

LATE MATERIAL

APPENDIX C: HOMELESS DISCHARGE PLAN

MEETING DATE 5/01/14
ITEM # 12

AGREEMENT BETWEEN

CARSON CITY HEALTH AND HUMAN SERVICES

ADVOCATES TO END DOMESTIC VIOLENCE

CARSON CITY SHERIFF'S DEPARTMENT

CARSON TAHOE REGIONAL HEALTHCARE

FRIENDS IN SERVICE HELPING (FISH)

FOR ADOPTION OF CARSON CITY HOMELESS PERSON DISCHARGE PLAN

I. PURPOSE

Carson City has a legal and moral obligation to assist homeless residents of Carson City in finding shelter, care, and nourishment. This Agreement provides for information sharing and collaboration among several agencies to ensure that Carson City Health and Human Services (CCHHS) through the Division of Human Services can properly assess potential services, programs, and opportunities for homeless people within Carson City.

II. DEFINITIONS

- a. **Agency:** Includes Advocates to End Domestic Violence, Carson City Sheriff's Department, Carson Tahoe Regional Healthcare, Friends in Service Helping,
- b. **Client:** Carson City resident who receives services from Agency, whether voluntary or involuntary.
- c. **Homeless person:** Any person who is a resident of Carson City and is homeless at the time of intake, or initial contact with the Agency or has the potential of being homeless at the time of discharge from the Agency.
- d. **Social Services:** Carson City Human Services

III. PROCEDURE

- a. CCHHS will provide all Agencies included in this Agreement with a fact sheet or a brochure to distribute to the Clients of the Agencies. This fact sheet or brochure will describe the homeless services provided by CCHHS, and allow Clients of Agencies to make informed decisions about whether to participate and grant waivers of confidentiality where required to allow the Agency to provide information to CCHHS.
- b. An Agency that admits or provides services to a Homeless Person will contact CCHHS within twenty four (24) hours of the initial intake, to the Agency (when feasible) and when the Client of the Agency has consented to the release of

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information when the Agency's governing rules or regulations require confidentiality.

- c. If the Homeless Person is unable to access services at CCHHS, the Agency will provide a safe area at the location of intake for CCHHS to meet with the Homeless Person and complete an assessment. If a safe area is unavailable, the Agency will contact CCHHS to make other arrangements for completing the assessments, according to the Homeless Person's needs.
- d. The agency will provide CCHHS with all documentation, and all information known to the agency at the time of assessment, to ensure that the Homeless Person's situation is properly understood and assessed by CCHHS. Nothing in this Agreement is intended to override and Agency's legal duty to maintain confidentiality of its Clients. If applicable to a particular Agency, the Agency's obligation to provide information exists only if it receives an informed, written and reasonably time limited consent from the Client to release information to CCHHS.
- e. If requested by the Agency, CCHHS will provide the referring Agency with documentation of the Homeless Person assessment, and proposed discharge plan, within forty-eight (48) hours of the initial Homeless Person assessment.
- f. The Agency and CCHHS will work together, to the extent possible, to ensure that the proposed discharge plan is carried out and the Homeless Person receives all applicable services, programs, and opportunities.

Mary Jane Ostrander, Division Manager, Human Services

Carson City Sheriff's Department

_____ **date**

_____ **date**

Lisa Lee Advocates to End Domestic Violence

Carson Tahoe Regional Healthcare

_____ **date**

_____ **date**

Jim Peckham, Director, FISH

_____ **date**

_____ **date**