

Minutes
Coordinated Assessment Committee
West Central Illinois Continuum of Care Consortium
July 9, 2015

Attendance

Cindy Grawe, Madonna House, Quincy
Megan Duesterhaus, QUANADA, Quincy
Emily Beaver, Salvation Army, Quincy
Mary Muehlenfeld, YWCA of Quincy
Suzan Nash, Western Illinois Regional Council, Macomb
Dona Leanard, Crisis Center Foundation, Jacksonville
Amanda Davis, Illinois Institute Rural Affairs, WIU, Macomb
Lori Sutton, Illinois Institute Rural Affairs, WIU, Macomb
Jordan Mahara, Illinois Institute Rural Affairs, WIU, Macomb

Absent:

Tammi Lonergan, MCS Community Center, Jacksonville
Myndi Boyd, YWCA of Quincy
Jennifer Vancil, QUANADA, Quincy
Heidi Welty Salvation Army, Quincy

Minutes

1. Quincy Regional Plan
 - a. Mary agrees with the elected coordinated assessment lead
 - b. There will be a regional lead I and II
 - i. Will be agency rather than person specific
 - c. Referrals
 - i. Added a portion that if no vacancy exists in program we can deny the referral.
 - ii. Took out assessments
 - iii. Took out timeline
 - iv. Changed wording to unsatisfied consumers will be referred to the Regional Committee to be handled by the grievance procedure.
 - d. Grievance process
 - i. Regional Coordinated Assessment Committee would consist of members of that area. Not the entire CoC Coordinated Assessment Committee.
 - ii. Added that the program decision stands for the duration of the grievance process.
 1. The agency does not have to hold a spot open until the grievance is completed.
 - e. Program eligibility requirements
 - i. Moved to appendix A rather than in the document itself.
 - ii. It is assumed that they should include requirements required by funders.
 - iii. Integrate Appendix B into Appendix A.
 - iv. Try to make it more user friendly by getting rid of tabs for each service.
 - f. Diagrams will be created after the process is completed.
 - g. Mary will edit
2. Coordinated Assessment Policies and Procedures
 - a. Cindy will edit
3. Referral form
 - a. Would be universal. It can be sent to different agencies.
 - b. Is the domestic violence question up to VOCA standards?
 - c. Will stay on file at the original agency and the client will get a copy.
4. Grievance form

- a. Looks good
- 5. Emergency response
 - a. Change intimate partner to, “intimate partner or anyone in the household”
- 6. To be done before next meeting.
 - a. Lori will review the spreadsheet and start on service point
 - b. The rest of the continuum needs to review the documents
 - c. Cindy will edit the Coordinated Assessment Policies and Procedure
 - d. Mary will edit the Quincy Regional Plan
- 7. Schedule next meeting
 - a. Thursday, July 30, 10:30 a.m.