

LONG-TERM RECOVERY COMMITTEE

February 23, 2009 Meeting Notes

Present: Sandy Gallagher Catholic Charities
 Gricel Hernandez Volunteer
 Jamie Mahadeo Health and Human Services
 Bryan Pope Salvation Army
 Marion Sortore Florida VOAD
 Bruce Wismer Presbyterian Disaster Assistance

- Bruce noted that Jon McKenzie has agreed to do a flow chart of the long-term recovery case management process. He will present that chart at the next LTRC meeting.
- There is a need to identify key members of each committee and, along with the chairs of the committees, train them on the long-term recovery process. Bruce noted that we need to be thinking about doing a drill for long-term recovery.
- Marion advised the group of the background work she and Gricel have been doing to ensure that our forms are compatible with CAN to be input into the Tapestry system. After conferring with subject matter experts, it was decided that the forms will not be entered into the system at all. The only thing that may be entered is the outcome of the application process – was the client approved or not. This information could be entered by the agency case managers or, in the case of a large event, the staff employed by the LTRC.
- The forms completed by the case manager are LTRC forms solely and will be retained by the LTRC. Discussion ensued regarding who would be the entity responsible to maintain/retain the paper file system.
- Only a legitimate case management agency will be eligible to apply for funding. Legitimate case management agencies are defined as those who have access to use the CAN/Tapestry System.
- Discussion ensued regarding how the process will be audited by the funders. Should everything be converted to electronic files? It was decided that, even if everything was stored electronically, the paper files would need to be retained.
- Discussion ensued regarding the reliability of the case management data that will be received from the case management agencies and whether it is the LTRC's responsibility to double check the information to ensure all the necessary information is included in the case file. The assumption is that the information needs to be verified and some indication to that effect needs to be in the LTRC case file.

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- Gricel advised that the process should be: The agency case manager will bring the case to the LTRC Executive Director for review and approval. Once the Executive Director has verified the case file is complete, the agency case manager will bring the case to the LTRC for funding consideration.
- If an agency is not a member of CAN, they will have to work through an agency that is a CAN member in order to bring their cases to the LTRC. A CAN member is defined as a case management agency that has authorized access to input information in Tapestry.
- Gricel was asked to add a question to the forms indicating whether or not the client has been input in the CAN/Tapestry system. If they have not been input, the form will request an explanation. The case manager who enters the data into CAN (or the primary case manager for this case) with contact numbers will be noted here.
- Discussion ensued regarding how the committee will handle cases of migrant/undocumented persons. The form asks whether or not the individual is eligible for FEMA.
- In the event FEMA hires case managers to process cases, discussion ensued regarding naming the entity that FEMA will transfer the case management paperwork to once FEMA withdraws from the area. It was suggested that the agency who hires the Executive Director will house and retain case files.
- The Resource Committee should not be a separate committee.
- Once the LTRC procedures manual is complete, the committee chairs need to be brought together to go over the material.

Next Meeting

The next Long-term Recovery Committee meeting will be held on March 30, 2009 at 12:00 at the Health and Human Services Building, 2200 Ringling Boulevard, Room 227.