

May 22, 2013 Coordinated Assessment/ Centralized Intake Meeting Notes

Presentation of Coordinated Assessment & Centralized Intake Document/ Revised 5-17-2013

Discussion Points

- Reviewed proposed changes since last meeting with Kevin Finn/ Cincinnati & Rushton James/Adsytech
 - Side doors will be allowed
 - ✓ While the goal is to ultimately have a front door only policy, there is recognition that side doors are needed for those with existing contracts and DV programs
 - ✓ The belief is that the providers and the community will ultimately not need side-doors (except for those mentioned in #1) since the front door process will provide both a cost and time savings to the providers
 - Face-to-face assessment not required; primary assessments taken over phone
 - ✓ Due to broad geographic area, conclusion is to handle assessments over the phone
- Proposal to pilot the coordinated assessment system with families
 - Group concurred families to be pilot
 - ✓ Discussion re: whether test group should be DV programs, since they also have other issues to be resolved, but decided to stay with families
 - ✓ HUD's definition of families was reiterated: minimally 1 parent and 1 child; the parent can also be < 18 years of age
- Concern voiced about burden of entering data into HMIS for non-HUD funded programs
 - Some meeting participants believe their HMIS burden would actually be lightened by the CA/CI system since the Housing Assessment Specialist (HAS) will be doing the initial HMIS record entry
- Issues to address/consider while designing processes
 - AIDS Service Foundation: Clients referred/enrolled are HIV+ which becomes HIPPA issue. CA/CI process must handle this scenario (privacy of clients).
 - DV clients already at DV shelter, normally DV agency would refer to agency that they already have a relationship with. How will this work with the CA/CI process?
 - Youth shelters; how do they fit into the CA/CI process?
 - Capturing diversity of programs, i.e., Permanent supportive housing/voucher type programs/RRH programs; ensure they are considered in the CA/CI design
 - Focus on prevention
 - Make sure plan is aligned with cities CUP requirements
 - Build in protocol for when client also expresses need for any additional services
 - Clarify/define housing
 - Will agencies have a "side door" to Housing Assessment Specialists?
 - How will clients declining placements/ "cherry picking" be handled?
 - How will clients that don't have a phone access system?
- Formation of subcommittees
 - Assessment Questions re: HUD and CA Privacy Laws
 - ✓ Subcommittee headed by Billy O'Connell / Colette's Children / (714) 596-1380
 - Dolores Gonzalez -Hayes / 211OC
 - Maricela Rios-Faust / Human Options
 - ✓ Focus on capturing client information over the phone and sharing info with agencies
 - ✓ Individual data vs. aggregate data
 - ✓ Is there a boiler plate release form; inferred consent already happens on the phone
 - Vulnerability Index
 - ✓ Subcommittee headed up by Karen Williams / OC Partnership (Cassie Streeter, South County Outreach?)
 - Jennifer Lee-Anderson

- Dr. Ed Clarke
- Helen Cameron
- Staffing and Call process for HAS
 - ✓ Subcommittee headed up by Karen Williams/OC Partnership
 - Dolores Gonzalez-Hays/ 211OC
 - Paul Cho / Illumination Foundation