

Minutes

Arizona Balance of State Continuum of Care

Coordinated Assessment Workgroup

February 4, 2013 teleconference

Attendees: Cindy Furrh, Old Concho; Mary Jo Silcox, WTP; Ken McKinley, Open Inn; Maureen Rooney, ADOH; Scott Rich, Symmetric Solutions; Jessa Johnson, NARBHA; Carol Quasula, Catholic Charities

Meeting Called to order: 2:07pm

Review of Discussion/Meeting:

Cindy opened the meeting with introductions and began by asking the group for their feedback from the examples of assessments previously sent in emails that are being used across the county with programs that have implemented coordinated assessments. Discussion led to how the common assessment process will need to be broken down in to layers. For instance, there would be a primary level of assessment/screening that determines the immediate needs and basic level of data for eligibility for housing. The initial screening should provide enough information that a reasonable and appropriate referral can be made to an agency provider. The referral agency could then implement their own assessment tool to gather more information and validate (or not) eligibility and movement towards services. The group decided that the term this committee will use for the common assessment will be "Initial Screening Assessment Tool."

Through discussion, the committee agreed that an internet based system for conducting the initial screening assessment tool and referral mechanism will be the way to implement the coordinated intake process of the Balance of State (BOS) COC. The reasoning behind an internet-based system came down to several major points and target goals.

- 1) The BOS COC is geographically so large that it would be impossible to implement a coordinated intake process in one or a few locations.
- 2) So the initial screening assessment tool and referral process will need to be readily available (multiple entry ways into the system such as library , agencies and etc) and well advertised
- 3) It is very important that a system of tracking data is in place. This is one of the primary goals this committee would like to see from the development of the coordinated intake. The BOS COC will need collect how many people where referred for services, actually gained services, and where there are gaps in services throughout our communities.
- 4) A standardized and internet based assessment tool can follow a referral to one or more agencies with the aim of a person not experiencing repeated multiple assessments.

Another goal discussed was to create an assessment tool that “screens in” vs. “screens out” participants while still meeting one of HUD’s visions of not over referring/using –up limited services for individuals that could be best served otherwise (i.e. not referring someone to a shelter who is not on the streets, but has a other needs that relate to safety and stability). The group also decided at this time to focus the coordinated assessment primarily on housing. At this point, it may be too daunting a task to include other service provisions.

Scott mentioned that this would be a good opportunity to start the discussion with the BOS COC member agencies about sharing data across the continuum even beyond the initial screening tool. Currently most agencies are on board with entering their own data, but there may be benefits to more data sharing once the coordinated assessment process is in place.

Issues of confidentiality will be very important with the BOS COC coordinated assessment process. Some committee members shared that many communities in the BOS COC are very small and special consideration will need to be made to address this issues. The committee agreed that the initial screening assessment tool would not have indentifying questions (such as name, date of birth), but would need to ask important questions such as DV status so that there is a complete assessment being done and the individual can be referred to an appropriate place. With the internet-based system, the initial screening assessment tool could be self-administered or with the assistance of a case manager.

Finally, the group discussed how we may have less than 6 months to further understand the goals/aims/structure of the coordinate intake process for the BOS COC so there will be time to program/implement a system by HUD’s deadline.

Tasks to complete before next meeting

All: Review the Alameda assessment (pages 1-4) and provide input (what would you eliminate from the assessment screening tool and/or what would you like added).

All: Note where you think issues of confidentiality might come into play with the assessment screening tool.

Maureen: Begin devising a budget

Maureen/All: Determine the scope of agencies that would need to share in the system and provide services that would be applicable to the screening tool.

Meeting adjourned at 3:00 pm

Next Meeting:

March 4th, 2013 at 2pm. Meeting via conference line.