

Wrap-Around Services Process

Wrap-Around Services can be a beneficial process for clients to explore potential resources relevant to the client's specific situation and needs. *Wrap-Around Services* should be coordinated by a referring agency on an as-needed basis. This process will allow agency representatives to meet with a client to explore potential resources relevant to the client's specific situation, needs as well as the client's own resources.

The following procedures should be followed when coordinating a wrap-around meeting:

1. Discuss the wrap-around process with client. Explain the time frame and that a number of agency representatives will be invited to the meeting to discuss issues relevant to the client's current circumstances.
2. Have client complete and sign your agency's Release of Information form authorizing communication with *Wrap-Around Services* participating agencies (this includes all parties participating in the committee). This document shall be kept on file with your agency's client records.
3. Send e-mail to all participants you would like to invite to the meeting including client name and how long the client has been working with your agency, indicating the date, time and location you are coordinating the meeting to take place to discuss/review case. If you are not sure which agencies to invite, you may reach out to the GNCOC [Eh action@nashua-coc.org](mailto:Action@nashua-coc.org) to invite potential agencies and they may reply accordingly.
4. Be prepared to lead the discussion along with the client to review any issues related to the current situation.

This process should not take the place of regular case management activities and should be utilized in cases with extenuating circumstances. If you have any questions regarding this process, please contact Bob Mack, Chair of the GNCOC Ending Homelessness Committee, at (603) 589-4555 or e-mail: mackb@nashuanh.gov.