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**Cross Site Leadership Committee**

**6/13/22**

**12Noon-12:45PM**

**Chair:** Douglas Argue, COHHIO

**Members:**

* Ashon McKenzie, CelebrateOne
* Diane Alecusan, CareSource
* Nan-c Moss Vann, Public Health - Dayton/Montgomery County
* Shaleeta Smith, Summit County Public Health

**Non-voting**

* Amy Stevens, Health Policy Institute of Ohio
* Bridget Lacy, United Way of Summit and Medina County
* Jacob Santiago, HPIO
* Amy McGee, HPIO
* Emma Smales, Public Health - Dayton/Montgomery County
* Rachael Jones, CelebrateOne
* Edith Nkenganyi, HPIO
* Tanya Kahl, United Way of Summit and Medina County

**Facilitation:** Barb Poppe, Barbara Poppe and Associates

**Not in attendance:**

* Lauren Everett, Cradle Cincinnati
* 4 Community Advisors *still TBD*

**Advance preparation:**

* Documents were provided by HPIO

**Agenda:**

1. **Welcome, framing, and flow** 
   1. Confirm/modify agenda – ***confirmed***
   2. Confirm quorum – ***confirmed***
2. **Decisions**

HPIO seeks approval of the following evaluation-related documents to submit an application to the Ohio Department of Health Institutional Review Board on June 14, 2022.

* 1. Proposed revisions to the eligibility criteria
     1. Criteria 5: expand and clarify – ***approved***
     2. Criteria 12: add clarifying language – ***approved***
     3. Criteria 12: clarify that doubled up and being evicted are separate criteria (participants do not have to be doubled up AND facing eviction) – ***approved***
  2. Proposed data collection forms
     1. Eligibility determination form – ***modified and approved***
  + This form will be localized
  + Form will be filled in during first meeting
  + Left column is the question, middle column is guidance, and the right column is the verification required
  + All information will go into the HMIS system
  + Change SSI (supplemental security income) and SSDI (social security disability insurance) – ***modification***
  + Pregnancy does not count towards the household size. This guidance is covered by 2nd bullet on #9 guidance
  + #21 are you currently receiving any rental assistance – take out from PHA – ***modification***
  + If participant gets through eligibility criteria, they complete the consent forms
  + HPIO to work with the housing experts (Bridget and Tanya and Melissa and Lashone)to create a decision tree process to clarify rental assistance verification workflow – ***action item***
  + At the end of this process, they would be either potentially eligible or not eligible; takes up to 5 business days to finalize eligibility, i.e.: utility, rental assistance
  + Delete “eligible” language in question #31 and move it to #32 – ***modification***
  + Add under “potentially eligible” – all documents collected and criteria for utilities and rent verified
  + Zip code/census tract eligibility criteria to add language to include where participant currently lives or previously lived – ***modification*** 
    1. Family baseline form – ***modified and approved***
* Add to the top of this form that this form is to be filled out after all consent forms signs and determined to be eligible. – ***modification***
* #14 these categories are from the HBAH pilot.

- option 1: This question is to be asked in an open-ended way, and the list is not to be read.

- option #2: the question will be “what is your job” and then place a line for the staff to fill in the job. The list will then be separate for the staff to “code” later. List on

-the list could be problematic because it is assuming the Black women can only achieve certain job levels

- option 3: This question will be open ended – ***modification***

* Edinburgh Depression scale score will be collected
  + 1. Birth outcomes form – ***approved***
* Only includes baby that the participant is pregnant with at the beginning of the program
  + 1. *Phase Tracking forms –*  ***modified and approved***
  + Form completed at the end of each of the phases
  + This will be filled out based on what is in the case file and will not be an interview
  + Tracks phases A – D
  + If participant is not open to HCV, add option for question #11 that says “declined to apply” *–* ***modification***
  + Make sure to know what the household income is (all adults in household) and their rent obligation – captured in question #20
  + Move income question from exit form to go after question #20 *–* ***modification***
  + After index birth, only tracking if live birth
    1. Exit form – ***modified and approved***
* There is no guarantee that the participant will complete this
* Make sure to add the open-ended job question to this form *–* ***modification***
* Revise #13 to have two columns for income of all adults in the household *–* ***modification***
* Food questions and depression screening should be asked of the participant directly
  1. Proposed consent forms
     1. HBAH participation form – ***modified and approved***
* Change “money will” to “money may”
* All binary pronouns will be taken out of forms
  + 1. Consent for data collection and data sharing – ***approved***
    2. Release of information for utilities, landlord and public housing – ***approved***
* This will be listed first in the final packet since this will be the first set of information we need to collect that the client to consent to
  + 1. HMIS privacy policy and consent form –***approved***

1. **Next steps**
   1. HPIO to prepare submission based on the CLC decisions