



North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

Balance of State Steering Committee Meeting 8.4.15

Regional Leads Present:

Donna McCormick for Wanda Feldt, Kim Crawford, Mark Recko, Mollie Tompkins, LaTasha McNair, Brian Alexander, Melissa Payne, Joel Rice, Juliet Rogers, Susan Pridgen, Nicole Dewitt, Bob Williams for Greg Gauss, Debbie Cole, Marlene Harrison, Emily Locklear, Sarah Lancaster, Jennifer Molliere, Mary Mallory

Regional Leads Absent:

Teena Willis, Alvin Foster, Casey McCall, Asia Elzein, Sharon Poarch, Marie Watson, Gus Smith, Chris Battle

Interested Parties Present:

Cheryl Manuel, Janice Sauls, Lori Watts, Mark Owen, Robin Shue, Mary Pat Buie, Tammy Gray, Detra Purcell, Pat Byrd, Tyrone Lindsey, David Jacklin, Roxanne Curry, Monica Frizzell, Talaika Williams, Ursulla Ingram, Faye Pierce, Clintess Barrett

NCCEH Staff Present:

Nancy Holochwost, Corey Root, Tia Sanders-Rice

Approval of July Minutes

There being no changes needed, the minutes were approved by common consent.

Coordinated Assessment

- Each of the 26 Regional Committees in the BoS must submit a coordinated assessment plan. At this time:
 - 11 plans have been approved and the communities are now implementing the plans
 - 4 plans have been approved by the Coordinated Assessment Council (CAC)
 - 3 plans will be presented for Steering Committee review today
 - 1 plan is in revisions with NCCEH staff
 - 11 plans require further action from the CAC
 - 1 plan is ready for CAC review
 - 4 plans are in the revisions process with NCCEH
 - 5 plans are in the process of passing threshold
 - 1 Regional Committee is still working on initial plan submission
- Three plans were presented for Steering Committee review: Caswell, Down East, and Rockingham.
 - Caswell is a small region with limited resources. The CAC noted the following strengths of the plan:

- Incorporates many agencies, including the sheriff's office
 - Identifies resources outside of the county and formalizes the referral process to these resources
 - Uses volunteers to help with transportation
 - Addresses grievances within 3-5 days, offering both written and verbal options
 - Down East is a four-county Regional Committee. The CAC noted the following strengths of the plan:
 - Revised plan has brought two additional agencies into the process to serve single women and families
 - Contains a thorough list of potential community partners
 - Grievance process is well thought-out
 - Uses a case review subcommittee
 - Identifies existing gaps in services
 - Rockingham is a single-county Regional Committee. The CAC noted the following strengths of the plan:
 - Holding local trainings on the coordinated assessment tools to ensure providers are familiar with them
 - Creates a formalized referral process to services outside of the county
 - Plan for waitlist management is specific and clear
 - Steering Committee members were asked for comments and questions about the plans; none were raised.
 - A motion was made and approved to approve the coordinated plans from Caswell, Down East, and Rockingham [Alexander, Mallory]. All in favor; none opposed.
- Communities are asked to meet certain expectations regarding implementation and training:
 - Communities must begin implementing their plan within 30 days of Steering Committee approval.
 - All communities must complete the BoS trainings for whichever of the three assessment tools they are using. If communities are using multiple assessment tools, they must complete the trainings for all of those tools.
 - Regional Committees must gather information on coordinated assessment outcomes and report on these quarterly. The first report, covering July through September, is due October 15.
 - An online training, the required outcome reporting form, and an optional tally sheet are posted on the NCCEH website at ncceh.org/bos/coordinatedassessment/.
 - Communities are asked to communicate with NCCEH regarding their successes and challenges while implementing coordinated assessment.
 - One forum for this feedback is the new monthly BoS Coordinated Assessment Dialogue Call, held on the second Tuesday of the month from 3:00 to 4:00 p.m. Participants can register for the August 11 call at www.ncceh.org/event/916.

CoC Grant Competition

- It is expected that HUD will release the CoC NOFA very soon. Once it is released, NCCEH will contact project applicants and the Project Review Committee with information about the next steps for the application process.



- NCCEH has created a draft document that outlines all CoC grantee responsibilities and expectations, including requirements from HUD and BoS. Some of the items were previously on the renewal project scorecard. This document will be included as part of the application materials for the 2015 competition. The draft version of this document was presented for review and discussion.
 - The document will apply to all of the Regional Committees that the agency's grant(s) cover.
 - The document lists the expectations of CoC-funded projects, including HMIS participation, grant performance and reporting, and participation in Regional Committee activities.
 - Grantee agencies must sign the document and return it to NCCEH with their application materials.
- Steering Committee members were asked for feedback on the document.
 - It was requested that the document include links to the BoS policy regarding prioritizing beds for chronically homeless clients and to the SAMHSA key elements of PSH.
- The CoC Intent to Apply form is still active. Agencies interested in applying for new projects should complete the form at <http://bit.ly/1LEJDzO>. Renewal projects do not need to complete this form. If new projects are available, they will be for one-year grant terms.
- NCCEH staff have questions about APRs from five agencies: Eastpointe, Greenville Community Shelter, Homeward Bound, Greenville Housing Authority, and New Reidsville Housing Authority. NCCEH staff will be in contact with these agencies to ensure this information is collected for the CoC application.

Regional Committee Structure Workgroup Update

- The Regional Committee Structure Workgroup has designed a survey to gather feedback from Regional Committees: <http://goo.gl/forms/yYGZqAifhT>
- Each Regional Committee is asked to submit one survey by September 30. This can be done by using a focus group, completing the survey during a meeting, or discussing the questions as a group and designating one person to complete the survey.

NCCEH Data Center & HMIS Update

- Migration training is underway for BoS agencies. All agencies that use HMIS are required to attend one training.
- NCCEH has developed a separate training for BoS agencies. It was piloted last week and will be used at five more trainings across the state:
 - Greenville, August 6-7: registration closed
 - Burlington, August 11-12: ncceh.org/events/929/
 - Kannapolis, August 20-21: ncceh.org/events/927/
 - Asheville/Henderson, August 26-27: registration will open this week
 - Raleigh, September 2-3: ncceh.org/events/928/
- There are 61 BoS agencies using HMIS. Over half of these agencies have not submitted their agency agreements, attended the agency admin meeting, or registered for a migration training.
 - Agencies must submit agency agreements this week. These documents are required.



- The slides from the agency admin meeting are posted at ncceh.org/files/5528/.
- All agencies must attend one migration training. There are five online trainings that need to be completed prior to migration. A summary of these requirements is posted on [MCAH's website](#).
- Information about HMIS is posted at www.ncceh.org/hmis. Agencies with questions can contact NCCEH data staff at hmis@ncceh.org or 919-410-6997.

Upcoming Meetings and Trainings

- There are three BoS meetings in August.
- Regional Committee Structure workgroup
 - Tues. Aug. 4, 1:00-2:00 p.m.
- BoS Coordinated Assessment Dialogue Group
 - Tues. Aug. 11, 3:00-4:00 p.m.
 - ncceh.org/events/916
- Permanent Supportive Housing Subcommittee
 - Mon. Aug. 17, 10:30-11:30 a.m.
 - ncceh.org/events/877

Reminders

- Regional Committees: Submit coordinated assessment plan revisions as requested
- Regional Committees: Register for and attend the BoS Coordinated Assessment Dialogue Group
 - Second Tuesdays, 3:00-4:00 p.m.
 - August meeting, 8/11: ncceh.org/events/916
- Regional Committees: Complete one structure survey per Regional Committee by Sept. 30
 - <http://goo.gl/forms/yYGZqAifhT>
- Coordinated Assessment Leads: Begin to track aggregate data for outcomes reporting, starting July 1; training and forms posted on NCCEH website
 - ncceh.org/bos/coordinatedassessment/
- Agencies Interested in Applying for NEW Projects: Complete FY2015 CoC Intent to Apply form
 - <http://bit.ly/1LEJDzO>
- HMIS Agency Admins: Please register for and attend HMIS Migration trainings in your area
- PSH Program Managers: Please register for and attend PSH Subcommittee meeting
 - Mon. Aug. 17, 10:30-11:30 a.m.
 - ncceh.org/events/877

Next Meeting: Tuesday, September 1 at 10:30.

