

**Minutes**  
**WCICCC Coordinated Assessment Conference Call**  
May 16, 2016

Attendance:

Cindy Grawe, Madonna House, Quincy  
Amanda Davis, Illinois Institute for Rural Affairs/WIU, Macomb  
Mary Muehlenfeld, YWCA of Quincy  
Dona Leanard, Crisis Center Foundation, Jacksonville  
Tammi Lonergan, MCS Community, Jacksonville  
Megan Duesterhaus, QUANADA, Quincy

Absent:

Heidi Welty, Salvation Army, Quincy  
Ashley Jackson, Salvation Army, Quincy

**Minutes**

1. Quincy CA Process Update
2. Revisions to make to Coordinated Assessment Policies and Procedures.
  - a. There was some uncertainty about when to perform a second VI-SPDAT.
  - b. Current verbiage in the CA Policies and Procedures: “Prior to housing, at or about move-in (no more than 3 business days after move-in), 30 days, 90 days, 180 days, 270 days, 365 days”
    - i. Need to add “or after a major change occurs in the client’s life”
  - c. Amanda will make changes and submit to CA committee for review.
  - d. If a client completes a SPDAT or VI-SPDAT at a DV agency, and is then referred to another provider who then enters the SPDAT/VI-SPDAT into HMIS, the provider can indicate that the SPDAT/VI-SPDAT was originally completed by another provider, but should *not* indicate that it was a DV provider.
3. Revisions to make to Emergency Response Screening
  - a. Madonna House uses the ERS for internal tracking, but does not enter it into HMIS. The documents are stored in monthly folders; a new file is not created for each person who completes an ERS.
  - b. Question 6 and 7 are redundant. Revise to eliminate duplicate question.
  - c. Amanda will make changes and submit to CA committee for review.
4. Next Step
  - a. Dona and Tammi will meet next week to discuss Jacksonville Coordinated Assessment implementation
    - i. Jacksonville
      - a) Providers
        - a. Crisis Center Foundation
        - b. MCS Community Services
        - c. Midwest Youth Services
        - d. New Direction Warming/Cooling Shelter
      - ii. Macomb
        - a) Providers
          - a. McDonough County PADS
          - b. Samaritan Well
          - c. Western Illinois Regional Council
  5. Please provide feedback to Amanda on changes to Coordinated Assessment Policies and Procedures and Emergency Response Screening.
  6. The next CA meeting will be determined after Dona and Tammi meet.