**WI Balance of State Continuum of Care**

**Discharge Planning Committee Meeting Minutes**

Thursday, December 1st 12:00PM – 1:00 pm

Microsoft Teams

1. Attendance: Kristina Bechtel, Meredith McCoy, Rachel Greenwood, Chelsey Myhre Foster, Rosanne Northwood, Rachel Thomas, Chandra Wakefield
2. Introductions for new attendees
3. Approval of Meeting Minutes – October 6th, 2022
	1. Motion to approve the October minutes by Rachel Greenwood, seconded by Rosanne Northwood. Minutes approved without changes.
4. Discharge Planning Toolkit Website
	1. Kristina spoke with the developers of MassHealth’s “Housing Tool for Hospital Discharge Staff” to gather additional information about their experience creating the tool. They shared that it took about a year to create the website in collaboration with other agencies and that access to MA funding is connected to use of this housing tool, which encourages its use. In addition to the web-based tool, they also have a hotline available for hospital discharge staff to utilize.
	2. The committee discussed the possibility of collaborating with WI Department of Health Services, or other state agency, to develop a similar tool for use in WI by service providers.
	3. Kristina plans to provide an update to the BoS Board at the next meeting.
5. Other Business
	1. No other business to discuss today.
6. Adjourn
	1. A motion to adjourn was made by Rachel Greenwood and seconded by Rosanne Northwood.
7. Next Meeting – January 5th 2023; 12:00PM – 1:00PM