

## Coordinated Access Steering Committee Meeting

### MINUTES

DATE: DECEMBER  
12, 2016

START TIME: 3:07 P.M. IN-PERSON MEETING- 651 W WASHINGTON, #504

MEETING CALLED TO ORDER BY	Chris O'Hara
NOTE TAKER	Megan Libreros
ATTENDEES	<p><b>Present:</b> Gwen Turner, Megan Libreros, Padma Thangaraj, Maura McCauley, Abbie See, Stephanie Sideman, Flora Koppel, Joshua Broilier, Chris O'Hara, David Esposito, Melvin Alexander, Gwen Katnis, Betty Washington, Susan Reyna, Luiz Barbosa, Leon Denton, Rene Stockton, Anne Holcumb, Svetlana Zhexembeyeva, Marc Raifman, Renee Crolius, Dave Thomas</p> <p><b>Phone:</b> Luara Bass, Katrina Woods</p>

### Agenda topics:

WELCOME & INTRODUCTIONS	Members introduced themselves
MINUTES	November 14th minutes reviewed, motion made to approve minutes Motion seconded and minutes approved
AGENDA	Moved Youth CE Update ahead of Consent Workgroup Update Addition of CE Budget to agenda
ROSTER UPDATE	<p>Handout of CASC membership reviewed</p> <p>Discussion surrounding seats that need to be filled due to conflict of interest, terms coming to an end and vacancies</p> <p>At upcoming All CoC meeting on 12/15/16 the 2017 Charter Amendments will be voted on</p> <ul style="list-style-type: none"> <li>Composition of categories of seats could change</li> </ul> <p>Will recruit against list of seats after All CoC meeting</p> <p>Recommendation to Service Provider Commissions of Flora Koppel to fill a seat</p> <p>Dave will follow-up on previously submitted nominations</p>
WORKGROUPS	<p>CRS/HMIS Integration</p> <ul style="list-style-type: none"> <li>No updates at this time</li> </ul> <p>Assessment Tool Workgroup</p> <ul style="list-style-type: none"> <li>In communication with Employment Taskforce recommended questions for tool</li> <li>DV workgroup and youth providers have viewed tool and submitted recommendations (see individual updates from workgroups below)</li> <li>Safe Haven focus group will be held January 5<sup>th</sup> to address Safe Haven concerns related to CE</li> </ul> <p>Health &amp; Hospital Systems</p> <ul style="list-style-type: none"> <li>Beginning small group work to develop process maps specific to type of system (health center, hospital, managed care)</li> <li>Will be developing a toolkit for distribution throughout health care system, with best practice recommendations for identifying patients experiencing homelessness, documenting within health system, and connecting to coordinated entry</li> <li>Some systems are interested in exploring direct access modeled after VA</li> </ul> <p>Mental Health/Substance Use Systems</p> <ul style="list-style-type: none"> <li>Department of Mental Health (DMH) interested in moving forward with direct access modeled after VA. Considering if they want to ask for direct access for staff working on Assisted Outpatient Treatment (AOT) project being implemented with CCHHS in 2017, or if they want to explore rolling out to all the Social Workers responsible for discharge planning</li> <li>DMH not have Electronic Health Record             <ul style="list-style-type: none"> <li>Direct access would be most efficient to ensure no gaps as participants get linked to coordinated entry</li> </ul> </li> <li>Identified the group most in need of connection to CE is those who are returning for repeat inpatient visits, which is about 10% of intakes at this time. This group will also overlap with the AOT population mentioned above</li> </ul>

	<p>DV Group Formation</p> <ul style="list-style-type: none"> <li>• Viewed tool to ensure path to housing in a safe and confidential manner</li> <li>• How can survivors be safely placed into shelters</li> <li>• Discussion surrounding the need for cross training</li> <li>• Drafted protocol for non-DV specific agencies that service DV survivors with path for follow-up based on method of initial referral</li> <li>• Other populations that could benefit from utilizing unique identifiers, such as those who are undocumented</li> </ul>
<p>YOUTH CE ROLLOUT</p>	<p>Strategy session took place that looked at access, assessment and assignment</p> <p>Access</p> <ul style="list-style-type: none"> <li>• Locations and method of calling in <ul style="list-style-type: none"> <li>○ Addressing the need for a central number to be access for those with transportation barriers</li> </ul> </li> <li>• Online option who are unable to call or go to access point in the form of an app <ul style="list-style-type: none"> <li>○ Will miss observation but may be able to gain more information with app</li> <li>○ Longer-term implementation</li> </ul> </li> </ul> <p>Assessment</p> <ul style="list-style-type: none"> <li>• Connection to short-term projects discussed</li> <li>• Discussion surrounding eligibility requirements for project’s ability to capture youth needs</li> </ul> <p>Assignment</p> <ul style="list-style-type: none"> <li>• Encouragement of youth to continue to complete CRS until full implementation of CE</li> <li>• Matching for youth through HMIS has begun for only 2 programs at this time, the rest will roll out in 2017</li> <li>• Agencies will continue to identify skilled assessors</li> </ul> <p>Discussion regarding HUD definition of homelessness for youth and families</p> <ul style="list-style-type: none"> <li>• CoC does not use Category 3 definition of homelessness regarding “housing instability”</li> <li>• Motion will be drafted for the Board regarding adoption of Category 3 definition of homelessness to CoC</li> <li>• Discussion surrounding possible impact on larger CE system</li> <li>• Next steps <ul style="list-style-type: none"> <li>○ Provide status update to Board regarding CASC and system-wide prioritization</li> <li>○ Pull from data to support inclusion of Category 3 under CoC definition of homelessness</li> <li>○ Speak to family providers regarding motion</li> <li>○ CASC will review motion at January meeting</li> </ul> </li> </ul>
<p>CONSENT WORKGROUP</p>	<p>Consents were brought to HMIS Committee in November</p> <ul style="list-style-type: none"> <li>• Still in need of further review by group</li> </ul> <p>Pending legal review from different sources to ensure compliance with state laws for data sharing</p>
<p>PROGRAM MODELS CHART</p>	<p>Review of Program Models Chart handout with edits to outreach models</p> <ul style="list-style-type: none"> <li>• No elimination of categories, only modifications</li> <li>• Grey highlights included edits for consideration</li> <li>• Incorporates feedback from DFSS, HHO, Salvation Army, LEC, All Chicago, CSH and those initially invited to CE focus groups</li> </ul> <p>Removal of “housing” under essential program type elements under Basic Street Outreach Inclusion of Housing System Navigator, Outreach Coordinator and System Facilitator Anyone that falls under the specialized outreach and engagement services model should be working in collaboration with coordinated outreach</p> <p>Discussion surrounding where the responsibility for housing placement outcomes should fall</p> <ul style="list-style-type: none"> <li>• Shared responsibility among outreach and system navigators</li> <li>• Discussion around outcome measurements <ul style="list-style-type: none"> <li>○ What have other cities used as outcomes</li> </ul> </li> </ul> <p>Next steps</p> <ul style="list-style-type: none"> <li>• CSH will incorporate feedback and send it back to CASC for review</li> <li>• Goal to have SPEC approved of modifications by the end of December</li> </ul>

	<ul style="list-style-type: none"> <li>• Complete Program Models Chart by the time DFSS releases RFPs</li> </ul>	
<b>CASC BUDGET</b>	Review of draft budget handout <ul style="list-style-type: none"> <li>• Handout does not include already secured funds</li> <li>• Will present to the Board for brainstorming regarding funding options</li> <li>• Will present simplified version to the Board with incorporation of funds already covered</li> </ul>	
<b>ANNOUNCEMENTS</b>	Documentation Group <ul style="list-style-type: none"> <li>• Met today</li> <li>• In the process of finalizing standardization for documenting disability and homelessness</li> <li>• Goal to have finalized by the end of January with training in February</li> </ul> Salvation Army and DFSS project <ul style="list-style-type: none"> <li>• Triage for emergency placement for families</li> <li>• Emergency Homeless Assistance Resource Center is being built <ul style="list-style-type: none"> <li>○ Will work out of 10 S Kedzie in the meantime</li> </ul> </li> <li>• Center will also include Diversion for CE</li> </ul>	
<b>NEXT MEETING</b>	<b>Monday January 9th at 3pm at 651 W Washington</b>	
<b>ADJOURNMENT:</b>	<b>MINUTES SUBMITTED BY:</b>	<b>APPROVED BY:</b>
Adjourned at 4:51pm	Megan Libreros	