



**Piedmont Regional Committee
Case Conferencing**

Date: Wednesday, March 13th 2019

Location: Stanly County Commons, 1000 North 1st St, Albemarle, NC 28001

Meeting Minutes

Meeting Facilitated By: Teresa Robinson

Attendees:

Angela Houston	Family Crisis Council of Rowan	Case Manager
Melissa McKeown	Community Shelter of Union County	COO
Kristen Armstrong	Community Shelter of Union County	Client Services
Kendra Coney	Rowan Helping Ministries	Housing Coordinator
ZaeJai Dunn	Rowan Helping Ministries	Intern
Anisse Avery	Community Link	Program Manager
Brian Alexander	NCCEH	Project Director
Ehren Dohler	NCCEH	Project Specialist
Kelli McQueen	Community Link	Housing Case Manager
Jim Hood	Opportunity House	Pastor
Tiera McDonald	Homes of Hope	Program Director

Agenda

- Review of Goals for the Year- workgroups will be established to progress towards the goals we want to accomplish. Each work group will be the main points of contact for the details and work. Action steps are in place to track progress and timeliness of goals. Each staff member from the PRC volunteered for one or more work group.
 - Clarity on process, procedure, and flow of information when things change
 - Andrea Merriman
 - Angela Houston
 - New CA Plan
 - Melissa McKeown
 - Brainstorming Meetings with DV and ES shelter workgroups
 - Kendra Coney
 - Tiera McDonald
 - Housing Resources outside of Coordinated Assessment
 - Kendra Coney
 - Melissa McKeown
 - Kristen Armstrong
 - Jim Hood
 - Tiera McDonald
- Updates on Document Usage
 - ROI- Everyone using the CA system should be using the Regional ROI with their clients. This is the only way they can allow for sharing of their information in the way that we do as a region. In HMIS if an ROI isn't complete, there is no visibility within the file and we aren't able to get comprehensive data to case conference and refer clients to housing in a timely manner

- Case Management Tool-**handed out** should be used to track progress in the work you do with clients and ultimately should contribute to the “warm-handoff” of clients from shelter/community to housing agency
- VI-SPDAT Script- **handed out** to be used in conversation with clients as they are administered the VI-SPDAT. Since there has been turn over in most shelters in our region, these script will keep information provided uniform and consistent with clients
- Case Conferencing Process
 - Notes Form- should be completed and brought to every case conferencing meeting for clients that are at the top of the community waitlist as well as any cases that haven’t scored to be at the top of the list but are challenging to the staff in the county they reside.
 - Due to technical issues, no one attending the meeting had this form prepared coming into the meeting
- Case Conferencing
 - Discussion of top 10 households on the list
 - Out of the list of 20 prepared for the meeting, 13 were no longer eligible or were removed for other reasons. (i.e. left shelter and no longer in contact, moved in with friends or family, found another housing resource)
 - Voting and Selection
 - The 7 remaining households with the highest VI-SPDAT scores were referred to RRH.

New Webpage

<http://www.ncceh.org/box/region 5/>

Next Meeting

March 28th- Conference Call-Uber Conference Call-In Information: 720-835-5380 PIN: 93562