NC Balance of State Continuum of Care

Steering Committee Meeting

October 4, 2016

10:30 AM

Welcome

- Roll Call
- Reminders
  - *6 to mute/unmute line
  - Please do not put us on hold
    - Hold music is disruptive

Agenda

Today's agenda

- Targeting Program/Key Rental Assistance
- Collaboration with PHAs
- BoS Governance Charter Updates
- 2017 Point-in-Time Count & HIC
- ESG Application Update
- Coordinated Assessment
- Regional Committee Restructuring
- HMIS & AHAR Update
- Upcoming Meetings & Reminders

Targeting Program/Key Rental Assistance

New Targeting and Key program video.

- NC Housing Finance Agency created a new video explaining the Targeting and Key programs: https://www.youtube.com/watch?v=7fDfpj8Mhac

Referring community agencies have several roles in the program.

- Who are referring agencies?
  - Community-based agencies that provide support services to people with disabilities
- Services to provide:
  - Assess the needed supports and services to maintain permanent tenancy
  - Make referrals for individuals to the Targeting Program
  - Assist persons in the application process, including requesting reasonable accommodations and modifications
  - Provide ongoing and voluntary supportive services to Targeted unit tenants with the goal of permanent tenancy
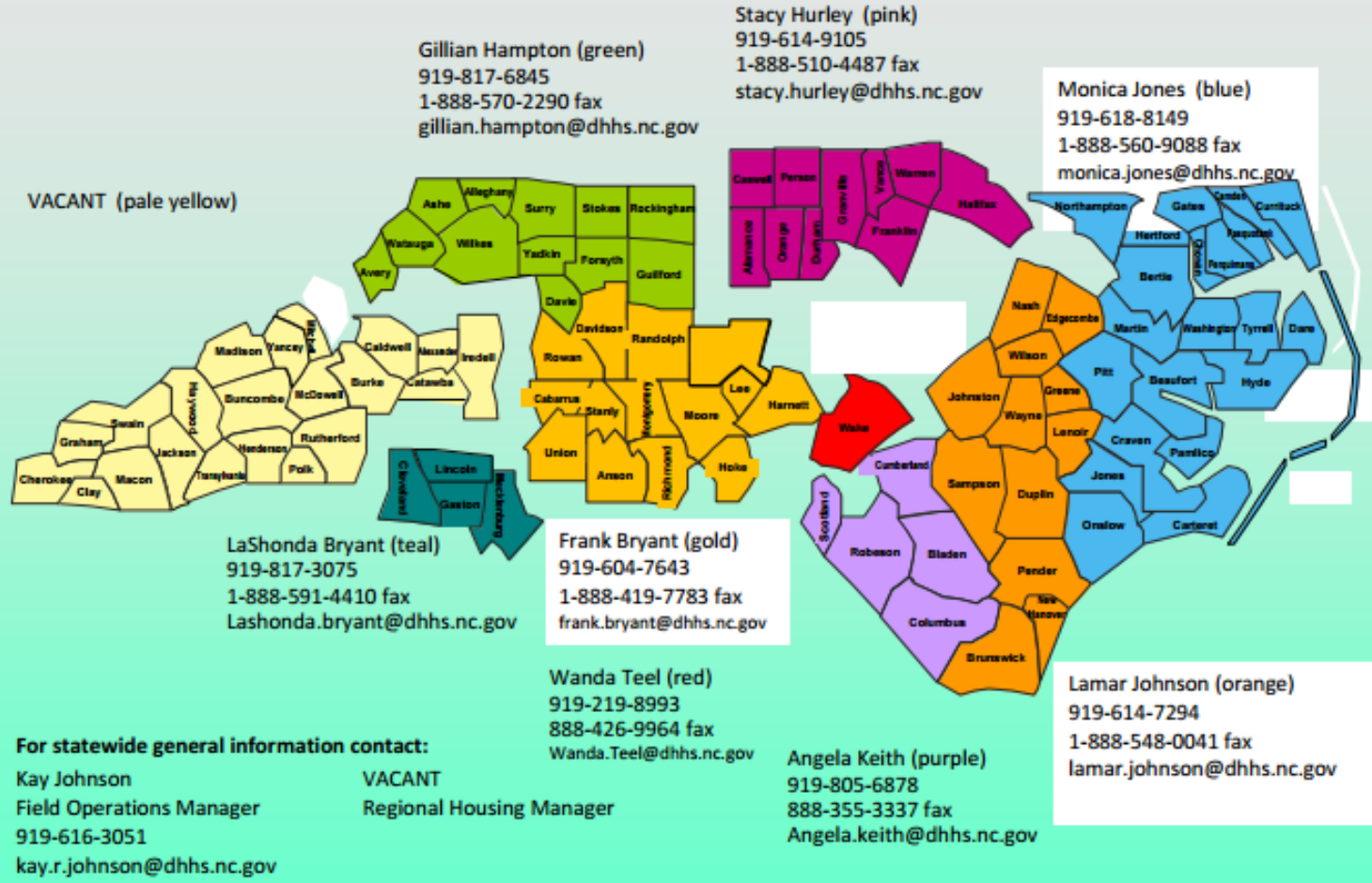
Regional Housing Coordinators manage the referral process.

- NC Dept. of Health and Human Services, Division of Aging and Adult Services has 9 Regional Housing Coordinators (RHC) across the State to manage the referral process for tenancy in the Targeting program

- Interested Agencies should contact the applicable RHC for information on becoming a referral agency

- Referral Agencies may be nonprofit agencies, Local and State Government agencies, and other programs that have the capacity to support individuals in housing

TARGETING PROGRAM
DHHS Regional Housing Coordinator Coverage Areas

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stacy.hurley@dhhs.nc.gov

Gillian Hampton (green)
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VACANT (pale yellow)

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VACANT
Regional Housing Manager

Collaboration with Public Housing Authorities

HUD brings NC PHAs together to end homelessness

- HUD sponsored a meeting with PHAs on September 21 to:
  - Hear HUD's priorities on ending homelessness
  - Listen to a panel of CoC leaders and other PHAs that have implemented strategies to use public housing and Housing Choice Voucher resources
  - Connect PHAs to CoC representatives

PHAs and Regional Committees need to collaborate

- PHAs offer the largest stock of affordable housing in most Balance of State communities

System of mutual support

- Housing service providers can assist PHA residents with deposits to move into housing and the follow-up services to help PHAs reduce recidivism
- PHAs can provide an affordable housing option for homeless individuals and families and reduce barriers to housing such as:
  - Poor credit
  - Criminal history
  - Bad rental history such as evictions
  - Lack of substantive income

PHAs and Regional Committees need to collaborate

- So how do you start?
  - Create a relationship. Take the time to get to know and understand one another.
  - Identify your respective needs.
  - Develop strategies that could help, such as:
    - PHAs develop a homeless preference, general or specific
    - PHAs set aside a certain number of public housing units or Housing Choice Vouchers for providers
    - Providers offer to case manage homeless households moving into public housing
    - Project-based rental and supportive service assistance

Focus on the Brevard Housing Authority's strategy

- The Brevard Housing Authority worked with Regional Committee leadership to develop a preference for homeless individuals and families.

  - From the Brevard PHA workplan:

    - *Based on needs identified in the consolidated plan and on consultation with local partner agencies, the PHA provides a preference for families and individuals who are homeless, as defined either by HUD or for McKinney-Vento purposes, and who will be receiving regular on-site housing case management services from a local homeless services, domestic violence, social services, school social worker, or mental health agency for at least 6 months after moving in. This preference will be verified by the agency that commits to provide case management.*

- Next month: Presentation by the Wilson Housing Authority

BoS Governance Charter

HUD requires annual updates for CoC governance charters.

- Last update was made in November 2015

- BoS staff have reviewed governance charter and made updates to reflect current activities

- Draft of governance charter & summary of updates sent out last week for Steering Committee members to review
  - www.ncceh.org/bosminutes/

Proposed updates make the charter current and more clear.

- Replaced old written standards with new ones
- Added description of Regional Committee restructuring process and added map & list of new committees
- Added new Regional Committee leadership roles (CA, PIT Count, funding committee, webmaster)
- Added new subcommittees (CA Exchange, veterans)
- Updated terms and dates for accuracy:
  - Changed collaborative applicant from DHHS to NCCEH
  - Changed date of approval for written standards
  - Made minor changes to language for consistency/clarity

The Steering Committee is asked to vote on changes.

- Discussion or questions about proposed changes

- Motion to approve updated governance charter

2017 Point-in-Time Count & HIC

2017 PIT Count & HIC will be the night of Wednesday, January 25.

- Point-in-Time Count = homeless count
  - Emergency shelters
  - Transitional housing
  - Unsheltered (sleeping on streets, parks, cars, abandoned buildings, bus/train stations, encampments)
- Housing Inventory Count = inventory of homeless programs
  - Emergency shelters
  - Transitional housing
  - Rapid re-housing
  - Permanent supportive housing

Regional Committees plan and conduct local counts.

- Getting agencies involved who need to do sheltered count
- Planning locations for unsheltered count
- Training volunteers
- Distributing PIT/HIC forms to agencies & volunteers
- Advertising count so homeless people know it's happening
- Collecting completed PIT/HIC forms, de-duplicating, and reviewing for correctness
- Submitting forms to NCCEH by deadline

The 2017 PIT/HIC will be done within your new, restructured Reg. Cmtes.

- Start planning process as soon as possible
- Involve agencies and stakeholders from all areas of new RC
  - May tweak existing process or create new one

- Create a PIT/HIC committee to plan and prepare for count
- Select a PIT/HIC lead contact
  - Will be the point of contact for NCCEH to send info and ask questions about local count data
  - Email contact info to bos@ncceh.org by Friday, October 28

NCCEH provides PIT/HIC forms & training.

- NCCEH creates forms for collecting PIT/HIC data
  - Use 2017 HUD guidance to capture all required data
  - All RCs should use NCCEH forms – please do not create your own
  - Forms will be posted at www.ncceh.org/pitforms/
- NCCEH has created short pre-recorded training for RCs
  - Covers PIT/HIC overview and preparation
  - Watch at October RC meeting: http://bit.ly/2dDRJm2
- Further trainings to come
  - Info will be emailed out and posted at www.ncceh.org/pointintimehowto/

ESG Application Update

The ESG application has been released.

- The ESG application and instructions were released on Friday, September 23rd.
  - Materials can be found at: http://www.ncceh.org/esgapplication/

- Application consists of two parts:
  - Regional application that asks for information for your Regional Committee and the full CoC.
  - Project applications for each individual project recommended for funding.

Regional Committees should begin running their local process right away.

- Two deadlines for the ESG competition this year
  - Agencies intending to apply for ESG funds this year must send in all contract certifications by **October 7th**.
  - The full regional application with corresponding project applications must be postmarked or hand-delivered to the ESG office by **October 21st**.

BoS staff will provide answers to CoC questions on regional application

- BoS staff will provide answers to the following questions by end of the day tomorrow.
  - Section 3: Qs 8b, 8c, 8d, 8e
  - Section 5: Qs 15a, 15b, 15c, 16a, 16b, 16c, 16f, 16g, 16i

- BoS staff will provide answers to the following questions by October 14th.
  - Section 4: Q10 (program exits to PH)
  - Section 6: Q17 (HMIS bed coverage)

- All answers will be posted to:
  http://www.ncceh.org/bos/esg/

Coordinated Assessment

Coordinated Assessment Exchange, Tuesday, Oct. 11th, 3:00-4:00 pm

- Monthly on the second Tuesday, 3:00-4:00 p.m.
  - Register on the NCCEH website: http://www.ncceh.org/events/965/

- CA Exchange meeting materials posted on NCCEH website
  - www.ncceh.org/bos/subcommittees/caexchange/

3rd Quarter Coordinated Assessment Outcomes are due on Oct. 15, 2016

- All Regional Committees are required to submit CA outcomes for July- September 2016 by October 15, 2016

- Please submit one form per Regional Committee with totaled information for the 3rd quarter

We have updated the CA Outcome Form, Tally Sheet and training.

- New CA Outcome form is streamlined to match the Outcome Report given back to Regional Committees

- New materials posted on the NCCEH website:
  - New CA Outcome Form: http://bit.ly/2dcoQeK
  - New Tally Sheet (optional): http://www.ncceh.org/files/7575/
  - Updated training on form and reporting process: http://bit.ly/2cE3HJl

CA Outcome report process will continue with 3rd quarter outcomes.

- Regional Committees will submit data

- BoS Staff will generate outcome report and email this back to contact who submitted data

- Regional Committees are able to resubmit corrected data through outcome form

- Corrected report or original report (if no additional data is provided) will be reviewed by CAC for questions and comments

Regional Committee Restructuring Transition

The Regional Committee Restructuring Plan was approved in June 2016

- Restructures 26 Regional Committees into 13

Resources for Transition Committees

- BoS staff have completed a Frequently Asked Questions documents that has been posted to the NCCEH website.

  - The FAQs are posted at: http://www.ncceh.org/files/7137/

- BoS staff still need to have telephone calls with two Transition Committees.

  - Kerr-Tarr/Twin County/Northampton

  - Randolph/AHRMM/Lee-Harnett/Johnston

  - Please use brian39.youcanbook.me to schedule a call.

Transition timeline and activities

- 1-Day planning meetings
  - Burlington: Wednesday, October 19th
    - Alamance, Person, Chatham, Caswell, Rockingham
    - Randolph, AHRMM, Lee-Harnett, Johnston
    - Kerr-Tarr, Twin County, Northampton
    - Southeast
    - Register: http://www.ncceh.org/events/1002/

  - Greenville: Thursday, October 20th
    - Pitt, Beaufort, Martin, Washington, and Bertie
    - Onslow, Neuse-Trent
    - Down East, Wilson-Greene
    - Hertford, Northeast
    - Register: http://www.ncceh.org/events/1003/

Transition timeline and activities

- 1-Day planning meetings
  - Morganton: Tuesday, October 25th
    - Southwest, Madison
    - Transylvania, Henderson, Rutherford-Polk
    - Foothills, Burke and Catawba
    - DISSY
    - Piedmont
    - Register: http://www.ncceh.org/events/1004/

  - Attendees should be full transition teams, including leadership and reps from all regions, as possible (approximately 6-8 people per Regional Committee)

1-Day planning meetings agenda

- Agenda
  - Leadership
  - Logistics
  - Community Mapping
  - Point-in-Time Count

- Follow-up activities:
  - December 2016: Coordinated assessment planning template
  - January/February 2017: Webinar and phone calls about coordinated assessment planning
  - February/March 2017: In-person meeting about funding processes

- BoS staff asking for contact info for new Regional Committee leadership
  - https://goo.gl/forms/Fj9ZYYsP4jZ8iIWz1

HMIS & AHAR Update

The Annual Homeless Assessment Report

Report to Congress on the extent and nature of homelessness in the United States

The central resource for national data on homelessness

- 420 CoCs nationwide included

AHAR submission tied to CoC Application funding

What does the AHAR do?

Estimates the number of homeless people in US

- Characteristics of homeless people in US
- Service use patterns
- Estimate capacity to house homeless people

Estimates the number of people in PSH

- Characteristics of people in PSH

AHAR data is important for NC

Helps to better understand the number, characteristics, and service needs of people using residential homeless services in your community

Inform local homeless assistance planning

Inform the public

AHAR contains data from 3 sources

→ **HMIS Data**

→ **Point in Time Data (PIT)**

→ **Housing Inventory Chart (HIC)**

Your HMIS data MATTERS!

2014 HMIS Data Standards
DATA MANUAL

Released June, 2016

U.S. Department of Housing and Urban Development

Version 5
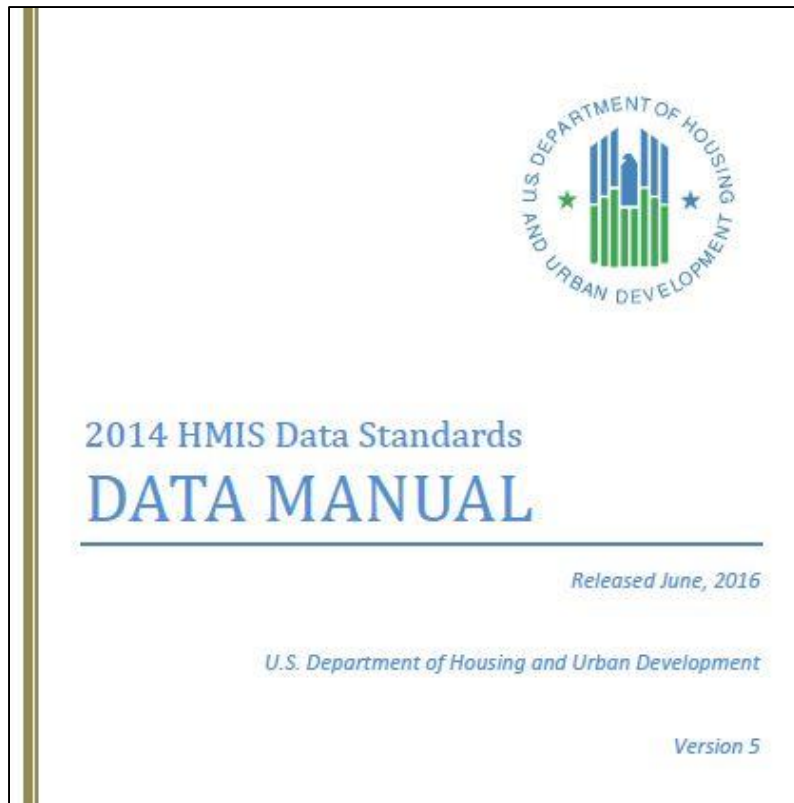
Universal Data Elements
> Gender
>
> Entry Date, etc.

Project Descriptor Elements
> Project Type
>
> Bed and Unit Inventories

What HMIS client data is included?

October 1, 2015 to September 30, 2016 (12 months)

Any person who entered ES, TH and/or PSH during reporting period (note: RRH not included at this time)

Data is reported for individuals and persons in families

Data about veterans is reported

Submitted data is evaluated for usability

Coverage

At least 50% of the beds in a category must be participating in HMIS.

Utilization

65%

Bed utilization rates must be between 65% to 105%

Data Quality

Low rate of missing data

Data reflects what is valid

Information is consistent across time

BoS AHAR Submission History

Reporting Category	2013	2014	2015
Emergency Shelters- Families	✓	✓	✓
Emergency Shelters- Individuals		✓	✓
Transitional Housing- Families	✓	✓	✓
Transitional Housing- Individuals			
Permanent Supportive Housing- Families	✓	✓	✓
Permanent Supportive Housing- Individuals	✓	✓	✓
Summary- All Persons			

Areas of Concern

Data Quality	Correction
Missing disability data	Complete HUD verification (if possible)
Long stayers in emergency shelter	Exit clients no longer enrolled
Utilization rates over 105% in PSH	Contact Data Center to update inventory

Reporting Category	Reason for Concern
Transitional Housing- Individuals	Bed coverage rate is 38.82% This is below HUD's standard of 50%
Summary- All Persons	All categories must be accepted

Data __must__ be cleaned prior to submission

The NCCEH Data Center will be in touch with a timeline and additional instructions about data corrections for your agency

Agency Admins are key to a successful submission!

- Be responsive to the NCCEH Data Center
- Run and review reports
- Work with staff to correct errors each week leading up to final AHAR submission

2016 AHAR Deadlines

Reporting Category	Date
Draft AHAR data submitted in HDX	October 31, 2016
Final AHAR data submitted in HDX	December 1, 2016
Confirmation of AHAR data in HDX	December 5, 2016

Contact NCCEH Data Center for assistance:

ncceh.org/hmis
access local support for Balance of State CoC

919.410.6997 or **hmis@ncceh.org**
helpdesk for local support

Meetings & Reminders

Meetings and Reminders

- Coordinated Assessment Exchange
  - Tuesday, October 11, 3:00-4:00 p.m.
  - Register: www.ncceh.org/events/965/
- Regional Committees: submit CA outcomes for July - September by October 15 using NEW outcome form
  - http://bit.ly/2dcoQeK
- Regional Committees: Submit PIT lead contact info to bos@ncceh.org by Friday, October 28
- Regional Committees: Watch PIT training at October meeting
  - http://bit.ly/2dDRJm2

Meetings and Reminders

- Regional Committees: Have Transition Committee members register for regional 1-day meetings during October
  - Burlington: www.ncceh.org/events/1002/
  - Greenville: www.ncceh.org/events/1003/
  - Morganton: www.ncceh.org/events/1004/
- Regional Committees: Submit contact info for new leadership as elected
  - https://goo.gl/forms/Fj9ZYYsP4jZ8iIWz1

Wrap Up

- Next meeting: Tuesday, November 1, 10:30 – 12:00

- Keep in touch
  - bos@ncceh.org
  - (919) 755-4393