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| **Item** | **Discussion** | **Type of output expected (decision, vote, action assigned to someone)** | **Time Estimate (expected completion date)** |
| Member Introductions and acceptance of minutes |  |  |  |
| Follow up from last meeting | * Lee Hennessy was added from Probation and Parole. P.O. can work with Case Manager from jail to start process of SOAR app and continue with P.O. Lee has 6 officers that he identified that can work with CM and jail has 4 case managers trained in SOAR process. Lee brought up what role would PO have. Discussed need for training. Donna brought up that the people trained may not be seeing homeless individuals.
* Development of Google group-discussion of who accepted invitation and the possibility of sending out a monthly reminder email to post questions/concerns. One example of issues is the need for the 1696 for protective filing date which needs to be faxed to Kitty at 267-580-1225
 | Tina and Lee to coordinate any issues, ie training, and Tina will be point person to answer any questions. Emma to resend invitation for Google groupKevin to send out reminder email regarding Google group |  |
| Agency Reports | Northwestern-1 approvedLVF-infancy stage-signing releasesPenndel-denied-appeal can be completed on-line. FSA-one application-needs 1696 for protective filing dateCouncil-0Libertae-0Jail-2The following feedback was given about training:* Need contact at Allentown office
* Training was overwhelming and lots of information to process
* Can we get started-no other trainings identified

Kevin stated that the jail will start apps-especially with regards to the individuals involved in SPMI. Kevin has identified that a missing piece for corrections is Probation/Parole link. Jail applications cannot be submitted prior to 60 days from release date.Keith stated his group will start completing applications as a group until more familiar with writing narratives and obtaining info | Decision was made that process can start. Didi is the contact for the Allentown office in order to get protected file date. Kitty to send out information on who the DDS contact will be once decided.Kevin will be reaching out to Warren to work on linking with PO.Jenn Elder had volunteered to review apps prior to submission |  |
| Outcomes* Data Collection (OAT system)
* Possible training date for SOAR caseworkers on OAT system
 | SAMHSA wants data collected via OATS system after an eligibility determination has been receivedAgency lead needs to be identified and Case Worker is to input infoThe training is a 20 minute webinar.  | Emma will be send email as to who needs training on OATs. local lead |  |
| Point in Time Count/possible referrals | Reviewed report on point of time count.  | Emma to email Libertae for initials and age for Libertae info on point in time report |  |
| Next Meeting: | May 29, 2013 at 9 | Tina to reserve room and send out invites |  |

Minutes submitted by Ana Rosado