**Third Rockaways and Broad Channel Long Term Recover Group Meeting Minutes**

February 14, 2013

6:30 PM

454 Beach 67th Street

**Mission Statement:** The Rockaways and Broad Channel Long Term Recovery Group provides collaboration, resource identification and allocation and advocacy for individuals and families who reside in the Rockaways and Broad Channel areas affected by Superstorm Sandy an all hazardous disasters.

The LTRG Steering Committee met directly prior to the LTRG to LTRG protocol set by VOAD nationally

* + First order of business is develop constitution and by-laws and the framework for how business will be conducted in the LTRG
	+ By-laws committee produced drafts
		- Steering Committee is in the process of finalizing the by-laws, which will be shared with the larger group

Acknowledgement of the great collaboration and coordination that has brought the group this point and will carry the group through the recovery process

**Break-Out Sessions for Sub-Committees**

6:45 PM – 7:30 PM

**Reports from Sub-Committees**

7:30 PM – 7:50 PM

1. Construction Coordination
	1. Very beginning stages of thoughts around construction and rebuilding
	2. 15,000 residential structures along the Rockaway Peninsula that will potentially need construction/rebuilding resources and services
2. Case Management
	1. Discussed different intake protocols and release forms used by the organizations at the table
	2. Began conversation about sharing resources amongst these organizations
	3. There is an understanding that people have a general frustration with FEMA
	4. Developing a resource list to help agencies interface with the city
3. Mental/Spiritual Well-being
	1. Discussed different coverage areas that organizations at the table are responsible for
	2. Discussed issues in the community that have been identified through this work
	3. Identified what resources the group currently has and what they will need moving forward
	4. Member of this sub-committee also attends city convened Rockaway United meetings where group is discussing creating a database of services available and establishing a phone number for referrals
4. Donations Management
	1. Trying to realize a development plan
		1. Discussion of social media, flyers, etc
	2. Will need to understand the needs of other individual sub-committees to effectively seek and manage donations and funding
5. Volunteer Coordination
	1. Will need to work with other sub-committees to understand where volunteers are most needed
	2. Must identify opportunities for youth who want to volunteer
	3. Must identify housing options for volunteers who wish to help from out of town
	4. **If you have youth opportunities or housing options, please communicate this to the Volunteer Coordination sub-committee**
6. Community Assessments
	1. Goal is to develop comprehensive individual assessment process and there are agencies that can contribute to that goal
	2. Lots of experience at the table who wants to remove all red tape in order to conduct meaningful assessments
	3. Many different agencies who are trying to establish a baseline for these assessments
	4. Sharing assessment forms to try and establish that baseline

Coordinated Assistance Network Presentation (CAN)

1. CAN is a free, online tool provided by the American Red Cross to manage clients following disaster situations
	1. Started after September 11th by the American Red Cross and 6 other organizations
2. CAN provides a system to share information on clients in one central database
3. Centralized database reduces burden on client
	1. Minimizes number of times client needs to share their information with agencies assisting in disaster situations
4. CAN allows for two types of agency participation:
	1. Case management
	2. Resource-ONLY
5. For Case Management Access:
	1. Register at http://poc.can.org/poca.php
		1. Designate a point of contact for your agency and provide the names of three agencies you are collaborating with (one must be the American Red Cross)
		2. Have point of contact for your agency complete the Case Management Agency Participation Packet (http://www.can.org/images/files/participationagreement\_12022011.pdf)
		3. Application must be approved (roughly 7-10 business days)
			1. Agency ID will then be issued
				1. Agency ID must be used to create individual user accounts
				2. Agency point of contact will request access for other people in agency who wish to access CAN
6. For Resource-Only Access:
	1. Have point of contact for your agency complete the Resource Participation Packet (http://www.can.org/images/files/resourceparticipation\_packet\_12022011.pdf)
	2. Application must be approved
		1. Agency ID will then be issues
		2. Agency ID must be used to create individual user accounts
7. Access levels are determined by your organizations mission and how you fit into the LTRG
8. CAN provides for easy transfer or cases to different organizations
9. Information is stored in a flexible framework so communities can determine how best to use the tools
10. CAN follows FEMA regional structures (10 regions in total)
11. Your agency will seen information from the region you operate in (Region 2 for Sandy)
12. Client will sign a release of confidential information, and their information can be uploaded to CAN
	1. American Red Cross uploads client information into CAN everyday at midnight
13. CAN offers 4 recovery tools:
	1. Client Registry
	2. Resource Database
	3. Reports, Exports and Dashboards
	4. Community Calendar
14. Agencies that are granted access to CAN must create an agency profile, program profile and services profile
	1. This will allow other agencies to use a search feature to identify other organizations that are providing specific services
15. Reporting Tools:
	1. Export Wizard allows you to create a custom report with specific data points that you select
		1. Those with Supervisor level access can use Export Wizard
	2. Dashboard reports provide more macro-level, aggregated information (number of cases with specific needs)
16. CAN trainings are available (even for those without CAN access)
	1. To request a training please email SandyTraining@can.org