



**Piedmont Regional Committee
Case Conferencing**

Date: Wednesday, January 9, 2019

Location: 809 S Church St., Monroe, NC 28112

Meeting Minutes

Meeting Facilitated By: Teresa Robinson

Attendees:

Andrea Merriman	Esther House	Program Service Coordinator
Nicole Dewitt	Community Link	Director of Outreach
Jim Hood	Opportunity House	Pastor
Melissa McKeown	Community Shelter of Union County	COO
Kendra Coney	Rowan Helping Ministries	Housing Coordinator
Anisse Avery	Community Link	Program Manager
Sonia Gibbs	Family Crisis Council of Rowan	Housing Program Manager

Agenda

- Meeting Attendance
 - Meeting information is posted on webpage and communicated through email prior to scheduled date. (distributed 2019 meeting schedule)
 - Meeting attendance is required by CA participants
 - Staff members in attendance need to be aware of the usage of HMIS and shelter clients that could be discussed in the meeting.
 - If a shelter cannot be in attendance to case conferencing and they have a client come up on the waitlist, the region's other shelters will communicate with that agency to gather imperative information so that the client is still represented and advocated for during case conferencing.
- Participant Requirements and Expectations and Process and Procedure Document
 - Participant Requirements and Expectations document was discussed and signed on by several CA members. This document will be edited for updates and redistributed by CA lead for signatures from CA ES and DV staff as well as ED's including Community Link.
 - Policy and Procedure Document will be updated as needed on an ongoing basis
- Discussion of Selection process
 - Prioritization for Case Conferencing will be as follows:
 - On the Monday of the week of case conferencing the CA Lead will send out the top 10 names from the community waitlist. These households will be discussed at case conferencing regardless of housing availability
 - CA Lead will call or email specific agencies that have clients in the top 10 to ensure their attendance at the meeting
 - Waitlist will be sorted by VI-SPDAT score only
 - Prioritization Score will be added to the VI-SPDAT in order to distinguish households with the highest needs based on objective factors
 - Veteran
 - Service Usage and Community Supports (multiple agencies currently working with client)
 - No Social Supports
 - Client has been in shelter 60+ days
 - Vulnerability to Illness or death (based on VI-SPDAT section score)
 - The sum of these factors will make up the priority of each household

- RRH and PSH
 - agencies will need to send the CA Lead the VI-SPDAT and *new* HMIS ROI coordinating with clients that have been in shelter from 09/01/2018- 11/30/19. I will pull these households into the CA project in HMIS
 - any household that entered shelter prior to 09/01/18 or entered after 12/01/18, the shelter will need to be referred to the CA project in HMIS
 - any household that was in shelter prior to 09/01/2018 and is still currently in shelter, they also need to be referred to the CA project (their VI-SPDAT and ROI should be sent to the CA Lead as well)
- Discussion of the need for a Q&A session with the data center to better understand how to refer households to HMIS from the shelter's POV

Next Meeting

- **January 23, 2019 (Conference Call) 720-835-5380 PIN# 93562.**
 - **Nicole Purdy will be discussing how to make referrals to CA and will answer other HMIS questions from the region**
- **February 6, 2019 (Rowan County)**

Webpage

<http://www.ncceh.org/box/region 5/>