

# Data Collection Committee Minutes

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## Date and Time

Thursday, February 20th, 2014 1:00AM-2:00PM

## Location

434 Lake Ave. 4<sup>th</sup> Floor

## Attendees

Cathy Kuhn  
Mary Sliney

Kyle Beaulieu

Susan Howland

Rich Doyle

Erin Kelly

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## Introductions

## Past Minutes Approved

### Piloting Coordinated Assessment Tool

- We are hoping to begin the one-month pilot period of our coordinated assessment tool in March
- Today we need to discuss the specifics of implementing the CA tool.
- Question: How are we going to make sure agencies are actually using this tool
  - We'll monitor agencies via site visits, Susan said she can also arrange for monitoring of city funded agencies
  - Eventually HMIS will be incorporated into the CA system, but it is unclear when this will happen.
- There was a concern about the amount of staff time it will take filling out this questionnaire
  - Comment: It probably won't take as long as it seems, looking at the document, as we will really only need to go through the entire form with people actually seeking immediate shelter
  - We need to consider the audience and purpose of this tool, who are primarily people seeking immediate shelter, and it likely won't be necessary to go through this process with people simply seeking a meal from an agency's food pantry, for example
  - This tool may make the whole system more linear and efficient once this tool is being utilized in the intended setting – from one or a few main locations which we advertise and encourage people to access
    - Mary pointed out that not everyone will access our system through these locations, and instead opt for agencies who they already trust
    - This is definitely true, but if we establish these new locations and make the public properly aware, they will be accessed effectively – It is also fine for individuals to continue seeking services at other, familiar locations as well
- There was a question about how we will prevent people from having to complete the assessment at one agency, then get referred to another agency only to have to complete it again when they arrive at the referral agency. This is something that will need to be worked out over the coming weeks.
- Erin indicated that a similar Coordinated Assessment system is in place on the Seacoast, and seems to be working
  - However, there is one staff person doing all the intakes and he is swamped
- Mary requested that we change the wording on the referrals section of this tool about some services provided by The Way Home
  - At the next MCoC General Assembly, she will update the Continuum about The Way Home's Housing Resource Center

- A question was raised about a Vulnerability Assessment/Index tool, and the role this will play in prioritizing people for housing
  - Eventually, we will may incorporate such a tool into our Coordinated Assessment System, but its purpose is mainly for prioritizing individuals and families for TH and PSH programs and our current focus is on as Assessment Tool for more immediate needs
- Because there were so many questions, and it is likely many agencies and staff is not fully aware of the coming change, it was decided that we will not implement this tool for its pilot period across the entire Continuum on March 1<sup>st</sup>.
- We will hold a meeting in early March for any intake, outreach and other staff who will be administering this tool to clarify some of these points raised today and to discuss/ elicit suggestions and feedback
- Several agencies present at this meeting will, however, begin using this tool on March 1<sup>st</sup> and will provide early feedback as we continue adapting and expanding this tool.
  - ‘Thank you’ to CFS, FIT, Helping Hands, The Way Home and possibly the Homeless Services Center for volunteering to take on this task first!
- Erik will be contacting all agencies, both those beginning a pilot period on March 1<sup>st</sup> and those still needing to begin implementation to schedule a meeting in early March to get everyone involved on the same page as to best roll out this new screening method

**The next Data Collection meeting will be Thursday, March 20<sup>th</sup>, 2014 at 11:00 a.m.**

**Minutes prepared Erik Wirkkala AmeriCorps VISTA - MCoC Coordinator**