no more than 3 excused absences without pre-approval by committee chair (i.e. maternity leave), and completion of tasks as assigned by committee chair. The committee chair reserves the right to add to this definition and will include in minutes.

Reminder-the 4 core areas we are focusing on are corrections facilities, mental health facilities, physical/medical Healthcare organizations such as hospitals and youth aging out of foster care. HUD regulations are requiring each local CoC to have discharge plans in place with each of the previously mentioned entities. The goal is to avoid, to the greatest extent possible, people being discharged into homelessness.

Our current assignment is to choose an entity from your local CoC that is in one of the above focus areas and work with them to develop a discharge plan, policy, procedure or protocol. Many of these agencies already have existing policies, so it may simply require some minor modifications to satisfy the requirement. Many homeless service providers may already have verbal and/or informal agreements with the above-mentioned entities, so it may be a matter of reducing these informal agreements to writing.

At prior meetings, several members wanted to work together. The subcommittees are listed below. An asterisk indicates sub-committee chairperson. The sub-committees will allow us to exchange ideas and discoveries with each other.

Corrections: Duana\*, Ed, Abby, Kevin, Tammy W, Connie H.

Mental Health: Scott\*, Anne W, Tammy Prochazka, Sara Harris.

Medical Healthcare: Lori H, Stacey, Kris

Youth Aging Out of Fostercare: Jerome, Johneisha,

Diversion: Jennifer A, Lisa K, Lisa Sanders

Ed asked: Is there a sample of a MoU? Answer: No one has been able to locate anything in writing that we can use as a sample. Many informal agreements seem to already exist so committee members should get those informal agreements in writing so others can benefit from them. Getting agreements in place for others to follow is important..

In 2016 committee developed templates, such as MoU templates. Kris would like to see the 2016 templates. Jerome stated: At one time they were on the Balance of State website, but didn’t believe they were still there. Jerome will find them and send them out. They are customizable.

Homeless Connections has been doing research of diversion policies. They have sample policies from around the country. Jerome will send the samples out to group.

Also found 4 to 5 different diversion assessment tools. They are all very similar. Jerome will send them out too.

Update from the last Balance of State meeting held last week. We didn’t make a presentation based on the length of other issues that were on the agenda for business meeting. Next Balance of State meeting is in Oshkosh, August 10th-11th. Jerome would like our committee to be in a position to make some presentations of the work that has been done. So, he’s asking the committee members to have some draft plans, MOU’s, policies or procedures ready to present for that meeting.