

# Veteran Homeless Committee Minutes

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## **Date and Time**

Wednesday, February 3<sup>rd</sup>, 2016 from 2:00 pm to 3:00 pm

## **Location**

Family Willows, 161 S. Beech St, Manchester, NH

## **Attendees**

Ashley Kitchell, Nicole Clark, Emily Reisine, Keith Howard, Dan Ward

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## **2:05 Meeting Begins**

### **Release of Information (ROI) Examples**

- I. Committee reviewed examples provided by Emily about other Releases of Information (ROIs) used by other CoCs, states, and VAs. General consensus was that we should keep our form as straightforward as possible to ensure that the forms are usable to any potential homeless veterans we would be serving.
  - a. Until otherwise required, we will keep the form clear of legalese.
  - b. Emily suggested that to meet the needs of both of the legal system and of those we serve, we have a shorter form, designed to be user friendly, and properly train any staff/outreach workers on the legal background. The idea behind this is that our homeless Veterans might be overwhelmed by too much text, but the workers should be able to understand and exercise the law.
- II. Emily suggested that in addition to having an ROI, we have a confidentiality agreement. Committee agreed that there was a need for this, as it protects both sides of those in the agreement. We will be using the City of Lawrence's confidentiality agreement as a guide in building our own.

### **MCoC ROI Forms**

- I. Nicole brought a prepared draft of the MCoC's ROI form.
- II. The following changes were proposed:
  - a. Clarify that "Manchester Continuum of Care" and "MCoC" are interchangeable.
  - b. A list of all the agencies within the MCoC might be required.
  - c. Strike officer discharge
  - d. Add Coast Guard as a branch of service
  - e. Highlight the importance of the statement at the beginning: "This information is to be used for the sole purpose of finding and providing permanent supportive housing."
- III. Committee should also begin to work on a confidentiality agreement.
  - a. This should include the purpose behind the ROI, what confidentiality entails, who is going to see their information, etc.
  - b. Importance was also placed on giving a copy of the confidentiality agreement to the Veterans as this puts the onus on the service/housing providers to uphold all aspects of the written agreement.

### **Next Steps**

- I. ROI will have to be legally reviewed by the VA Medical Center and should also go through a similar process for the MCoC.
- II. ROI will be brought up at next Leadership Committee meeting for suggestions and to begin the legal process of approving it.
- III. Committee should begin to review/create their by-name list.



**3:00 Meeting Concludes**

**Minutes Prepared By**

Nicole Clark

Manchester Continuum of Care Coordinator, VISTA