

Minutes
Coordinated Assessment Committee
West Central Illinois Continuum of Care Consortium
June 11, 2015

Attendance

Tammi Lonergan, MCS Community Center, Jacksonville
Cindy Grawe, Madonna House, Quincy
Jennifer Vancil, QUANADA, Quincy
Emily Beaver, Salvation Army, Quincy
Lori Sutton, Illinois Institute Rural Affairs, WIU, Macomb
Amanda Davis, Illinois Institute Rural Affairs, WIU, Macomb
Mary Muehlenfeld, YWCA of Quincy
Dona Leanard, Crisis Center Foundation, Jacksonville
Heidi Welty Salvation Army, Quincy
Suzan Nash, Western Illinois Regional Council, Macomb

Absent:

Myndi Boyd, YWCA of Quincy

Minutes

1. Follow-up from last meeting
 - a. Emily Beaver will complete NC Balance of State Appendix A for the Quincy region
STARTED
 - i. Please provide Lori Sutton with program summaries by June 18 so she can forward them to Emily to be included in the Appendix.
 - b. Mary Muehlenfeld, Lori Sutton, Emily Robbearts & RE Committee: update HMIS contracts, COC/DHS/ESG funding documents to include participation in coordinated assessment
 - c. Mary Muehlenfeld and Lori Sutton will work with ABT on written policies and procedures for coordinated assessment **STARTED**
2. Policies and Procedures
 - a. Each region's Policies and Procedures will be included in the general WCICC Coordinated Assessment Policies & Procedures document, rather than creating a specific, unique Policies & Procedures document for each region.
 - b. What should happen when someone scores high on the SPDAT, but no TH/PSH is available?
 - i. Strengthen relationship between CoC and Housing Authority to better serve WCICCC clients.
 - c. Procedures for including DV clients need to be developed.
 - d. A SPDAT ROI is not necessary for CoC clients (covered by regular HMIS ROI); clients in agencies that do not use HMIS will need to sign an ROI.
 - e. Clients will complete a client satisfaction survey after completing the SPDAT. Results will be provided every 6 months to the Coordinated Assessment Work Group and CoC Council.
 - f. Diversion and prevention should be defined and broken out to two separate assessments.

- g. Program eligibility and program procedures will be provided to committees as needed in the event of grievance.
- 3. Administering the SPDAT to people receiving services outside of YWCA/Salvation Army/Madonna House
 - a. VI-SPDAT can be administered by phone. Emily has volunteered to visit other agencies to administer the VI-SPDAT.
- 4. Tasks to be completed by June 29:
 - a. Please provide Lori Sutton with Appendix A program summaries by **June 18** so she can forward them to Emily to be included in the Appendix.
 - b. Highlighted areas on WCICCC Coordinated Assessment Policies & Procedures will be updated
 - c. Finalize Client Satisfaction Survey for web (Amanda Davis)
 - d. Quincy Regional Plan (Cindy Grawe)
- 5. Schedule next meeting
 - a. Monday, June 29, 10:30 a.m.
- 6. Other
 - a. Is it possible for Salvation Army to get a lap top computer and portable printer or iPad through ETC or Dot Foods?
 - b. The continuum website, www.wciccc.com , needs to be updated to accommodate the Client Satisfaction Survey and other documents.
- 7. Handouts:
 - a. WCICCC Coordinated Assessment Policies & Procedures.docx