**Coordinated Assessment Committee**

**Meeting Minutes**

**Wednesday, August 5, 2015**

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| **Member/Agency** | **Present** | **Excused** | **Absent** |
| Corin Tubridy – West CAP | **X** |  |  |
| Karen Faulkner – Golden House |  |  | **X** |
| Karen Roehl – LAW | **X** |  |  |
| Maggie Carden – ICA | **X** |  |  |
| Lisa Sanders – Shalom Center | **X** |  |  |
| Kate Surprise – Waushara Human Services |  |  | **X** |
| Emily Pope – Edgerton Outreach |  | **X** |  |
| Melissa Randall – CAP Services |  | **X** |  |
| Sarah Rodefer – NAMI Waukesha |  |  | **X** |
| Sue Sippel –The Family Center |  | **X** |  |
| Tammy Modic – Northwoods Alliance for Temporary Housing |  |  | **X** |
| Carrie Zinda – Forward Service Corporation |  | **X** |  |
| Sarah Williams – Edgerton Outreach |  |  | **X** |
| Barb Fischer – Advocates of Ozaukee |  | **X** |  |
| Tony Gibart – End Abuse WI | **X** |  |  |
| Jeanette Petts - CACSCW | **X** |  |  |
| Debbie Bushman - NEWCAP | **X** |  |  |
| Jenny Yang – Family Services |  | **X** |  |
| Megan Katers – Golden House |  |  | **X** |
| Becky Piper – Career Development Center | **X** |  |  |
| Ann Kohanek – West CAP | **X** |  |  |
| Paige Wandling – Salvation Army LaCrosse | **X** |  |  |
| Carrie Poser – WI BOSCOC | **N/A** |  |  |
| Jennifer Allen - ICA | **X** |  |  |

**Agenda Items**

1. **Review HUD’s Coordinated Assessment Policy Brief**
	* 1. Housing First Orientation
			1. Program standards address Housing First orientation
		2. Emergency Services
			1. Our process does not address access to emergency shelters at this time
			2. Discussion: As a BOS, most communities do not have more than one emergency shelter, as opposed to larger cities that need to coordinate access to several shelters
		3. Referral to Projects
			1. The current process does not address referrals to emergency shelters (see above discussion)
			2. Committee agreed to set a time line for adding emergency shelters into the CA System by 7/1/16
		4. Referral Protocols
			1. Referral process is outlined in the document
			2. The Committee still needs to identify the process by which a program can deny a referral
		5. Ongoing Planning and Stakeholder Consultation
		6. Informing Local Planning
			1. The Committee can offer guidance to local CoCs on how to use Coordinated Assessment and the data to inform local planning, assist with funding requests, and communicate what projects are doing to the local community
2. **Review of Coordinated Assessment Policy and Procedure**
	1. What are we missing?
		1. Overview of Coordinated Assessment
			1. Use HUD language for requirements, goals
		2. Guiding Principles
			1. Use HUD language
			2. Look for commonalities in the Homework from local CoCs
			3. This is a living document, we will use evaluation results to inform changes
		3. Addressing privacy concerns of people diagnosed with HIV/AIDS
			1. Do we add this to the DV process? Or make a separate process?
			2. Jeanette will send Joanna the language for the DV process and get her opinion on if that seems appropriate
			3. Jeanette will talk to people in Madison to see what they are doing for this population
		4. Summary of Service Point process – data entry, making referrals, accepting referrals
			1. How To Guide as a separate document
		5. Process for a program to decline a referral
			1. Referrals are to the Prioritization List, not a specific agency
			2. Discussion: We want to ensure we are documenting why an agency would decline a referral of an otherwise eligible household, but also keep that household on the prioritization list for other programs
			3. Maggie and Jennifer will write this language with regards to Service Point
		6. Consumer Grievance Policy
			1. Karen R. emailed the policy from North Carolina
			2. Committee members will review and submit their feedback to Corin this week
		7. Provider Grievance Policy
			1. Karen R. emailed the policy from North Carolina
			2. Committee members will review and submit their feedback to Corin this week
		8. Timeline for follow-up on referrals
			1. Committee agreed on the following: Agencies/Programs are responsible for following up on their referrals to the Prioritization List at least every 90 days. An Agency/Program can follow-up more frequently if it chooses.
			2. Follow-up involves contacting the household to determine if they are still in need of services and ensuring accurate contact information.
			3. Providers that contact a referral to offer services and find out the household is no longer in need, can also close a referral in Service Point, even if that provider did not make the referral.
		9. Timeline for additional implementations
			1. Emergency Shelters: 7/1/15
			2. Youth: 1/1/17
			3. Mainstream Resources: TBD
		10. Specific language re: Fair and Equal Access
		11. Safety Planning for non-DV agencies
	2. What needs tweaking?
		1. Target Population
			1. Removed language stating that we are not targeting households at-risk of homelessness or stably housed
		2. Basic Definitions
			1. Committee members will review the document and submit their suggestions for additional terms that need defining
		3. Prioritization Examples
			1. Remove current chart and replace it with examples from the prioritization training
		4. More guidance for street outreach
			1. Use HUD language to be more explicit about the need to outreach to persons living on the street/ in a place not meant for human habitation.
		5. Evaluation of outreach efforts
			1. Jeanette and Maggie to add this language to the existing section
		6. Referral Process – emphasize its importance; add wording about client choice of where they want to live
3. **Coordinated Entry and Service Point**
	1. Discussion was had about the burden of collecting UDEs for all referrals, when the household may not receive services.
		1. Maggie explained that UDEs are not required for referrals, we only need to collect Name, Gender, and DOB
		2. For the Prioritization List we will also need the Homelessness History and Disability (to determine chronic homeless status)
		3. There is a Coordinated Entry Assessment that can capture this information
4. **August Presentation**
	1. Member’s Roles
		* 1. Presentation: Corin and Jeanette
			2. Available for questions: Jennifer, Tony, Sue
			3. Notes: Debbie and Karen R.
			4. Time tracking: Melissa
			5. Microphone and Candy: Lisa and Paige
	2. Deadline for feedback: 9/1/15 ideally, but no later than 9/15/15
5. **Topics for Next Meeting**
	1. Review feedback from BOS members
6. **Future Meetings**
	1. BOS Presentation: Thursday, 8/13/15, 1:00 p.m. – 4:30 p.m.
	2. Next Committee meeting: Wednesday, 9/2/15, 10:00 a.m. – 11:30 a.m.