



# LEAD SF

## Operational Workgroup Action Minutes

<b>Date:</b> Friday, September 8, 2017 <b>Time:</b> 9:00 – 11:00 am	
<b>Attendees:</b> (in alphabetical order by last name)	Angelica Almeida, Ph.D. (DPH) – Operational Workgroup Lead  Lauren Bell, MPA (APD), Jessica Burleigh (HTA), Penny Eardley (SF PHF), Janet Ector (Glide), Al Gilbert (Felton), Kenneth Kim, Psy.D. (Glide), Michelle Magee (Harder+Company), Chris Morris (SFPD), Kyriell Noon (Glide), Robin Ortiz, Ph.D. (Felton), Julianne Perez (Harder+Company), Simin Shamji (SF Public Defender’s Office), Tiffany Sutton (LEAD ADA, SFDA), Danielle Toussaint, Ph.D. (HTA), Lt. Raymond Winters (SFSD)

Action Item	Responsible	Timeline	Update
Seattle Site Visit: 1. October 3, 4, and 5 currently scheduled for site visit. <b>Action:</b> Pending confirmation of who should attend this first visit, including shadowing opportunities for key stakeholders.	1. Angelica/Laura	1. ASAP	1. Pending logistics confirmation from Seattle, and SF participant confirmation.
LEAD SF Operational Materials for <i>Final Review</i> : <b>First-Point-of-Contact Guide</b> 1. <b>Action:</b> Incorporate final edit from OW meeting to finalize document. <b>Pocket Resource Guide</b> 2. <b>Action:</b> Update with OW edits (after finalized will be made available as PDF, and may be laminated)	1. Harder+Company 2. Harder+Company	1. Before next OW (9/22) 2. Before next OW (9/22)	1. Done. Approved by OW, and updated with final edit. 2. Updated. Approved by OW pending additional contact info (e.g. phone # for initial screening/assessment) to finalize and then laminate/provide as PDF.
LEAD SF Operational Materials for Review: <b>Resource Pamphlet</b> 1. <b>Action:</b> Felton staff will confirm resources and #'s. 2. <b>Action:</b> Angelica will send via email to OW for final review prior to printing. <b>Handout (Map) for Referrals</b> 3. <b>Action:</b> Make final edits (add contact information and update layout) <b>Consent/Authorization Forms</b> 4. <b>Action:</b> Pending legal authorization then will email to OW for review. 5. <b>Action:</b> Translate into threshold languages.	1. Felton 2. Angelica 3. LEAD SF Planning Team 4. Angelica 5. DPH 6. DPH/Angelica 7. Public Defender’s Office/Simin	1. Before next OW (9/22) 2. TBD; Before next OW (9/22) if possible 3. TBD; Before next OW (9/22) if possible 4. Before 9/22 OW 5. Before launch	1. Pending 2. Pending 3. Pending, edits underway. 4. Angelica will email 5. Pending authorization and OW review



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<p><b>OW Confidentiality Form</b></p> <p>6. <b>Action:</b> Pending approval by city attorney’s office, then will email to OW for review  <b>Consideration:</b> OW will consider any necessary additions to confidentiality form post-launch</p> <p><b>Public Defender Handout</b></p> <p>7. <b>Action:</b> Public Defender’s Office will translate document into threshold languages</p>		<p>6. Before 9/22 OW</p> <p>7. Before launch</p>	<p>6. Angelica will email</p> <p>7. Pending</p>
<p>LEAD SF Procedures Review:</p> <p>1. <b>Action:</b> DA/PD/LE are discussing 1770 h co-occurring offences with firearm possession/weapons charge</p> <p>2. <b>Action:</b> PD/DA will discuss issues offline:</p> <ul style="list-style-type: none"> <li>- Ineligibility post-referral for LEAD eligible charges (but after/during initial assessment) and also keep in mind early post-launch to discuss in OW.</li> <li>- Procedures for interactions with DAPO (remove from procedures until procedures defined*)</li> </ul> <p>3. <b>Action:</b> Simin will confirm language for privacy(d) section (iii)</p> <p>4. <b>Action:</b> Update Procedures with edits from OW, and email to OW with track changes.</p>	<p>1. DA/Public Defender/LE</p> <p>2. Public Defender/DA (Tiffany to discuss with Rani, and Simin)</p> <p>3. Simin</p> <p>4. Angelica</p>	<p>1. TBD</p> <p>2. TBD</p> <p>3. ASAP</p> <p>4. Before next OW, 9/22.</p>	<p>1. In progress</p> <p>2. In progress</p> <p>3. Done. Sent to Angelica</p> <p>4. Angelica will email out</p>
<p>Charging decisions:</p> <p>1. <b>Action:</b> DA and PD (Sharon W., Rani S., and Simin S.) will decide upon some general parameters/guidelines for charging decisions of co-occurring offenses (similar to collaborative courts), though decisions will be case-by-case.</p>	DA/PD	TBD future OW meeting	1. TBD
<p>LEAD SF Trainings:</p> <p>1. <b>Action:</b> Confirm harm-reduction training for 9/22 OW meeting</p> <p>2. <b>Action:</b> Confirm LE point persons who need to attend 9/22 training</p>	<p>1. Laura Thomas</p> <p>2. Angelica</p> <p>3. Angelica</p>	<p>1. ASAP</p> <p>2. ASAP</p> <p>3. ASAP</p> <p>4. TBD</p> <p>5. TBD</p>	<p>1. In Progress</p> <p>2. Pending</p> <p>3. Done</p> <p>4. TBD</p> <p>5. In progress</p>



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<p>3. <b>Action:</b> Angelica can share compliance training with Glide/Felton/Lt. Winters via email.</p> <p>4. <b>Action:</b> NARCAN Trainings (available through Dope Project) Glide can connect Felton (and others) to these trainings.</p> <p>5. <b>Action:</b> WRAP training to be scheduled</p> <p>6. <b>Action:</b> DPH will provide trainings introducing LEAD at Sobering Center, PES, Dore Urgent Care, CASC.</p> <p>7. <b>Action:</b> Harder+Company will update Fact Sheet with visuals and user-friendly language for community outreach use.</p> <p><b>Other training considerations:</b></p> <ul style="list-style-type: none"> <li>- Consider incorporating the following topics into trainings: mental health, substance abuse, suicide concerns, gender and women responsiveness, presence of children or pets</li> <li>- Consider implementing trainings via: CJC advisory meetings, Chamber of Commerce/local businesses, street events, SF Health Improvement Partnership Meetings</li> <li>- Captain's Meetings and Community Meetings trainings will be coordinated as we launch (DPH program manager can do this).</li> </ul>	<p>4. Glide</p> <p>5. Angelica/LEAD SF Planning Team</p> <p>6. DPH/Angelica</p> <p>7. Harder+Company</p>	<p>6. TBD</p> <p>7. Before launch</p>	<p>6. TBD</p> <p>7. Pending</p>
<p>Initial Screening and Assessment:</p> <p>1. <b>Action:</b> Discuss protocol if referred individual is working with another provider.</p>	<p>1. OW</p>	<p>1. At future OW</p>	
<p>Felton and Glide Presentations of Services:</p> <p>1. <b>Action:</b> Visits to Felton/Glide available</p>	<p>1. TBD</p>	<p>1. TBD</p>	
<p><b>NEXT OPERATIONAL WORKGROUP MEETING: September 22nd, 9:00-11:00 am</b></p>			