

Data Collection Committee Minutes

Date and Time

Thursday, January 16th, 2014 1:30AM-2:30PM

Location

434 Lake Ave. 4th Floor

Attendees

Ed Orlowski	Erik Wirkkala	Erin Kelly	Keith Howard	
Kyle Beaulieu	Mary Sliney	Mark Stokes	Rich Doyle	Susan Howland

Introductions

Past Minutes Approved

Coordinated Assessment System

- We need to provide a final approval of our Coordinated Intake tool and begin using it across the MCoC
 - We will begin with an initial pilot period testing the tool
 - We can continue adapting the tool too, as needed
- Data Collection will make the motion at next month's General Assembly to formally adopt this tool
- We will approve it for a three month trial period beginning March 1st
 - We will then reevaluate this method in June, make necessary changes and plan from there

Policies and Procedures

- We must also develop a system to prioritize people for all types of housing
 - Basically, the CoC will agree to adopt HUD's policies and priorities while programs keep existing program requirements
- For Emergency Housing, we will need a Vulnerability Index to prioritize people
- For February's Data Collection meeting, I will have a draft of Policies and Procedures using existing HUD guidelines, 8 points from 10 Year Plan and the NOFA as well as a draft of a Vulnerability Index for Emergency Housing
 - It is likely that we will also hold a vote on these documents next month
 - We will also pilot these for a three month period
- For the NOFA, we will need to provide documentation and evidence of this planning process for the Coordinated Assessment system but do not need to attach the tool itself

Rapid Re-Housing

- We will need to develop policies regarding length of assistance and limits on amount provided, etc.
- The CoC must have policies and procedures in place for city RRH funds as well
 - I will look up the language in BoSCoC Bylaws concerning RRH
- We must also track recidivism into any homeless situation following RRH assistance
 - We can follow up quarterly with clients after they come off RRH assistance via phone
 - We could possibly use quarterly HMIS reports to track recidivism
 - Data Collection can review these reports
 - If results are poor we can revise policies and procedures accordingly

Eligible Costs for Outreach

- 20% of PSH costs can be used to support outreach services
- The MCoC leverages outreach services including
- Community policing
- Faith-based services like 1269 Café, Salvation Army outreach services etc.
- Mental Health Center and Healthcare for the Homeless
- We would like to establish formal Peer-to-Peer outreach through the Homeless Services Center

The next Data Collection meeting will be Thursday, February 20th, 2014 at 11:00 a.m.

Minutes prepared Erik Wirkkala AmeriCorps VISTA - MCoC Coordinator