



LEAD SF

Operational Workgroup Action Minutes

Date: Friday, July 24, 2017 Time: 9:00 – 11:00 am	
Attendees: (in alphabetical order by last name)	Angelica Almeida, Ph.D. (DPH) – Operational Workgroup Lead Steve Adami (SFAPD), Deputy Chief Mikail Ali (SFPD), Chandreve Clay (HTA), Penny Eardley (SF PHF), Janet Ector (Glide), Kavos Ghane Bassiri, LMFT, LPCC, CGP (DPH), Al Gilbert (Felton), Chief Deputy Kathy Gorwood (SFSD), Lt. Hector Jusino for Capt. Teresa Ewins (SFPD), Kenneth Kim, Psy.D. (Glide), Sgt. Candiece Lewis (SFPD), Lt. Gil Lopez (BART), Robin Ortiz, Ph.D.(Felton), Julianne Perez (Harder+Company), Simin Shamji (SF Public Defender’s Office), Assistant District Attorney Rani Singh (SFDA), Jana Taylor (SFAPD), Lt. Raymond Winters (SFSD)

Action Item	Responsible	Timeline	Update
1. Eligible charges – Action: Clarification: Change alcohol and/or controlled substance instead of “alcohol and a controlled substance”	Angelica	Before next OW meeting (July 28 th)	SB 843 reads alcohol “and” a controlled substance. See below (4) and (5): (1) Possession for sale or transfer of a controlled substance or other prohibited substance where the circumstances indicate that the sale or transfer is intended to provide a subsistence living or allow the person to obtain or afford drugs for his or her own consumption. (2) Sale or transfer of a controlled substance or other prohibited substance where the circumstances indicate that the sale or transfer is intended to provide a subsistence living or to allow the person to obtain or afford drugs for his or her own consumption. (3) Possession of a controlled substance or other prohibited substance. (4) Being under the influence of a controlled substance or other prohibited substance. (5) Being under the influence of alcohol and a controlled substance or other prohibited substance. (6) Prostitution pursuant to subdivision (b) of Section 647.
2. First-point-of-contact considerations: Action: Need to develop a protocol confirmed by law enforcement for when individuals are under the influence and/or need medical or psychiatric treatment.	LEAD SF Planning Team to coordinate with Operational Workgroup. Angelica will also work on creating a resource sheet.	Before initial program roll-out training.	



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<p>3. Tentative start-date of initial roll-out in identified hot spots: Action: All departments check hiring schedule. <i>(E.g. Public Defender's office next hires will start October 1st.)</i></p>	All departments (stakeholders) of OW	Before next OW meeting (July 28 th)	
<p>4. CSU Long Beach Evaluation: a. Action: Schedule a phone conference* to discuss with HTA prior to August 4th meeting. b. Action: HTA to develop an alternative (to computer randomized control vs participatory groups) to present to CSU Long Beach on August 4th. * Note: In preparation for a phone call think about alternative data sources to get comparable data.</p>	<p>a. Key OW Stakeholders (to be scheduled by HTA)</p> <p>b. HTA</p>	<p>a. Before July 28th</p> <p>b. Discuss at next OW meeting (July 28th)</p>	
<p>5. First-point-of-contact considerations: a. Action: Edit "Best Practices Guide" to be adapted to be used in a training session (e.g. make sure messaging is flexible to refer to arrest or citing) b. Action: Consider training by clinicians for law enforcement. c. Action: Develop a resources pocket guide for law enforcement and develop resources hand-out for individuals (whether they are lead eligible or not).</p>	<p>a. LEAD SF Planning team to edit guide</p> <p>b. OW to further consider</p> <p>c. Lead SF Planning team to work with Felton and Glide to develop resources pocket guide and flyers/hand-outs.</p>	<p>a. Before pre-program roll-out training, share edited doc at next OW meeting</p> <p>b. Glide and Felton send Angelica a list of SUD resources in the Tenderloin and Mission Districts by August 4th</p>	<p>b. 1) Pocket resource guide developed and will be presented for review at July 28 OW meeting. 2) Glide and Felton working on merging resources and LEAD SF Planning Team will create pamphlet (TBD).</p>
<p>6. Citations and Pre-booking: a. Action: DA and Public Defender's Office and law enforcement talk offline about citations and pre-booking issue and present at next OW meeting. Consideration: Add disclaimer to top sheet "pre-charge" case. Report sent from law enforcement to DA to Public Defender's Office.</p>	DA and Public Defender's Officer (with input from law enforcement)	Present at next OW meeting for discussion- may need to further discuss with BSCC (by July 28 th)	



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7. Reporting Procedures for LEAD referrals and information sharing between stakeholders: a. Action: Request Seattle’s Cover Sheet used by law enforcement and share with OW. b. Action: Glide and Felton will email Angelica with any additions to cover sheet and/or information that would be useful for providers upon receiving referred individuals.	Angelica	Before next OW meeting	a. Done. Shared with OW via email. b. Cover sheet will be reviewed at next OW on July 28.
Key considerations for next meetings: 1. Team-approach timeframe: <ul style="list-style-type: none"> • Decision: <u>team-approach is required for the first two weeks</u> and then re-assess (e.g. continue team approach implemented every other week for another set period of time, or transition from team approach to only law enforcement)? <ul style="list-style-type: none"> ○ Future Action: Need to decide on team-approach schedule based on Law Enforcement and Provider schedules during roll-out period. 2. Initial hotspot period for 90 days to 6 months (approx. / subject to change if needed). <ul style="list-style-type: none"> • Decision: <u>Assess at 90 days</u> and re-evaluate how long the initial hotspot period should last, and consider adding another checkpoint to re-asses before 6 month mark. • Future Action: Decide on verbal or written reports (i.e. have a summary report or summary discussion during the OW check-ins). <ul style="list-style-type: none"> ○ Update: Will discuss what works for HTA and individual departments (providers and law enforcement). 3. Re: # of referrals: <ul style="list-style-type: none"> • Keep in mind: 200 is a MINIMUM (200 pre-booking and 50 social contacts). Case managers at each site (2 for Glide and 2 for Felton) can have a case load of 25 individuals (100, total at any time). • Keep in mind: There could also be people who are working with an existing provider who we could get updates from who wouldn’t necessarily be part of LEAD SF. • Future Action: Include case load in OW check-in meetings (see consideration 2 above). 4. Timeline for referred individuals to complete assessments: <ul style="list-style-type: none"> • Decision: 30-day window for referred individuals to complete assessments. 			

NEXT OPERATIONAL WORKGROUP MEETING: July 28th, 9:00-11:00 am