

# Coordinated Assessment Taskforce

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## Date and Time

Friday, April 18<sup>th</sup> 2014 3:00PM

## Location

FIT's Family Willows Conference Room 161 South Beech St.

## Attendees

Cathy Kuhn	Dave Carroll	Dianne Pitts	Elise Annunziata	Erik Wirkkala
Keith Howard	Kevin Kintner	Kyle Beaulieu	Mark Stokes	

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## Feedback

- The most current draft of our Coordinated Assessment tool was distributed.
- Dianne said that The Way Home still had some concerns about asking certain questions in their open lobby, where they do assessments.
- Mark said that agencies do not have to ask any of the questions
  - The more questions asked, the more options there are for the client but it is not required that 100 percent of the questions are asked
- I asked the group if the surveys could be self-filled, to avoid privacy issues
  - Kevin pointed out that it would be better if someone walks the client through the survey because people may not know what certain terms mean and would need them explained
- This tool will be updated and modified continually, but the current draft seemed sufficient as of right now and no further feedback was needed about the tool itself, it seemed
- The next step is planning on how we will roll this out and how to record outcomes

## Using the Tool

- How do we get everyone on board to use this now?
- We've already had agencies pilot it, and we can have them begin using it again, and try to bring more on board one-by-one
- We'll also need to do a training on the tool, possibly with input from intake workers
  - Should we do this before anyone uses the tool, or can some agencies start using it before the actual training?
- The biggest thing we need is to record data, specifically, count outcomes (diversions and referrals)
- It's not necessary to save each copy of the survey completed
  - Instead, agencies can use the survey as a guide for determining the best outcomes, the benefit being consistency across all local agencies
  - The only data we absolutely need recorded and gathered is the outcomes. We can do this with simple "score sheets", or just have a box at the top of the surveys where this information is recorded.
- All CoC and ESG funded agencies will need to record and submit this data
- It would be helpful to get some faith-based organizations on board as well, but we can't require them to do anything
  - We had been hoping to bring our CoC members together with some of these faith based organizations/churches anyway, so as we plan that event, we can keep in mind this Coordinated Assessment tool



- I will draft a “score sheet” to include on the tool and we can continue discussion on how to get agencies on board to permanently use this tool and record outcomes

**Minutes Prepared By**

Erik Wirkkala, VISTA  
MCoC Coordinator