



## Piedmont Regional Committee

### Case Conferencing

Date: Thursday, August 16, 2018

Location: 809 South Church Street, Monroe, NC 28112

Meeting Minutes

Meeting Facilitated By: Teresa Robinson

Attendees:

Melissa McKeown	Union County Community Shelter	COO
Anisse Avery	Community Link	Program Manager
Tiera McDonald	Homes of Hope	Program Director
Andrea Merriman	Esther House	Program Services Coordinator
James Hood	Opportunity House	Pastor
Kendra Coney	Rowan Helping Ministries	Housing Coordinator
Ashley Philips	Crisis Ministries of Davidson County	Case Manager

### Agenda

- Sharing Agreement with HMIS
  - Group would like to include all information that is on the intake forms for HMIS but no case notes or full social security number (i.e. history of homelessness, income, fleeing dv, health insurance, income, non-cash benefits, case manager's name at shelter, etc.)
  - Andrea M. had concern about DV participants info being shared once referred to housing (i.e. DV→RRH clients entered/shared)
    - Could NCCEH train on locked client files? Could we track who has been trained? Could we do one way sharing for DV in HMIS?
- Referral Form- Has been edited with slight changes. Distributed to the group
- Opportunity House
  - Pastor Jim Hood from the day shelter in Cabarrus County attended the meeting
  - Staff in the day shelter will keep a list and complete a basic screen of homelessness questions
  - Teresa R. will complete VI-SPDATs over the phone after homelessness is verified
  - Opportunity House can get homeless verification letters from Salvation Army- positive relationship
- Veteran Referrals-SSVF
  - Referrals go to intake team at Community Link (1 person) making calls. The intake team has a set timeline to get needed documents
  - Forms needed are: Government issued ID, Social Security Card, DD214, Homeless verification letter
- Referral Document Checklist
  - Use for Case Managers to know what's needed. Could also be used on a case plan for participants. Distributed to group.
- Case Conferencing Process
  - Add language to process about substitutions in the meeting when primary representative is unavailable
  - Distributed Form to Group
  - Case conferencing worksheet (previously emailed to group) is primary document to bring to the meeting
- Webpage
  - <http://www.ncceh.org/box/region5/>

### Next Meeting

- **September 6, 2018, 10:00AM-12:00PM, Rowan County**