



COORDINATED ASSESSMENT MEETING MINUTES

August 14, 2017

3:30-5:00 PM

Facilitator:	Laurie Craft		
Meeting Attendees:	Christina Soulard, Kari Sherman, Anna Diaz, John Carman, Angela Gillesse, Adrienne Goodstal, Jenna Garcia, Lisa Cruden, Elizabeth Stoddard, Felicia Clay, Jim Talen, Becky Mills		
Time Convened:	3:35pm	Time Adjourned:	4:43 PM

Approval of Minutes		June 12, 2017	
Motion by:	Felicia	Support from:	Christina
Discussion	None		
Amendments	None		
Conclusion	Motion Passed		
Task Group A Update		Christina Soulard	
Discussion			
The group worked through what type of agreement we should develop for the providers interacting with Coordinated Assessment (CA) and what they should include. The group worked to build one MOU for any project type with flexibility for providers to insert special language related to their individual projects. Updates were made to the language related to when the agreement would be terminated, and how to best link to service standards. Further changes were suggested.			
Conclusions			
Christina will make changes to the document decided upon by the group and the group will vote on the updated version at next meeting.			
Task Group B Update		Angela Gillesse	
Discussion			
This group put together a workflow to help providers understand how to receive and accept referrals via HMIS. Five highly used “declined” reasons were called out with further description given. It was suggested to be input into the Policies and Procedures for the CoC as an addendum. It would be a good thing for the Data Quality Committee to look at and figure out the best form of management for this data.			
Conclusions			
There will need to be updates to the policies and procedures as well as the workflow in Data Analysis and data management processes. Approve the recommendations MOTION by Christina, seconded by Lisa, all in favor. Group will work on updating policies and procedures with Jim’s input.			
Updates			
Discussion			
Diversion Update: Checking around for training opportunities, Cleveland Mediation has been swamped with requests for training, which has delayed the roll out. HAP Update: HAP is working to put together a regular report on data that can be shared with this group and with Data Analysis.			