



Friday, January 21, 2010
10:00 AM-12:00 PM
United Way Metropolitan Chicago
560 W Lake Street, Chicago

AGENDA

- | | | |
|--------------|--|--------------------|
| I. | Welcome & Introductions | 10:00-10:05 |
| II. | Approval of Meeting Minutes | 10:05-10:10 |
| III. | Treasurer's Report – Mike Wasserberg | 10:10-10:20 |
| | A. Finance Committee Update | |
| | B. Dec 2010 Draft Financials | |
| IV. | Director's Report – Jennifer Hill | 10:20-10:30 |
| V. | Committee Reports | |
| | A. Executive Committee – Jose Alvarez | 10:30-10:40 |
| | B. Resource Development Committee – Paul Selden | 10:40-10:45 |
| | C. Homelessness Prevention – Dennis Condon | 10:45-10:55 |
| | D. HMIS Committee – Ken Schmitt | 10:55-11:00 |
| | E. Continuum of Care Development – Sue Shimon | 11:00-11:10 |
| | F. Project Review and Prioritization – B. McManaman/K. Nickele | No Report |
| | G. Outcome Evaluation – Courtney Suchor | No Report |
| | H. Governance – Dennis Condon | No Report |
| | I. Chronic Homelessness – Khen Nickele | 11:10-11:15 |
| | J. Rapid Re-Housing – Mike/Paul/Todd/Lynda | 11:15-11:20 |
| VI. | Other Reports | |
| | A. Regional Roundtable – Jennifer Hill | 11:20-11:30 |
| | B. Discharge Planning – Hallan Hanson | No Report |
| | C. Cook County – Ericka Branch | 11:30-11:40 |
| | D. Meeting w/Educational Liaisons – Hallan Hanson | 11:40-11:50 |
| VII. | Local Council Reports | 11:50-12:00 |
| | A. South – Courtney Suchor/Pat Rodgers | |
| | B. West – Teri Curran/Lynda Schueler | |
| | C. North – Tracy Banks/Todd Stull | |
| VIII. | Old Business | |
| IX. | New Business | |
| X. | Adjournment | |

Next Board Meeting: West, February 25th, Location TBD

HOMELESS COUNT: JANUARY 27TH, 2011

December 17, 2010 Voting Members Present:

Jose	Alvarez Chair	Town of Cicero
Tracy	Banks CBSA Co-Chair AHAND	The Center of Concern
Tom	Bookler	So Suburban Homeless Ed Liaison
Hugh	Brady	NAMI Barrington Area
Marvin	Gorss	West Suburban Landlords Assoc.
Scott	Jensen	Community Representative
Ron	Jordan	CEDA Northwest
Larry	McClellan	South of Chicago, Inc.
Brian	McManaman	Emergency Fund
Khen	Nickele	IDHS-DMH
Rev. John	Rice	Bethel Community Facility
Patrick	Rodgers CBSA Co-Chair SSCH	Social Security Administration
Eric	Rubenstein	Single Room Housing Assistance Corp.
Cynthia	Schilsky	Community Representative
Lynda	Schueler CBSA Co-Chair WSCH	West Suburban PADS
Paul	Selden Vice Chair	Connections for the Homeless
Armando	Smith	Vital Bridges
Todd	Stull Secretary/CBSA Co-Chair AHAND	Journeys from PADS to HOPE
Courtney	Suchor CBSA Co-Chair SSCH	Sanctuary/SS Family Shelter
Pamela	Ward	IL Dept of Corrections
Mike	Wasserberg Treasurer	South Suburban PADS
Diane	Wolak-Green	Housing Authority of Cook County
Jennifer	Wood	YMCA Network

Voting Members Absent:

Bill	Baxter	Hines V A Hospital
Dennis	Condon Past Chair	Community Representative
Theresa	Curran CBSA Co-Chair WSCH	Pillars
Sol	Flores	La Casa Norte
Tom	Galassini	United Way of Metro Chicago
Eileen	Higgins	Catholic Charities
Elisabeth	Houston	Shriver National Cntr on Poverty Law
Terry	McCullough	Thornton Township
Richard	Nichols Jr	Journeys from PADS to HOPE
Debbie	Pavick	Thresholds
Steve	Skilbeck	So Suburban Council on Homelessness

All Other Members Present:

Kamar	Beaco	CEDA Bloom-Rich
Bob	Dwan	City of Berwyn
Kyles	Quincey	Hines VA Hospital
Ken	Schmitt	YMCA Network
Sue	Shimon	New Foundation Center, Inc.
Tahtia K	Smalling	IDHS/DMH-Path
Hallan	Hanson	Alliance
Jeremy	Heyboer	Alliance
Jennifer	Hill	Alliance
Sharon	King	Alliance

Alliance to End Homelessness in Suburban Cook County Statement of Financial Position

As of December 31, 2010

	<u>Dec 31, 10</u>	<u>Dec 31, 09</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Checking at Harris N. A.			
Unrestricted	34,080.54	17,580.15	16,500.39
Total Checking at Harris N. A.	<u>34,080.54</u>	<u>17,580.15</u>	<u>16,500.39</u>
PayPal	1,726.75	1,049.80	676.95
Total Checking/Savings	<u>35,807.29</u>	<u>18,629.95</u>	<u>17,177.34</u>
Accounts Receivable			
1100 · Accounts Receivable	173,654.57	83,506.93	90,147.64
Total Accounts Receivable	<u>173,654.57</u>	<u>83,506.93</u>	<u>90,147.64</u>
Other Current Assets			
1400 · Prepaid Expenses	1,992.30	3,302.75	-1,310.45
1440 · Security Deposit	872.29	872.29	0.00
Total Other Current Assets	<u>2,864.59</u>	<u>4,175.04</u>	<u>-1,310.45</u>
Total Current Assets	212,326.45	106,311.92	106,014.53
Fixed Assets			
1500 · Property and Equipment	29,746.85	26,718.85	3,028.00
1900 · Accum. Depreciation - Prop&Eq	-19,882.17	-14,235.60	-5,646.57
Total Fixed Assets	<u>9,864.68</u>	<u>12,483.25</u>	<u>-2,618.57</u>
TOTAL ASSETS	<u>222,191.13</u>	<u>118,795.17</u>	<u>103,395.96</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	82,454.89	5,028.55	77,426.34
Total Accounts Payable	<u>82,454.89</u>	<u>5,028.55</u>	<u>77,426.34</u>
Credit Cards			
2020 · CitiBank	0.00	361.08	-361.08
Total Credit Cards	<u>0.00</u>	<u>361.08</u>	<u>-361.08</u>
Other Current Liabilities			
Payroll Liabilities			
Total Payroll Liabilities	<u>5,493.92</u>	<u>3,938.26</u>	<u>1,555.66</u>
Total Other Current Liabilities	<u>5,493.92</u>	<u>3,938.26</u>	<u>1,555.66</u>
Total Current Liabilities	<u>87,948.81</u>	<u>9,327.89</u>	<u>78,620.92</u>
Total Liabilities	87,948.81	9,327.89	78,620.92

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Position
As of December 31, 2010

	<u>Dec 31, 10</u>	<u>Dec 31, 09</u>	<u>\$ Change</u>
Equity			
Unrestricted Net Asset	109,467.28	99,860.57	9,606.71
Net Income	<u>24,775.04</u>	<u>9,606.71</u>	<u>15,168.33</u>
Total Equity	<u>134,242.32</u>	<u>109,467.28</u>	<u>24,775.04</u>
TOTAL LIABILITIES & EQUITY	<u><u>222,191.13</u></u>	<u><u>118,795.17</u></u>	<u><u>103,395.96</u></u>

Alliance to End Homelessness in Suburban Cook County
Profit & Loss Budget vs. Actual
January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4010 · Grant Income				
CDBG 09-034	40,000.00	110,000.00	-70,000.00	36.36%
HPRP - Oak Park	32,922.19	18,000.00	14,922.19	182.9%
HPRP Cook Cty 09-01	235,692.69	645,495.00	-409,802.31	36.51%
SHP 2010 ADMIN	3,855.00	1,900.00	1,955.00	202.9%
SHP 2010 Alliance	77,104.00	108,464.00	-31,360.00	71.09%
SHP 2011 Admin	4,907.39	5,454.00	-546.61	89.98%
SHP 2011 Alliance	98,123.61	114,902.00	-16,778.39	85.4%
Total 4010 · Grant Income	<u>492,604.88</u>	<u>1,004,215.00</u>	<u>-511,610.12</u>	<u>49.05%</u>
4011 · Donation Income				
401101 · Individual Giving	7,157.00	3,999.96	3,157.04	178.93%
401102 · Board Gifts	2,935.00	3,000.00	-65.00	97.83%
401105 · Promotions	30.00	803.04	-773.04	3.74%
401114 · Foundation & Corporate Giving				
Corporate Giving	950.00			
Foundations				
Chicago Community Trust	70,000.00	70,000.00	0.00	100.0%
Total Foundations	<u>70,000.00</u>	<u>70,000.00</u>	<u>0.00</u>	<u>100.0%</u>
Total 401114 · Foundation & Corporate Giving	<u>70,950.00</u>	<u>70,000.00</u>	<u>950.00</u>	<u>101.36%</u>
Total 4011 · Donation Income	<u>81,072.00</u>	<u>77,803.00</u>	<u>3,269.00</u>	<u>104.2%</u>
4015 · Member Contributions	13,950.00	7,050.00	6,900.00	197.87%
4100 · Interest Income	1.32	0.00	1.32	100.0%
4300 · Other Income				
430001 · Java Fund	8.25	0.00	8.25	100.0%
430003 · Misc Food Donation	51.00	0.00	51.00	100.0%
4300 · Other Income - Other	77.78	0.00	77.78	100.0%
Total 4300 · Other Income	<u>137.03</u>	<u>0.00</u>	<u>137.03</u>	<u>100.0%</u>
Total Income	<u>587,765.23</u>	<u>1,089,068.00</u>	<u>-501,302.77</u>	<u>53.97%</u>
Gross Profit	587,765.23	1,089,068.00	-501,302.77	53.97%
Expense				
6001 · Payroll Expenses				
6000 · Wages Expense	219,084.75	251,514.00	-32,429.25	87.11%
6050 · Employee Benefit Programs Exp	22,850.38	37,727.00	-14,876.62	60.57%
6100 · Payroll Tax Expense	19,608.29	22,636.00	-3,027.71	86.62%
6001 · Payroll Expenses - Other	191.25	240.00	-48.75	79.69%
Total 6001 · Payroll Expenses	<u>261,734.67</u>	<u>312,117.00</u>	<u>-50,382.33</u>	<u>83.86%</u>
6080 · HMIS Vendor Fees	55,306.44	48,000.00	7,306.44	115.22%
6090 · Consulting & 3rd Party Fees	16,730.00	77,000.00	-60,270.00	21.73%
6301 · Space Costs				
6300 · Rent or Lease Expense	10,275.13	10,521.00	-245.87	97.66%
6400 · Utilities Expense	9,656.12	12,500.00	-2,843.88	77.25%
6550 · Other Office Expense	203.50	500.00	-296.50	40.7%
Total 6301 · Space Costs	<u>20,134.75</u>	<u>23,521.00</u>	<u>-3,386.25</u>	<u>85.6%</u>

Alliance to End Homelessness in Suburban Cook County
Profit & Loss Budget vs. Actual
January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6411 · Operations				
6410 · Printing Expense	3,594.04	2,200.00	1,394.04	163.37%
6420 · Travel Expense	12,630.45	14,917.00	-2,286.55	84.67%
6430 · Postage & Delivery	1,398.30	1,450.00	-51.70	96.43%
6450 · Office Supplies Expense	7,252.90	8,300.00	-1,047.10	87.38%
Total 6411 · Operations	<u>24,875.69</u>	<u>26,867.00</u>	<u>-1,991.31</u>	<u>92.59%</u>
6460 · Interest Expense	35.73	330.00	-294.27	10.83%
6500 · Equipment or Furniture	1,801.29	7,800.00	-5,998.71	23.09%
6640 · HPRP Grant Distribution				
Connections for the Homeless	9,823.31			
Journeys from PADS to HOPE	30,659.99	202,501.00	-171,841.01	15.14%
Options for Housing-Call Center	0.00	62,042.00	-62,042.00	0.0%
South Suburban PADS	98,244.28	117,237.00	-18,992.72	83.8%
West Suburban PADS	29,247.52	213,158.00	-183,910.48	13.72%
Total 6640 · HPRP Grant Distribution	<u>167,975.10</u>	<u>594,938.00</u>	<u>-426,962.90</u>	<u>28.23%</u>
6680 · Accounting	5,000.00	7,800.00	-2,800.00	64.1%
6850 · Service Charge Expense	200.91	330.00	-129.09	60.88%
6950 · Insurance Expense	3,549.04	5,371.00	-1,821.96	66.08%
7050 · Depreciation Expense	5,646.57	4,000.00	1,646.57	141.16%
Total Expense	<u>562,990.19</u>	<u>1,108,074.00</u>	<u>-545,083.81</u>	<u>50.81%</u>
Net Income	<u><u>24,775.04</u></u>	<u><u>-19,006.00</u></u>	<u><u>43,781.04</u></u>	<u><u>-130.35%</u></u>

Fundraising Report
January 18, 2010
Prepared by Jennifer Hill

As shown in the draft financial statements, the Alliance ended the year in the black, due to the incredible follow through of board members this year (1) to give personally, (2) to ensure your organization gave a membership contribution, and (3) to personalize the mailers to request the support of your friends and contacts.

2010 Goals (as revised in mid-2010)

- Foundations/Corporate Giving: \$70,000
- Membership Contributions: \$10,000
- Board Gifts: \$ 3,000
- Individual Giving: \$ 3,000
- TOTAL: \$86,000

Foundations & Corp. Giving:

- Received \$70,000 from Chicago Community Trust.
- Received \$950 in corporate giving.

Member Contributions:

- Received \$13,950 from 24 members.
- Of this, \$3,350 was 2009 membership contributions received in early 2010.
- So \$10,600 was received for 2010 memberships.

Board Gifts:

- Received \$2,935 from 19 board members.
- 1 additional board member gave an online gift (\$100) which will appear in 2011.
- 60% of our 33-member board contributed.

Board Asking & Other Individual Giving:

- Received \$7,157 from ~64 donors
- This is a *significant* increase over the \$4,176 received in 2009. Great job!
- This includes an anonymous donation of \$2,500; this donor gave last year as well.
- Additional \$30 received at beginning of 2010 for the 2009 holiday card promotion.

Special thanks to Hugh Brady, Tom Bookler, Tom Galassini, Khen Nickele, Debbie Pavick, Cynthia Schilsky, Paul Selden, Armando Smith, Jennifer Wood, Jennifer Hill and Sharon King for successfully soliciting donations through the personalized mailers. If I missed anyone, please check with Sharon about a few “unclaimed” donors who may have been someone you solicited.

TOTAL:

\$95,022 Private Funds Raised

Thank you and congratulations on the significant progress we made together this year!

Alliance to End Homelessness - HMIS Advisory Committee Meeting
January 5, 2011 9:30 p.m. Webinar Session
HMIS Advisory Committee Minutes

Participants: Connie Fabbrinni, Pam Reed, Peggy Troyer, Jeremy Heyboer, Ken Schmitt, Colleen McManaman, Michael Wasserberg, Sherri Hackett

- I. The previous November HMIS Advisory Committee Minutes were approved.
- II. Final review of Policies and Procedures manual. – The Committee reviewed; made adjustments/updates; corrections; changes and additions to the HMIS Policies and Procedures Manual in areas highlighted by Peggy. After the review, Michael moved and Pam seconded that the Committee recommends approval of the Manual with today's additions/corrections by the Board of Directors at their next meeting. Peggy will send out the corrected version to Committee members for review before it is included in the Board packet. The motion passed.
- III. PIT (January 27, 2011) to be entered into HMIS – Peggy and Jeremy informed the Committee of HMIS planned participation in PIT. Since we don't want to create a separate spread sheet and since we won't be sharing data, we will be entering data directly into HMIS. To address any concerns that clients might have about their information being entered in HMIS, participants in the survey will have the Privacy Notice available and can refer clients to the Alliance website where it will also be posted.
- IV. VASH Vouchers and VA participation – With VA participation will require new users. Peggy and Jeremy believe they will have enough licenses to take care of this need.
- V. Other Business
 - a. AHAR final data due on January 14, 2011 (changed to Jan. 18th) and HPRP APR due January 19, 2011– Staff reported that some agencies did not enter data accurately. Staff is working to correct this with those agencies.
 - b. User Code of Ethics – The Committee discussed modifications that need to be made to the User Code of Ethics and HMIS Policies and Procedures Manual regarding required data sharing and right to revoke consent. We came up with language to be used in the Code of Ethics and Manual that should meet the needs of HPRP Providers and the Call Center
 - c. PULSE participation to begin 1st Quarter 2011 – Information item
 - d. ART upgrade – There will be training scheduled for the upgrade to ART. It is hoped that these can begin in February.
- VI. Next Meeting – February 2 at the Alliance office – This will depend on agenda items that need to be addressed
- VII. Adjourn – Meeting adjourned at 11:20 a.m.

HMIS Policy and Procedures Manual

Summary of January 2011 proposed revisions (revisions are highlighted in draft copy):

New section describing Key Support Roles and Responsibilities

Clarification of language describing mandated participation, minimum participation standards and expectations (removed references to Alliance funding, updated to include HEARTH act, added PULSE participation).

Clarification of Agency Workstation Access Control—removed specific procedure leaving Agency Administrators to determine as appropriate for their agencies.

Revision to procedure to set up new users and to remove/inactivate users—Agency administrators work with System Administrator rather than having full responsibility.

Client Notification Policies and Procedures—removed words “in their entirety” giving agencies somewhat more latitude in adapting forms and policies to specific agency programs.

Included Exception for Call Center in all references to written consent to share requirement.

Clarification of informed consent added to Call Center exception to written consent requirement.

Clarified exception to the Right to Revoke Sharing requirement to allow for Agency Policy or condition of a provider agreement.

Minor corrections to punctuation, grammar, and structural consistency throughout (these are not highlighted).

Continuum of Care Development Committee

December 28, 2010 Meeting Minutes

Present: Lynda Schueler, Cynthia Schilsky, Hallan Hanson, Jennifer Hill, Susan Shimon, Courtney Suchor (by phone)

I. PIT Count

Volunteers- recruitment efforts continue via CBSAs, 3,500 piece mailing, university outreach (116 thus far)

Gift Bags- High School students will assemble

Training curriculum will be distributed for feedback

Team Leaders – CBSAs will receive lists of volunteers and recommend TLs- hope for 10 perCBSA

HMIS- data entry on individuals encountered count-night- Hallan is working with Peggy and others to learn the authorization/confidentiality protocol for this.

New targets – unaccompanied children and young adults – Hallan is working with the DoE liaisons and others to enhance outreach /networking in order to capture this subpopulation

To do: Finalize Team Leaders, Select trainers, complete I&R cards, solicit consumers, coordinate food at training/deployment sites, speak to hospital ER staff, assure \$\$\$ is available to pay consumers the night-of, compile list of LGBTQ resources

II. Strategic Plan

Discussed Hearth Act, Call Center, Discharge Planning, UFA, HOME TBRA, the Alliance organization strategic issues. March 25, 2011 is retreat day. Jennifer will select the facilitator from the proposals reviewed by the committee.

Continuum of Care Development Committee

January 11, 2011 Meeting Minutes

Present: Lynda Schueler, Hallan Hanson, Cynthia Schilsky, Jennifer Hill, Susan Shimon, Millicent Ntiamoah (by phone)

I. PIT Count

Training curriculum feedback is received and will be incorporated.

Focus groups – last two at BEDS and New Foundation Center in next weeks

Mapping is in process. Hallan will use Jessica's and edit according to 2011 input

Press releases will be issued this week

Shelter Surveys will be updated to include new requirements- planned Ford Heights participation

Service site surveys will be mailed next week with training information included in packet

Service site calls – the next Alliance staff meeting will address mechanics. N- Kim, Sue S., Tom B., W- Brian, Cynthia, S- Carl W.

LGBTQ resources are gathered – Cynthia will add phone contact info

CBSAs – Need to finalize Team Leaders, trainers and consumer transportation details

II. Strategic Plan

CBSAs will receive the current strategic plan progress brief, the OE Tool Report and Hearth Act summary and conduct a SWOT analysis in their February meetings. CoCD will collate the input for use in the Alliance strategic plan retreat process.

Next meeting: Tuesday, January 25, 2011 at 9:30 BY TELEPHONE

**On behalf of the Jessie Brown and Hines
VA Medical Centers**

You are cordially invited to the

1st Annual Homeless Veteran's Summit

**February 2, 2011 from 9:00 a.m. to 3:00 p.m. @
The Jesse Brown VA Medical Center
820 South Damen
in the Damen Bldg. 2nd Floor
Kizer Conference Center
The Prescription Room**

The purpose of this summit is to share information, plan, and incorporate the Department of Veteran's Affairs five year plan to end homelessness with our local partners, both VA and non-VA.

Agenda items will include: Department of Veteran Affairs five (5) year plan to end homelessness, local VA plan to end homelessness, presentation by VA homeless staff and community agencies, opportunity for planning, provide feedback, and resource sharing in the continuum of care of our homeless veterans.

If you are interested in attending, please e-mail luz.hein@va.gov and inform us as to how many staff from your program(s) will be attending.

or call 312-569-6509.

**Department of
Veterans Affairs**

Memorandum

Date: **DEC 21 2010**

From: Deputy Under Secretary for Health for Operations and Management (10N)

Subj: VA Participation in the Homeless Management Information System (HMIS)

To: Network Directors (10N1 – 23)
VISN Chief Medical Officers (10N1-23)

1. In 2009, Secretary Shinseki unveiled a 5-year plan to prevent and end homelessness among Veterans. In June 2010, Opening Doors, the Federal Strategic Plan to Prevent and End Homelessness, was also announced to end Veteran homelessness in 5 years. Both plans require accurate and timely data regarding the prevalence of homelessness among Veterans and other key demographics.
2. The United States Interagency Council on Homelessness (USICH) is finalizing a performance management plan that will monitor and report the progress of all Federal partners and communities in achieving the goal of zero homelessness among Veterans by the end of fiscal year 2014. A critical component of the performance and management plan is the use of the local Homeless Management Information System (HMIS) to collect and report data.
3. HMIS is a web based software application that records and stores both program and client information at the local continuum of care level. A Continuum of Care (CoC) is a regional or local planning body that coordinates housing and services funding for homeless families and individuals. Each CoC selects and implements an approved HMIS software product to store and report their data to the Department of Housing and Urban Development (HUD). HUD currently uses HMIS to understand patterns of homelessness, to produce unduplicated counts of homelessness, and to evaluate the effectiveness of homeless programs.
4. HMIS has been implemented in 450 CoCs to collect data, report on trends, service utilization and performance being provided to homeless individuals and families. CoC provider's participation in HMIS is required in order to receive HUD funding, except when prohibited by law such as the Violence Against Women Reauthorization Act. Data from the HMIS is aggregated and provided to Congress in the Annual Homeless Assessment Report (AHAR) as well as the Quarterly Homelessness Pulse Report. The VA, the Department of Labor and the Department of Health and Human Services are all being asked to consider HMIS as the single point of data collection in each community.

Subj: VA Participation in the Homeless Management Information System (HMIS)

5. Over the next 12 months, VA plans to fully participate in HMIS. As an initial first step to using HMIS as the data collection system, the National Homeless and Residential Rehabilitation and Treatment program office is requesting your assistance by requiring your local community partners, including Grant and Per Diem Providers, to begin entering client level data into the CoC's HMIS as soon as possible, but no later than March 31, 2011.

6. To assist you in coordinating this effort, Attachment A contains a list of local CoC HMIS points of contact (POC). This information is also available and updated on HUD's Homelessness Resource Exchange (HRE) at www.hudhre.info. We ask that your homeless coordinator, as well as your Grant and Per Diem partners, contact the CoC HMIS POC as soon as possible to determine what steps are necessary to begin participating in the HMIS.

7. Additionally, the program office has arranged for a series of teleconferences for both VA homeless program staff and community agencies to learn more about HMIS and how to enter data into HMIS. A Live Meeting for VA staff is scheduled for January 21, 2011 at 2:00 pm EST and a meeting with community providers is scheduled for January 28, 2011 at 2:00 pm EST. Staff and community agencies can access the call at 1-800-767-1750 access code 21675. A PowerPoint regarding HMIS will be posted on the VA homeless web page and can be accessed by going to www1.va.gov/homeless/.

8. Additional information on HMIS implementation can be found at HUD's HMIS website at www.hmis.info. Updated information regarding VA's strategy to fully participate in HMIS and how HMIS ties in to the VA Homeless Registry will be made available later this fiscal year.

9. If you have additional questions or concerns regarding participation in HMIS please contact Vince Kane at Vincent.Kane@va.gov.



William Schoenhard, FACHE

Attachment

**Discharge Planning Committee
December 10, 2010
Minutes**

Present:

1. Erin Ryan, Lincoln Park Community Shelter
2. Nicole Amling, Chicago Alliance
3. John Fallon, Corporation for Supportive Housing
4. Suzanne Calder, Evanston Alliance
5. Sarah Fletcher, Trilogy
6. Cynthia Schilsky, Alliance to End Homelessness in Suburban Cook County
7. Sam Mordka, IHDA
8. Hallan Hanson, Alliance to End Homelessness in Suburban Cook County
9. Lawrence Keillor, SSA
10. Jesus Mora, SSA
11. Wendell Decker, SSA
12. John Marshall, SSA
13. Denise Fuentes, Trilogy
14. Corinne Rearer, Trilogy
15. Jill Valbuena, Thresholds
16. Khen Nickele, DMH
17. Megan LaFrombois, Heartland Health Outreach
18. Emily Ruggles, Legal Assistance Foundation
19. Phoenix Forbes, Legal Assistance Foundation
20. Rebecca Janowitz, Sheriff's Office
21. Mike Gates, Jesse Brown VA Medical Center

Update on Ensuring Quality Data

Due to advocacy from the Discharge Planning Committee, Chicago will include a question in their Point in Time Count asking respondents where they were staying the night before becoming homeless. The question will read:

Where were you staying the night before you most recently became homeless?

1. Home or apartment you own or lease
2. Family or friend's apartment, room or house
3. Hospital
4. Nursing home
5. Substance abuse treatment facility
6. Jail
7. Prison
8. Foster home or group home
9. Juvenile detention center
10. Other (If shelter, CTA, abandoned building, car, or other non-housing, ask again for find out where they were staying BEFORE one of those homeless options.)

SSA Presentation

Per the Discharge Planning Committee's request, the Social Security Administration presented on their prisoner reinstatement policy. The following SSA officials presented:

- Lawrence Keillor, Public Affairs Specialist
- Jesus Mora, Prisoner Suspension/Reinstatement Coordinator
- Wendell Decker, Homeless Coordinator
- John Marshall, Employment

Highlights of their presentation:

- SSA finds it challenging when people experiencing homelessness present without knowing what they are applying for, their complete medical and/or work history, and accurate contact information.
- An emergency advance payment is available to people who can be qualified for benefits through presumptive eligibility. It is a short-term loan when people need their check prior to the standard 7-10 days for a check turn-around.
- Khen Nickele asked if SSA would ever consider using the Vulnerability Index as part of their presumptive eligibility. Presenters said that decisions like that would have to be made in DC.
- All SSA records from the last five years are electronic, so if a person experiencing homelessness applies again, all their old applications should be available.
- It is a best practice to have a provider listed as an official representative of their client. That way, case workers will receive copies of all communications and can help their clients follow-up and appeal SSA decisions.
- SSA understands that receiving mail can be challenging for people experiencing homelessness. So if someone files their appeal late, they should explain their problem to SSA and they will probably receive a "good cause for late filing." A letter from a provider will also help.
- If benefits have been suspended for more than 12 months while an individual is in jail or prison, they will have to re-apply for benefits upon release.
- Rebecca Janowitz of the Cook County Sheriff's Office agreed to do a Memorandum of Understand with SSA to provide data on when the jail releases people via a discharge roster. The presenters suggested we send a letter requesting the MOU to manager David Lintner and area director Dennis Davis.
- SSA is willing to come to Cook County Jail to provide Social Security cards to inmates.

Next Meeting:

Friday, February 11

2:00 to 4:00 pm

Corporation for Supportive Housing

205 W. Randolph, 23rd Floor

McKinney-Vento Homeless Education Liaison Meeting
December 9, 2010

Attendance: Tom Bookler, Priscilla (Pat) Bradley, Matt Hanafee, Terry McCullough, Jennifer Hill and Hallan Hanson

Purpose:

- To get clarification about the McKinney-Vento homeless education liaison situation in suburban Cook County, since the closing of the Regional Office of Education for Suburban Cook County has created some confusion
- Discuss tapping into school personnel who might have information about unaccompanied homeless children in suburban Cook County for the January homeless count's service site survey
- Discuss using the call center to screen for McKinney-Vento eligible children
- Comparing data from ISBE (IL State Board of Ed.) and HMIS on homeless children

Notes from meeting:

1) Discussed current organizational structure of McKinney-Vento homeless liaisons in suburban Cook County.

2) Terry sent Jennifer Hill and Hallan Hanson a list of the Comprehensive Community Based Youth Services (CCBYS) to include them for our service site survey; Terry also put in a call to Carrie Rueder about getting CCBYS involved.

3) Hallan sent everyone the questions from the call center's intake form that pertain to children/youth as a way to see if these questions can also be used to screen for McKinney-Vento eligible students and to get them the resources they need; we will work on getting information from HMIS about the volume of calls that report having children in their household before discussing further action.

4) Tom sent Hallan and Jennifer the data fields used in the Student Information System, so we can identify which question(s) could help us count children fitting the HUD literally homeless definition.

5) We discussed contacting school counselors about participating in the service site survey, which was going to be put on the Homeless Liaisons agenda for the next meeting.

6) Jennifer shared how HUD is asking about how we collaborate with homeless education liaisons. Matt and team want to continue to offer trainings to Alliance member agency staff on the rights of McKinney-Vento eligible children and resources available to them.