

**Centralized Assessment Committee
& HMIS Committee Meeting**

9/19/2013

Centralized Assessment

In Attendance

Shirene Starn-Tapyrik

Natalie McCleskey

Jennifer Keaton

Excused

Jeff Allen

Sherri McKinney-Frantz

Carla Wright

Christy Shonk

Absent

Renee Biggums

John Aller

Margaret Egbert

Shellie Thomas

HMIS

In Attendance

Shirene Starn-Tapyrik

Natalie McCleskey

Amanda Fletcher

Jennifer Keaton

Denise Martin

Rebecca Mathess

Amy Dornack

Excused

Absent

Margaret Egbert

Guests

Jean Van Ness

Tiffany Williams

Chair

- Jean Van Ness welcomed everyone in attendance and reminded everyone that Sherri McKinney-Frantz has stepped down as Chair of Centralized Assessment. She informed the committees that the Executive Committee has recommended Shirene Starn-Tapyrik for Chair of Centralized Assessment and that while waiting for Board approval of this recommendation Shirene will be acting as interim Chair for today's meeting. There is currently no recommendation for Chair of HMIS.

Minute Approval

Minutes from the July 31st meeting were previously distributed via email.

Motion: There being no amendments Jennifer Keaton moved that they be approved, Tiffany Williams seconded and all approved.

SPDAT

- The SPDAT (Assessment Tool) had been reviewed by all prior to the meeting. All were very favorable to the new tool. There were questions raised as to whether the full assessment could be done over the phone with Jean indicating that she did not get this impression from Iain DeJong, creator as the SPDAT.
- Following discussion there was consensus that staff at the appropriate referral agencies should complete the full assessments, reporting results back to the hotline who should keep a centralized waitlist which is updated weekly.
- Jean confirmed that the SPDAT is free but the training is \$1500 for unlimited number of trainees.

Action Item: Jean will speak with Iain DeJong about the lack of Transitional Housing as an option for recommendations on the SPDAT.

Motion: Jennifer Keaton moved and Amanda Fletcher seconded that the SPDAT be brought to the Board for approval. There was unanimous approval.

Eligibility Questionnaire

- It was recommended that more space be given in between each answer for any additional clarification. Under the "domestic violence convictions" there should be a line asking for stipulations. It was further recommended that we not ask for policies but indicate on the questionnaire that the answers given must reflect current policies and that they may be examined if conflicting information is given when referrals are made.

Motion: Amy Dornack moved and Amanda Fletcher seconded that the questionnaire, with amendments listed above, be distributed to all agencies whose data is entered into HMIS.

Policies & Procedures

- The Committee began discussion on the policies and procedures outlined in the HEARTH Act that the Board would like to have in place for the 2013 Application. (See attached)
- Eligibility and prioritization for Rapid Re-housing and Permanent Supportive Housing will be based upon the scores of the SPDAT.
- Eligibility and prioritization for Transitional Housing will need additional discussion.
- The policies regarding the amount that each program participant must pay while receiving rapid re-housing assistance will also need additional discussion.

Action Item: We should look at what our current rapid re-housing program uses as policy. We should also begin looking at the requirements for the STARR program and assessing whether the policies are addressing the needs in the community or if they need to be re-evaluated.

Action Item: We should look at some high performing communities for their policies on Domestic Violence. We should also talk with Melissa Pearce regarding policies they have in place. Amanda Fletcher will also send the VAWA policies they use at ICAN.

Next meeting

- The next meeting has been scheduled for Tuesday, 1st October at 9:30am.

Respectfully submitted,

Natalie McCleskey

Policies & Procedures on:

1. Written standards on how the system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers.
2. Evaluating individuals and families eligibility for assistance
3. Determining and prioritizing which eligible individuals and families will receive transitional housing assistance
4. . Determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance.
5. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance
6. Determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance