**Coordinated Entry & Assessment Committee**

**Meeting Minutes**

**Wednesday, November 18, 2015**

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| --- | --- | --- | --- |
| **Member/Agency** | **Present** | **Excused** | **Absent** |
| Corin Tubridy – West CAP | **X** |  |  |
| Karen Roehl – LAW |  | **X** |  |
| Maggie Carden – ICA | **X** |  |  |
| Leigh Polodna - ICA |  | **X** |  |
| Lisa Sanders – Shalom Center | **X** |  |  |
| Emily Pope – Edgerton Outreach | **X** |  |  |
| Melissa Randall – CAP Services | **X** |  |  |
| Sarah Rodefer – NAMI Waukesha |  |  | **X** |
| Sue Sippel –The Family Center | **X** |  |  |
| Carrie Zinda – Forward Service Corporation | **X** |  |  |
| Barb Fischer – Advocates of Ozaukee | **X** |  |  |
| Tony Gibart – End Abuse WI |  |  | **X** |
| Jeanette Petts - CACSCW |  | **X** |  |
| Debbie Bushman - NEWCAP |  | **X** |  |
| Becky Piper – Career Development Center |  | **X** |  |
| Ann Kohanek – West CAP | **X** |  |  |
| Paige Wandling – Salvation Army LaCrosse | **X** |  |  |
| Joe Locher – House of Mercy | **X** |  |  |
| Kalee Luedtke – Family Services of North East WI |  |  | **X** |
| Olivia Lee – West CAP | **X** |  |  |
| Carrie Poser – WI BOSCOC | **N/A** |  |  |

**Agenda Items**

1. **NEXT STEPS**
	1. Update all links in the document – Lisa Sanders will do this and email the correct links to Corin by 11/30.
	2. Helping establish the LCAS and DLA
		1. Geographic area – local CoC or larger?
		2. Which providers will be included?
		3. Will the LCAS allow each DVSP to decide whether to administer the VI-SPDAT, or require all DVSP to be the same?
		4. Who is the DLA?
			1. Does not have to be on WISP
	3. Training/TA for LCAS
		1. Lisa shared how Kenosha’s CAS was developed – forms, then VI-SPDAT, then tweaking the process for referrals
			1. They met twice/month to work out the bugs
		2. Corin to send out questionnaire to CoC and ETH leads by 11/20/15, due back by 12/15/15.
			1. What are your training needs (from list in Policy/Procedure)?
			2. What could be your challenges in implementation?
			3. What are the assets you bring to implementation?
			4. What do you need from the CA Committee to help you implement?
		3. Update VI-SPDAT training for non-VI-SPDAT users – Corin and ICA staff
	4. Service Point Set-Up
		1. As forms are sent back, Corin will send to Maggie and Leigh so ICA can start setting up prioritization lists and providers.
		2. Training each LCAS will take longer
2. **Next Meeting**
	1. Doodle poll to decide between Wednesday, 12/9 or 12/16, 10:00 – 11:30 a.m.