

WCICCC Steering Committee Conference Call
Conference Call Number: 309-298-3680
October 11, 2012, 10:30 a.m.

Lori Sutton, Illinois Institute for Rural Affairs/WIU (Macomb)
Dawn Recker, Two Rivers Regional Council (Quincy)
Marlena Frier, QUANADA (Quincy)
Tammi Lonergan, MCS Community Service (Jacksonville)
Cindy Grawe, Madonna House (Quincy)
Joanne Dedert, Madonna House (Quincy)
Glenda Hackemack, West Central Illinois Center for Independent Living (Quincy)
Suzan Nash, WIRC (Macomb)
Mary Muehlenfeld, YWCA (Quincy)
Barb Chapin, Transitions of Western Illinois (Quincy)
Julie Entrup, YWCA (Quincy)

Agenda

1. Roll Call
2. Provider Update and/or Personnel Changes
 - a. Susan: units full. Consolidating an outreach position due to retirement. Position will hopefully be full within a few weeks
 - b. Tammi: no personnel changes. Full transitional units. Lost a landlord, and looking for another to replace him.
 - c. Mary: no personnel changes. Full.
 - d. Barb: no personnel changes. Group homes and apartments full.
 - e. Madonna House: no personnel changes. One adult/child/infant room that may be filled by week's end.
 - f. Marlena: Rooms available. One room is being renovated. TH is full. October is DV Awareness Month. Purple Light Event is finished. YWCA/Scouts will have a "Building Buddies" event Tuesday, October 16. 100 Men Standing Against DV event was held in the past, but this year the positive male role model focus will be more child-centered. Children will build bird houses with a significant male in their lives; Home Depot is supplying bird houses. Russell Strand will speak at event on 26th. Over 125 will come to training, which will be at Senior Center.
 - g. Dawn: hiring in fiscal department. Exhausted shelter funds.
3. CoC Grant
 - a. MCS New Permanent Housing Project Status Update
 - i. Leases are in and Tammi is working on filling units
 - b. YWCA New Permanent Housing Projects Status Update
 - i. Waiting on houses to get finished. Requested extension (granted) from HUD bc houses aren't yet finished. The city says 1 house will be finished by November: two units. January/February another house will be ready.
 - c. CoC Registration closed at end of September. The YWCA was listed as the Collaborative Applicant. The PH Bonus this year is \$52,238 and the CoC Planning amount is \$7,504. At the Peer-to-Peer in August, HUD officials indicated flat funding levels. August 2014 CoC would have to be registered as non-profit
 - d. January 2013 CoC will be participating in the Point-in-Time Count. There will be some changes to the survey, which will include historic data. A new version will hopefully be available at the next Steering Meeting. We will need to finalize the nighttime/service-based PIT details before the end of January.
 - e. Lori will develop material about upcoming PH Bonus bonus funds.

- f. Well's House should be included in CoC activities
- 4. ESG
 - a. Grantee Status Update (Salvation Army, MCS, Crisis Center Foundation, Madonna House, & QUANADA)
 - i. MCS: hasn't started ESG. Still waiting for 2011.
 - ii. WIRC: Susan might be interested in 2011 since there has been a delay.
 - iii. Madonna House: Prevention is moving along and having good results. Web page and Facebook page should be ready by the end of the month, and renovations should be done by November.
 - iv. QUANADA may have received ESG funds for utilities, but there is some confusion about application deadlines and receipt of the money
- 5. HMIS
 - a. Service Point Schedule (YWCA)
 - i. Julie: Set up for initial meeting for Wednesday, October 17 from SP to discuss formatting. An email will be sent out with information. They will do four full days of training for system administrator Nov 15-16, 29-30. User training should be around the first or second week of December. ROSIE will be kept on until January 23 due to AHAR.
 - b. Annual Homeless Assessment Report (AHAR). The timeframe for data is Oct. 1, 2011 thru Sept. 30, 2012. Draft info is due in the HUD data collection system on Nov. 15, 2012. Deb Little with ROSIE pulls the data and enters it into HUD's system. Final data is due Jan. 15 and 22. Our CoC can enter data for ES-FAM, TH-FAM, and PSH-FAM. Which providers are up-to-date on data entry, which includes entering and exiting clients from HMIS – YWCA, Madonna House, Salvation Army, MCS, & WIRC.
- 6. Other
 - a. CoC asked to designate one person as contact for Connect to Work (C2W). The Connect to Work project is sponsored by the SHPA. It is a short-term project, 9-12 months in duration. Its purposes are: (1) to help homeless providers connect clients to employment opportunities; and (2) to help employment and training entities serve homeless and formerly homeless individuals. Howard from Two Rivers was suggested as the contact person. Lori has some additional information she can forward to Dawn about this project for Cheryl and Howard.
 - b. HUD Peer-to-Peer handouts available at:
http://www.iacaanet.org/presentations_materials.php
 - c. Operation Military Kids (see handout)
 - d. SOAR Training (see handouts) – Julie mentioned that there is online SOAR training. The online training is available at: <http://prainc.com/soar/library/webinars.asp> . Please see the getting started worksheet attached that is also supplied by this organization.
 - e. SHPA Annual Meeting. Supportive Housing and the Changing Landscape: How Major Healthcare Initiatives Create the Need to Adapt In Order to Survive. The Affordable Care Act, Managed Care, Coordinated Care Entities, Medicaid Expansion; huge systemic change is afoot in Illinois and across the nation. But what does this mean for supportive housing and service delivery? Come find out at the SHPA Annual Meeting, Tuesday, October 16, 2012 from 9:30 am until 3pm at the University of Illinois at Springfield. The Director of the Illinois Department of Healthcare and Family Services (HFS), Julie Hamos will give us insight into statewide initiatives that directly affect how you deliver services and the Corporation for Supportive Housing will tell us what the Affordable Care Act means to you and those you serve. Ed Stellan from Heartland Alliance will end the day by leading a planning session on how supportive housing providers can move forward and not get left in the dust! Register at: <http://shpa.memberclicks.net/>
- 7. Meeting Schedule:

- a. November 8, 2012, 10:30 a.m. Full Continuum Meeting/Conference Call, MCS Community Services, 345 West State, Jacksonville, guest speaker to be announced – might see if the National Guard group can be speaker.
- b. January 10, 2013, 10:30 a.m., Conference Call
- c. February 14, 2012, 10:30 a.m. Full Continuum Meeting/Conference Call, Western Illinois Regional Council, 223 South Randolph, Macomb, guest speaker to be announced
- d. March 14, 2013, 10:30 a.m., Conference Call
- a. April 11, 2013, 10:30 a.m. Full Continuum Meeting/Conference Call, YWCA of Quincy, 639 York Street, Quincy, guest speaker to be announced

Operation Military Kids

The Regional Office of Education is presenting, in association with the National Guard and Reserves and Town and Country Inn & Suites, a free workshop for teachers, principals, guidance counselors, social workers, and secretaries who come in contact with children of military families.

The purpose of this workshop will be to provide you with a support network, practical strategies, and contacts that will aid you in dealing with families and kids of the military. You will receive the Education's Guide in addition to other helpful materials. The ROE will offer CPDUs.

Presenter Christie Weiss, the Illinois State Youth Coordinator for the Education Outreach Program of the National Guard, will fill your morning with stories, information, and ideas for both kids and parents.

October 17, 2012

Registration

8:30 – 9:00 with coffee and rolls provided

Workshop

9:00 – 11:30

Town and Country Inn & Suites

110 North 54th Street

Quincy, IL

Please contact Priscilla at the ROE, 217-277-2080, to pre-register.
(We need this information to aid in having enough materials and seating.)



*Supportive Housing
Providers Association*
www.shpa-il.org

212 E. Ohio St. 5th Fl.
Chicago, IL 60611
Phone (312)202-0254 Fax (773)935-4662

4 West Old State Capital Plaza Suite 820
Springfield, IL 62701
Phone (217)528-9814 Fax (217)528-9815

Save the Date

SOAR Training

Assisting People Applying for
SSI/ SSDI Disability Benefits

All Trainings are held from 9:30am to 4:30pm

September 27 & 28, 2012
IACAA
3435 Liberty Dr.
Springfield, IL. 62704
Cost: Free
Sponsored by the
Supportive Housing
Providers Association

October 25-26, 2012
Chestnut Behavior Health Center
50 Northgate Industrial Dr.
Granite City, IL. 62040
Cost: TBA
Hosted by Chestnut Behavior
Health Center
Contact: DeWayne Sanders

November 8-9, 2012
Rosecrance Ware Center
Rosecrance Berry Campus
8616 Northern Ave.
Rockford, IL. 61107
Cost: Free
Sponsored by the
Supportive Housing
Providers Association

Who Should Attend: Front line staff who work directly with clients and help to access much needed services.
Participation: SOAR is a two day training session. Participants are required to attend each day for the FULL 2 days to receive SOAR certification. The training is limited to, 2 staff per agency.

There is a \$20.00 fee for CEU's obtain for this training. Participant can pay by cash or check Please make check payable to: **Dupage Federation on Human Services Reform**

**To Register for the Sept. & Nov. training go to www.shpa-il.org
Under Trainings, in the Events Tab.**

For more information about the training contact Aaron Eldridge Sr Phone: 312-202-0254
Fax: 773-935-4662

Providing permanent housing solutions to end homelessness

Zimbra

la-sutton@wiu.edu

SOAR Training

From : Julie Entrup <julieentrup@ywcaquincy.org>

Tue, Oct 16, 2012 02:11 PM

Subject : SOAR Training

2 attachments

To : 'Lori A Sutton' <LA-Sutton@wiu.edu>**Reply To** : julieentrup@ywcaquincy.org

Here is the information for the SOAR training:

I would recommend she take a look at the Getting Started document I have attached. It walks someone through the process.

All of the forms (SSA and SOAR worksheets) are available on our website here: <http://prainc.com/soar/toolbox/>

Click on SOAR Tools and SSA Info

The webinars will be very helpful. They are located here: <http://prainc.com/soar/library/webinars.asp>

Watch them in this order (They are under the 2011 webinars):

Diving In

Collecting Medical Evidence

Medical Summary Report

Please let me know if you have any questions.

Julie Entrup

Julie Entrup
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TELECONFERENCES & WEBINARS

2012 Webinars

- SSA & DDS Collaborations (09/20/2012)
 - [Video File 1.5 Hours](#) | [Power Point 1,707 KB](#)
- SOAR and Veterans (05/30/2012)
 - [Video File 1.5 Hours](#) | [Power Point 1,877 KB](#)
- You've Trained Them, Now What? (04/18/2012)
 - [Video File 1.5 Hours](#) | [Power Point 848 KB](#)
- 2011 National Outcomes (03/28/2012)
 - [Video File 1.5 Hours](#) | [Power Point 825 KB](#)
- Medicaid in the Era of Health Reform (2/29/2012)
 - [Video File 1.5 Hours](#) | [Power Point 828 KB](#)
- Federal Benefit Payments Go All-Electronic (2/21/2012)
 - [Video File 1 Hour](#) | [Power Point](#)
- SOAR Online Application Tracking Program - for all users (2/16/2012)
 - [Video File 1.5 Hours](#) | [Power Point](#)
- SOAR Online Application Tracking Program - for State Team Leads (1/26/2012)
 - [Video File 1.5 Hours](#) | [Power Point 1 MB](#)
- Identifying SOAR Applicants (1/25/2012) [Video File 1.5 Hours](#) | [Power Point 1 MB](#)
 Additional Materials:
 - [Identifying SOAR Applicants MS Word 51kb](#) - SOAR TA Center
 - [SOAR Applicant Checklist MS Word 40kb](#) - Baltimore
 - [Tips for Working with Attorneys MS Word 91kb](#) - Baltimore
 - [SOAR Referral Form MS Word 41kb](#) - Kansas City

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2011 Webinars

- Peer Supports and SOAR (12/06/2011) [Video File 1.5 Hours](#) | [PowerPoint 4 MB](#)
- Using SOAR in the Appeals Process (9/13/2011) [PowerPoint 813 kb](#) | [Transcript MS Word 127k](#)
- Quality Review of Applications Audio File (7/7/2011) [Video File 1.5 Hours](#) | [PowerPoint 1.12 MB](#)
- Diving In: A SOAR Application Walk-Through (5/2011) [Video File 1.5 Hours](#) | [PowerPoint 3.56 MB](#)
 Getting Started [PDF 104 kb](#) | Webinar Documents [MS Word 1.51 MB](#)
- Collecting Medical Evidence (3/2011) [Video File 1.5 Hours](#) | [PowerPoint 771 kb](#)
- Medical Summary Reports (1/2011) [Video File 1.5 Hours](#) | [PowerPoint 1.30 MB](#)

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SAMHSA's SOAR Technical Assistance (TA) Center
SOAR@prainc.com

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Getting Started: Completing an Initial SOAR SSI/SSDI Application

This guide is intended to help you complete a SOAR SSI/SSDI application in stages so that you aren't overwhelmed. The timeline allows you to focus enough time and energy on the medical summary report while easily meeting the 60 days allowed.

Documents needed to complete the process:

- ✓ SOAR Checklist (used as cover sheet of application package)
- ✓ SOAR Consent to Release Information form
- ✓ SOAR Worksheets
 - #4: Substance Use Worksheet
 - #6: Applicant Assessment Worksheet
 - #7: Functional Information Worksheet
- ✓ SSA-827: Authorization to Disclose Information to SSA
- ✓ SSA-1696: Appointment of Representative
- ✓ SSA-3368: Disability Report (submit on-line *i3368* when possible)
- ✓ SSA-8000: Application for Supplemental Security Income (SSI)
- ✓ SSA-16: Application for Social Security Disability Insurance (SSDI) (submit on-line *iClaim* when possible)

TIMELINE FOR COMPLETING AN INITIAL SOAR APPLICATION

Day One

- Have applicant sign *SOAR Consent to Release Information* form and fax to the SSA SOAR Contact. This allows you to obtain the SSA status of the applicant. If the person is eligible to apply, this fax can also secure a protective filing date (if this has been agreed to by SSA).
- The SSA SOAR contact should fax the *SOAR Consent to Release Information* form back to you within 48 hours (or as agreed). Contact SSA or the SOAR TA Center if you have not received this within 72 hours.

Day Two or Three

- If the applicant does not have a pending case or active appeal, proceed with an initial application.
- Have applicant sign **both** a SSA-827 and an agency Release of Information form for **each** hospital, clinic, and/or doctors' office at which he/she remembers being treated. Mail or fax a signed SSA-827 and Agency Release to each treatment source within 24-48 hours of initiating the application process.
- Contact the applicant's primary provider (psychiatrist/medical doctor) and inform his/her staff that you are assisting the applicant apply for SSI/SSDI. Ask for their input and let them know you'll be requesting the physician's signature on a summary of how the applicant's illness and symptoms affect his/her ability to work.
- Complete the first two pages of *Worksheet #6*, through Personal History. Use this information to complete the Introduction of the applicant's *Medical Summary Report (MSR)*.
- Begin working on the Personal History section of the *MSR*. It is important to begin this report immediately so that you have the full 60 days to complete it.

Week 1-2

- Complete and have applicant sign *SSA-1696 Appointment of Representative* form
- Meet with applicant 1-2 times per week to work on *Worksheets #4, #6 and #7*; as you collect information, enter it into the appropriate sections on the *MSR*.
- Meet with applicant 1-2 times per week to complete *SSA-3368 Disability Report*. Use the paper version as a worksheet and transfer information to the *SSA-i3368* online application as soon as possible. Obtain a reentry number so that you can continue to add information when your schedule allows. **Do not submit the i3368 until you are prepared to turn in the completed application package.**
- Continue to work with applicant's primary provider to obtain additional information and get a commitment for a co-signature on the *MSR* (this allows it to be considered medical evidence).
- Continue collection of medical records. As you identify additional sources for medical information, send those providers a signed *SSA-827*. Work with treatment sources to identify ways to collect information quickly (e.g., pick up at their department, fax, etc.).

Weeks 3-4

- Complete and have applicant sign the *SSA-8000 Application for Supplemental Security Income*.
- Obtain any needed supportive documentation for the *SSA-8000* (e.g., bank statements, documentation of resources, etc.).
- Complete the *SSA-16: Application for Social Security Disability Insurance*. Use the *iClaim* online application when possible. Most of the information needed is in the *SSA-8000* and the *SSA-3368*. **Save information entered and do not submit until you are prepared to turn in the completed application package.**
- Continue to follow up on/collect medical records, making entries in the *MSR* as you receive information.
- Have applicant sign additional *SSA-827s* for any treatment sources that have not yet sent information so DDS can follow up on these.

Weeks 5-8

- Continue to revise the *MSR*:
 - Incorporate any and all medical information that speaks to applicant's functional impairments and severity of symptoms.
 - Include direct quotes from the applicant as well as your observations of how his/her illness/symptoms interfere with his/her ability to work.
 - Ask a colleague to review the report for clarity and grammar.
- Contact SSA SOAR contact and request an appointment at which you will submit the completed application. Begin attempts to contact SSA *at least 1-2 weeks before the 60-day deadline* to allow for potential scheduling conflicts.
- **24-48 hours before the SSA appointment, submit the SSA-3368 and SSA-16 online.**

REMINDER: A Complete Initial Application Package consists of...

1. SOAR Checklist as a cover sheet for the completed application package
2. MSR signed by the SOAR provider as well as the applicant's physician or psychologist
3. Copies of all medical records in chronological order
4. Clean and complete SSA-8000 signed and dated by applicant
5. SSA-3368 and SSA-16 submitted on-line **24-48 hours** before turning in completed application.