

**Centralized Assessment Committee
& HMIS Committee Meeting**

8/26/2013

Centralized Assessment

In Attendance

Sherri McKinney-Frantz, Chair
Natalie McCleskey
Jeff Allen
Margaret Egbert
Shirene Starn-Tapyrik
Shellie Thomas
Jennifer Keaton

Excused

John Aller

Absent

Renee Biggums

Guests

Jean Van Ness
Paul Hess
Tiffany Williams

HMIS

In Attendance

Rhonda Albu, Chair
Amanda Fletcher
Shirene Starn-Tapyrik
Margaret Egbert
Natalie McCleskey
Jennifer Keaton
Denise Martin
Rebecca Mathess
Amy Dornack

Excused

Absent

Minute Approval

- Sherri welcomed everyone asked if there were any amendments to the previously distributed minutes from the meeting held on July 31, 2013. There being no amendments Amanda Fletcher moved that they be approved, Jennifer Keaton seconded and all approved.

Summary Review

- Sherri distributed the Central Assessment Summary which was presented to the SCHC Executive Committee in January and approved, reflecting where the committee was heading. (Summary is attached)

- A question was asked whether or not we could make changes to the plan or if those were the marching orders. Jean Van Ness, current Chair of the HCCSC suggested that if changes are deemed appropriate by the Committee that reasons for such changes should be explained to the new HCCSC Board for their consideration and approval.

HMIS Update

- Jennifer Keaton explained that the server installation will not be in place by the previously expected deadline of September 1st. She was hopeful that the delay will not be too lengthy.

Emergency Assistance Callers

- There was further discussion on where the "centralized and coordinated assessment" process should begin and if we should be assessing United Way funded Emergency Assistance callers in order to identify the overlap. It was suggested that it will be too overwhelming to have all callers go through the hotline and that the easiest way to identify that overlap is to just find a way to compare data. Sherri will speak with Maria Heege about how this may occur.
- Currently Community Services and 2-1-1 assess whether or not clients are suitable for Emergency Assistance or if they need to call the hotline for prevention or other services.

Eligibility Chart/Questionnaire

- Sherri will distribute, via email, the draft eligibility questionnaire which was suggested be developed and sent to all agencies who get referrals from the hotline, in order to better determine how to develop the decision tree and to assist the hotline with making successful referrals.
- Input on the questionnaire is welcome and it will be discussed at the next meeting.

SPDAT Assessment Tool

- Jean shared about an assessment tool, called SPDAT that was recommended at the NAEH Conference as an effective, evidenced-based, best practices tool.
- Jean distributed the "Prescreen Assessment for Single Adults" and recommended two websites for more information. She indicated that she will inquire about the assessment tool for families.
- Sherri asked all Committee members to watch the relevant video clips about the SPDAT to prepare for further discussion on this at the next meeting and everyone agreed to do so.

Timeline

- A draft timeline was created by Natalie and distributed at the meeting. There was not sufficient time to discuss the timeline. (Timeline is attached)

Next meeting

- The next meeting has been scheduled for Thursday, 19th September at 3pm.

Respectfully submitted,

Natalie McCleskey

**CoC Central Assessment Sub-committee
Summary & Recommendations
January 4, 2013**

Subcommittee members:

- John Aller
- Margaret Egbert
- Jennifer Keaton
- Natalie McCleskey
- Sherri McKinney-Frantz, Chair
- Shirene Starn Tapyrik
- Shellie Thomas

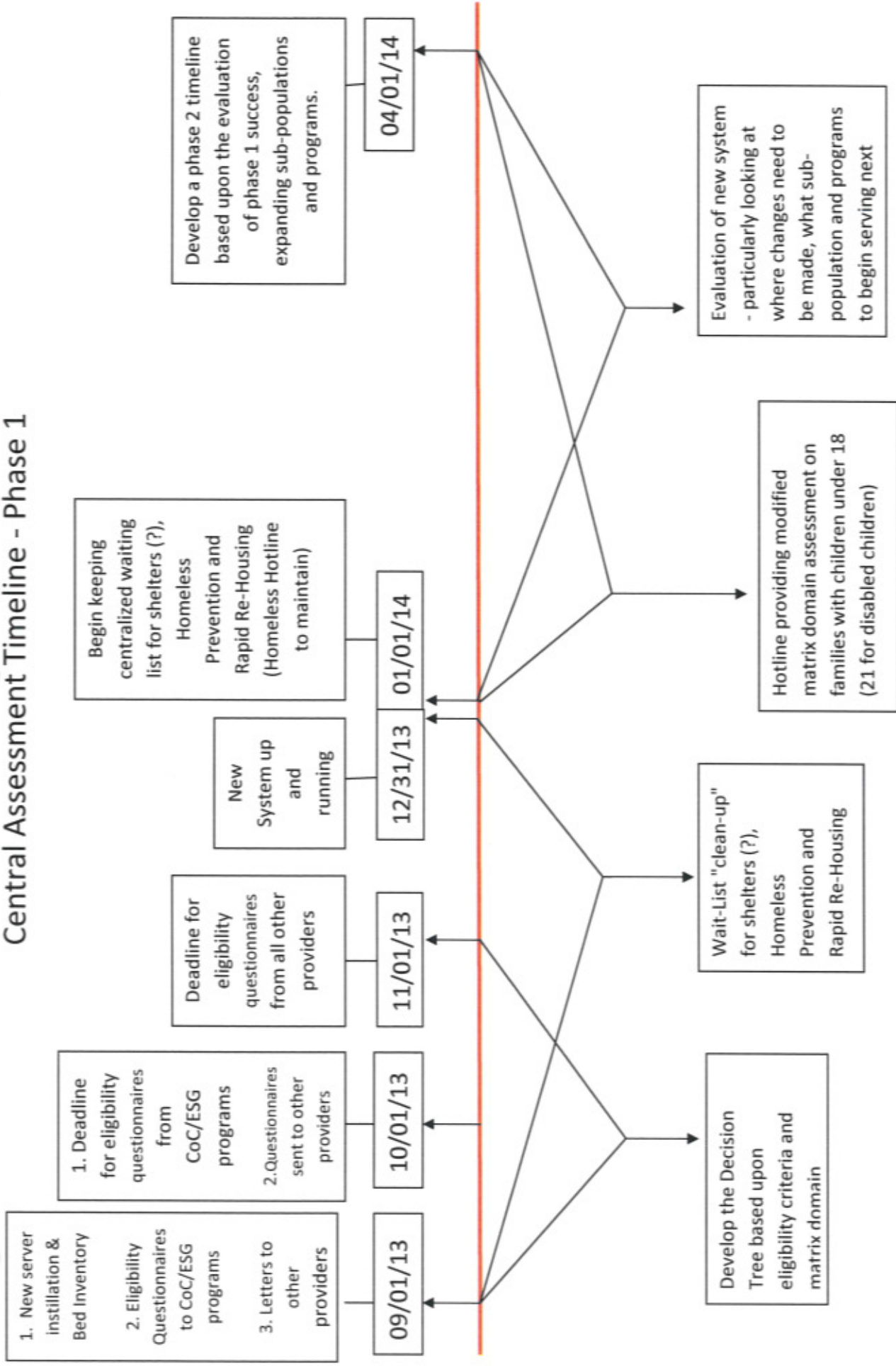
Recommendation: Utilize the Homeless Hotline for Central Assessment

1. Develop policies and procedures granting the Hotline "Admission Authority" to housing providers
 - a. The Homeless Hotline will make referrals to appropriate housing providers
 - b. Providers will accept referrals
 - c. Homeless Hotline will maintain the county's waiting list
 - d. Providers will enter program information into HMIS

Needs:

1. Housing decision tree for Homeless Hotline staff – including provider criteria, regulations, etc so appropriate referrals may be made
2. Provide Homeless Hotline staff with training and tools to provide diversion/mediation/intervention, etc with callers
 - a. Access to flexible funding (utility bills, food, etc)
 - b. Access to extended safe "shelter" for callers
3. Electronic Client Central Application – the Hotline will complete general information and program specific information where applicable, providers to complete their portion as needed

Central Assessment Timeline - Phase 1



CENTRAL ASSESSMENT

TIMELINE

PHASE 1 - 09/01/13 - 04/01/14

09/01/13 - New server instillation and bed inventory

09/01/13 - Eligibility questionnaires out to all CoC & ESG - Funded Providers

10/01/13 - Eligibility questionnaires out to all other providers who would like referrals and commit to HMIS participation.

10/01/13 - Deadline for eligibility questionnaires from CoC & ESG - Funded Providers

11/01/13 - Deadline for all other providers to submit eligibility questionnaires.

09/01/13 - 11/01/13 - Develop the Decision Tree based on eligibility criteria and matrix domain assessment

09/01/13 - 12/31/13 - Wait List Clean-up - Shelters (?), H.P, RRH programs to begin calling all on their wait lists to ensure they still need to be on them and updating contact information, informing clients that they will be placed on new centralized waiting lists at the beginning of the year for these programs.

12/31/13 - New system up and running with waiting list capabilities

01/01/14 - Begin keeping the Centralized Waiting List for shelters (?). H.P. and R.R.H to allow Central Assessment (Homeless

Hotline) to maintain, adding and removing clients from the waiting lists as they enter different programs.

01/01/14 - Hotline begins Modified Domain Matrix Assessments on families with children and makes referrals to Shelter, Homeless Prevention and Rapid Re-Housing based upon Decision Tree.

01/01/14 - 04/01/14 - Evaluate success of new system. Develop new time line incorporating amendments to be made and further sub-populations to include in assessments and other programs to add to the centralized waiting list.

Suggested Phase 2 and 3:

Phase 2 - 04/01/14 - 07/31/14 - All callers in need of diversion, mediation and Emergency Assistance and give referrals to these programs.

Phase 3 - 08/01/14 - 12/01/14 - Expand to chronically homeless, veterans, mentally ill and substance abuse clients and transitional age youth and give referrals to Transitional Housing and Permanent Supportive Housing.