

Balance of State Continuum of Care

BoS Steering Committee Meeting

Tuesday, December 6, 2011

10:30 AM

Welcome

- Roll Call
- Reminders:
 - *6 to mute/unmute line
 - *4 will increase/decrease volume
 - If your phone plays music while on hold, please do not put us on hold during the conference call.

Access to BoS Materials on Web

- BoS Overview:
www.ncceh.org/bos/
- BoS Minutes and Agendas:
www.ncceh.org/BoSminutes/
- Web page for prospective grantees:
www.ncceh.org/BoSgrantees/
- Web page where Point in Time Count data is listed:
www.ncceh.org/PITdata/

Agenda

- CoC Check-up Overview
- BoS Grantee Required QPR Training
- 2012 Point in Time Count Update
- QPR/APR Reminders
- Regional Committee Updates
- Next regular meeting Tuesday, January 3 @ 10:30am

Review & Approve November Minutes

- November 1 meeting: <http://www.ncceh.org/BoSminutes/>

CoC Check-up: What is it?

- The CoC Check-up is a new process designed by HUD to help CoCs determine their current capacity and performance and the degree to which CoCs are prepared for HEARTH implementation.
- Using a self-administered on-line tool, the CoC Check-up helps CoCs to rate their proficiency across various functional domains and indicators, examine CoC trend data contained in the Homelessness Data Exchange (HDX), and establish a CoC Action Plan to guide capacity and performance improvements.
- The assessment results obtained through the Check-up will create a baseline against which your CoC can measure progress from year to year.

CoC Check-up: What is it? (con't)

- The Check-up is an opportunity for CoCs to assess how they function across a wide cross-section of CoC accountabilities. These accountabilities are organized into the following four domains, each with their own sub-elements and corresponding indicators:
 - CoC Governance and Structure
 - CoC Plan and Planning Process
 - CoC Infrastructure and Administrative Capacity
 - CoC Housing and Service

CoC Check-up: Purpose

The CoC Check-up serves multiple purposes:

- To determine the current functional capabilities of each CoC, and the degree to which CoCs are prepared for HEARTH implementation
- To help CoCs identify areas for improvement
- To serve as a tool for continuous improvement by helping CoCs identify (and track progress against) specific goals and action steps that will be documented in a CoC Action Plan.
- To help identify areas for possible technical assistance

CoC Check-up: Implications

- Starting next year, CoCs that request technical assistance from HUD will be required to have completed the CoC Check-up. Check-up results and the CoC Action Plan will serve as a starting point for any HUD technical assistance.
- At the national level, collecting aggregate information from nearly 500 CoCs across the country will enable HUD to better understand the types of issues and needs CoCs have and effectively direct technical assistance resources accordingly.

CoC Check-up: Summary

To Summarize...

- A CoC self-assessment survey authored by HUD
- The CoC Lead, in consultation with the CoC decision-making body, is responsible for selecting the CoC stakeholders invited to complete the on-line self-assessment tool.
- CoC Lead will contact selected respondents by phone, provide an overview of the process, and alert them that they will receive an email with instructions for completing the tool.
- Copies of the self-assessment surveys can be found online:
<http://www.hudhre.info/index.cfm?do=viewCoCCheckUp>

CoC Check-up: When?

- **Self-assessment tools must be completed by all stakeholder respondents by 11:00 a.m. Eastern Standard Time (EST) on January 13, 2012.**
- Aggregate reports will be available to CoC Leads on January 14, 2012.

CoC Check-up Respondents: Who?

**The total number of stakeholder respondents for your CoC should be at least 6 and no more than 20.*

CoC Lead	1 person maximum: a person <i>that</i> serves as the designated representative of the CoC decision-making group	NCCEH Staff: Emila Sutton/Denise Neunaber
HMIS Lead	1 person maximum: a person that serves as the designated representative of the HMIS lead agency for the CoC	CHIN Staff: Laura McDuffee
HPRP/ESG Grantee(s)	1 person per each HPRP/ESG Grantee in CoC minimum	NC DHHS Staff: Martha Are
CoC Provider	1 person minimum: A person who represents a recognized provider of CoC housing and/or services. Selected respondents should be encouraged to communicate with and seek input from other CoC providers in completing the self assessment tool.	BoS will select Regional Leads to serve as respondents based on geographic diversity and expertise: BoS Steering Committee Approval Needed
CoC Consumer	1 person minimum recommended: A person who is currently or formerly homeless and is an active participant in the CoC governing process or otherwise familiar with the CoC governance and functioning. Selected respondents should be encouraged to communicate with and seek input from other CoC consumers in completing the self-assessment tool.	Suggestions needed from BoS CoC Steering Committee Members
Other CoC Stakeholder	Optional: A person who is an active participant in CoC governing process or otherwise familiar with CoC-level governance and functioning.	BoS will choose based on geographic diversity and expertise

CoC Check-up: Next Steps

- With Steering Committee approval, NCCEH will choose respondents and send link to CoC Check-up
- Send BoS CoC consumer respondent suggestions with complete contact information to bos@ncceh.org or 919.755.4393 by Wednesday, December 14th

Action Needed: Motion to allow NCCEH to choose and email respondents CoC Check-up

BoS Grantee Required Training

- Reminder: there is an upcoming BoS training that is required for all BoS CoC grantees
- Based on the available times you sent, we've scheduled two options:
 - **Wednesday, January 18th at 2:00 PM EST**
 - **Thursday, January 19th at 11:00 AM EST**
- The training will cover BoS CoC reporting requirements
- We will hold the meeting via conference call and it will last approximately one hour to an hour and a half
- Please note: **This is a required training for all Balance of State CoC grantees.** If you cannot be on one of the calls, someone else from your agency must do so.

Call in instructions will be sent prior to the meeting. Please contact emila@nceh.org or 919.755.4393 with any questions.

2012 Point-in-Time Count

- The count will be held the night of Wednesday, January 25
- Communities will count the same populations as before
- Reporting forms are being updated – HUD to release final guidance this week
 - Updated PIT forms will be posted to www.ncceh.org/2012PIT
- PIT Count Training Call: **Friday, Jan. 6 at 10:30**
 - All Regional Committees need to have at least one representative on the PIT training call
- Send your RC's PIT contact to bos@ncceh.org if you haven't done so already!

Quarterly Progress Reports

- All grantees must turn in QPRs to NCCEH
- Due 30 days after the end of each quarter of your operating year
- Download form at www.ncceh.org/BoSgrantees/
- Email to bos@ncceh.org or fax to 888-742-3465

QPRs/APRs due Dec. and Jan.

- Alamance-Caswell LME: S+C #3 QPR due 1.12.12
- Greenville Housing Authority: Cornerstone S+C QPR due 12.25.11 and Seeds of Change 2009 due 12.27.11
- Greenville Community Shelter: Solid Ground PH QPR due 1.1.12
- New Reidsville HA: QPRs due for #002 due 1.18.12
- OPC: QPR for 2009 S+C due 12.27.11 and 2010 S+C due 12.18.11
- Sandhills Community Action: QPR for S+C due 12.21.11
- Smoky Mountain Center – Southern LME, S+C 2: QPR due 12.10.11

QPRs/APRs due Dec. and Jan.

Overdue:

- Elizabeth City HA: APR Due 7.25.11
- Christians United Outreach Center, Project Independence: APR due by 11.30.11
- Mental Health Partners Catawba Co. S+C: QPR due 10.31.11
- Piedmont BH: QPR due for Davidson S+C on 11.1.11 and Consolidated grant on 11.1.11
- Sanford Housing Authority: need latest S+C QPR
- Surry Homeless and Affordable Housing Coalition: PH QPR due 11.1.11
- UCM: QPRs due for Basset Center on 9.1.11 and PH Program on 10.1.11

One Last BoS Reminder...

- Please continue to send Regional Committee agendas, minutes, and meeting info to bos@ncceh.org.
- These are scored on the scorecard, so you want to make sure to keep turning them in!
- If you have not turned in meeting minutes, please start doing so ASAP.

Regional Updates

- What's going on in your region?

Stay in touch!

- Email bos@ncceh.org or call 919.755.4393 with any questions or concerns.
- See you on the next Steering Committee call at 10:30 am on January 3rd!

Add to your To Do List:

- Send CoC Check-up respondent suggestions to bos@ncceh.org by Dec. 14
- Grantees: required training call Jan. 18 at 2:00 OR Jan. 19 at 11:00
- Regional Committees: have at least one representative on the PIT Count training call Jan. 6 at 10:30