**WI Balance of State Continuum of Care**

**Discharge Planning Committee Meeting Minutes**

December 4, 2023 at 10:00am-11:00am

Microsoft Teams

Attendees: Krysta Berger, Sandra Brekke, Lyric Glynn, Ryan Graham, Rachel Greenwood, Alfred Johnson, Veronica Judon, Alisha Kraus, Joselyn Lopez, Meredith McCoy, Kristen Moen Rosanne Northwood Erika Olson, Rachel Thomas, Lydia Van Thiel, Sherri Waid, Chandra Wakefield

1. Introductions for new attendees
	1. Veronica joined the committee - welcome Veronica!
2. Approval of Meeting Minutes – November 2023
	1. Sherri will email the minutes to the committee for review and approval.
3. Balance of State Updates – Ryan Graham
	1. The VI-SPDAT is being phased out and the new Coordinated Entry Homeless Assessment is scheduled to Go Live on 12/18/23.
	2. The Emergency Shelter Written Standards for Service Delivery were approved in November 2023.
	3. The Balance of State was recently awarded a sizeable Day One Families Fund grant.
4. Presentation by Alisha Kraus and Joselyn Lopez regarding the WI Department of Corrections (WI DOC) discharge planning process.
	1. Alisa presented on the Division of Adult Institutions (DAI):
		1. Individuals sentenced to a period of confinement (referred to by WI DOC as Persons In Our Care or PIOC) complete an intake process at three primary institutions: Dodge Correctional Institution, Taycheedah Correctional Institution, and Milwaukee Secure Detention Facility. The intake process includes consideration of the optimal custody level which is determined by assessing the PIOC’s needs including Mental Health, Medical, Programming, and Educational Needs. The custody levels range from Minimum Community to Minimum to Medium to Maximum.
		2. DAI Social Workers are the primary staff member responsible for release planning for DAI PIOCs. The Social Workers’ duties include completing assessments, assisting in obtaining vital documents and health insurance, reviewing the PIOCs release plan alongside their DCC team, reviewing supervision rules, and providing community resources.
	2. Joselyn presented on the Division of Community Corrections (DCC):
		1. DCC has three housing service programs operating on a spectrum to meet the needs of DOC PIOCs:
			1. Contracted Housing Services: Short Term Housing (60-90 day placement with no monitoring), Transitional Housing Services (90-120 day placement with limited monitoring and case management), and Supportive Housing Services (180 day placement with 24/7 monitoring and treatment).
			2. Non-Contracted Housing: Emergency Housing (30-day placements at hotels, motels, and/or boarding houses) and Supplemental Housing (assistance with rent payments for 30-60 days).
			3. Residential Services Program: Community-Based Residential Facilities (CBRF) which provide 24/7 monitoring and treatment.
	3. The committee discussed potential opportunities for growth:
		1. Tracking/capturing the housing status of individuals entering DAI incarceration.
		2. Tracking/capturing the housing status of individuals entering DCC supervision.
		3. Tracking rates of re-arrest, re-incarceration, and re-confinement in combination with housing status.
		4. Considering housing limitations specific to individuals discharging from DAI and DCC settings e.g. offense type.
	4. The Committee thanked Alisha and Joselyn for their presentations.
5. Adjourn Meeting
6. Next Meeting – January 4, 2024 from 12:00-1:00pm