

**SERVING THE INCARCERATED AND RECENTLY RELEASED
STAKEHOLDER MEETING
MEETING OVERVIEW
February 24, 2010**

Stakeholders Present:

Adams, Sonya	Garza, Joaquin	Robison, Ann
Arscott, Kristina	Gonzalez, James	Rochon, Donna
Axel, Jon Michael	Hatton, MaKieba	Roundtree, Dave
Baldwin, Jackie	Henley, Charles	Smith, Marlon
Bueno, Francis	Korn, Marcie	Teeple, Silvia
Burnette, Amy	Lamar, Nikita	Thornton, Lupita
Cantu, Linda	Lopez, Sam	Tootle, Lisa
Edwards, H. Dwight	Luthuli-Allen, Omowale	Wartel, Kathryn
Evans, Phyllis	Macias, Ernesto	Wiley, Terry
Fontenette-Yates, Peggy	Parker, Shannon	Young, Maxine
Garcia, Gilbert	Powell, Lloyd	

SIRR Staff Present:

Langford, Anna
Martin, Patrick

Meeting Business:

1. Call to Order
 - Meeting started at 9:10 a.m.
2. Welcome and Introductions
 - Those present introduced themselves.
3. Overview of Mission and Purpose of SIRR
 - The Purpose of SIRR was reviewed.
4. Overview of SIRR Group Rules
 - The established Ground Rules for the meeting were reviewed.
5. Review of Meeting Overview
 - The January Meeting Overview was reviewed.
6. Developing Resources Review of SIRR Homepage Template
 - Resources on the SIRR HomePage (<http://www.hivresourcegroup.org/sirr.htm>) was reviewed.
 - Currently Available Resources are:
 - Contact List for stakeholders

- Approved Program Information Form – Finalized form was reviewed and stakeholders were encouraged to complete the form. Completed forms should be submitted to Langford for inclusion in the online resource inventory.
 - Online Resources – Eleven resources have been placed on the homepage for the use of stakeholders.
 - Coming Soon
 - The Online Resource Inventory – Currently only one provider has completed the Program Information Form and submitted. Martin reminded stakeholders to complete the forms and submit them so that an Inventory could be made available in March.
7. Harris County Sheriff's Office Collaboration
- Martin reviewed service utilization data for the Harris County Jail (HCJ) Early Intervention (EIS) Program (2007 through 2009).
 - Update: Sam Lopez, Care Coordinator, HCJ EIS Program
 - IDs issued upon release – still pending
 - Scripts upon discharge – still pending
 - Encouragement to all agencies to keep an open communication
 - Memorandum of Understanding
 - Six MOUs are currently in place. All stakeholders are encouraged to develop MOUs with HCSO.
 - The process for obtaining an MOU will be outlined and placed on the homepage.
 - Guest Speaker: Sheriff Adrian Garcia
 - A plan for better ways to take care of inmates during and after incarceration
 - Importance of social services.
 - Progress on the reintegration process.
 - Current system of HIV discharge program
 - Encouragements to contact Judge Emmett to thank him for his continued plight to create a reintegration process.
 - Q & A with stakeholders.

BREAK

7. Harris County Sheriff's Office Collaboration (*Continued*)
- Process So Far:
 - Discussion on the rough draft of the flow chart that tracks how clients enter the HCJ Program
 - *Young – Does the current system allow medications to be given ASAP if an inmate discloses upon entry?* No - Individuals are put on the clinic list, and will be given meds once they have seen a physician. The only caveat to this is if the individual is a repeat offender, and is already in the system.
 - Discussion on CPCDMS Record Ownership Transfer and Importance of Registration
 - Martin discussed the CPCDMS record ownership transfer policy (included in the meeting packet) which states Clients expired for greater than 180 days can be transferred by HCJ without contacting previous agency.

- Martin explained the importance of CPCDMS registration for accessing service funded by Ryan White.
- Forms Review:
 - Discussion on Uniform Intake Form
 - *Hatton – Physician signature on intake form as part of HIV Status documentation?* Acceptable form of HIV Status will be included in the referral packet – whether lab result or provider statement.
 - *Sonya A – Importance of including Psychiatric information including medication and diagnosis on form* – This information will be present.
 - *GGarcia – Importance of a universal release of information so that referrals may exist. Henley – Requested clarification for term “universal”* – Consent form will be incorporated in the intake process to ensure that client consents to information exchange with community partners.
 - *Korn/Hatton – Possibility of putting parole information on the form* – Possibility of providing this information will be examined.
 - *Hatton – In the discharge planning document, identifying specific goals and timelines would be very helpful* – Possibility of this will be examined.
 - *Young – Where to locate the current offender potential release dates* – HCSO offender registry is available on the SIRR homepage.
 - Review of Texas Universal Health Update form
 - Martin reviewed the Texas Universal Health Update form (included in the meeting packet) that HCJ is proposing to provide to community partners after the referral has been successfully followed up on.
- Referral To The Community
 - Discussion on Referral System
 - *Arcott – Capacity, location and “fast-tracking” clients for initial visit should be factor into referral of clients* – Further discussion needed on ‘fast-tracking.’”
 - *Robison – Resources of client (Medicare/Medicaid/3rd Party versus Ryan White) should be determined because it will have an impact on referrals to and capacity of providers.*
 - *Bueno – When agencies reach capacity, how can communication occur to let partners know if at capacity?* Martin proposed “TRG Clearinghouse” for capacity reporting including which funding sources are at capacity (Ryan White versus Medicare/Medicaid/3rd Party).

8. Deliverables

- Process for MOU will be documented and placed on the homepage.
- Initial Resource Inventory will be placed on the homepage.
- Recommended changes will be incorporated into the Uniform Intake Form
- Discussion on Referral Process will be documented for review next meeting.

9. Next Meeting

- Next meeting will be 9:00 a.m. on 3/24/10 at United Way

10. Meeting Adjourned at 11:50 a.m.