

NC Balance of State Continuum of Care

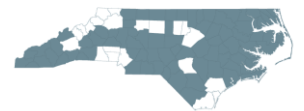
Steering Committee Meeting

May 5, 2015

10:30 AM

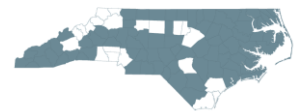
Welcome

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



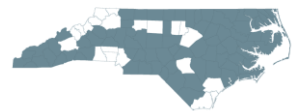
Today's Agenda

- Point-in-Time Count & Housing Inventory Chart
- Coordinated Assessment
- CoC Grant Competition Update
- Regional Committee Webmaster Training
- NCCEH Data Center & HMIS Update
- Upcoming meetings
- Regional Committee updates



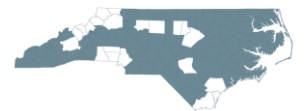
Review & Approve Minutes

- April minutes
 - ncceh.org/files/5522



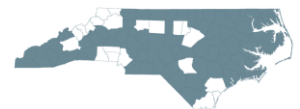
Point-in-Time Count and Housing Inventory Chart
are in progress, due to HUD in 10 days

- HUD extended PIT/HIC deadline to May 15
- NCCEH staff finalizing PIT and HIC data for HDX submission
- Following up with agencies about questions/corrections
- If you hear from us, please respond promptly!
- Once all data is verified, staff compile total BoS count



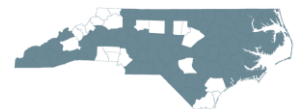
Coordinated Assessment plans are in process of development & implementation

- Expecting 27 plans
 - 19 plans reviewed by CAC
 - 9 approved/implementing
 - 4 recommended for approval after changes
 - 6 will be re-reviewed
 - 8 plans for initial review
 - 3 in process of passing threshold
 - 5 working on initial submission
- No plans for Steering Committee approval this month



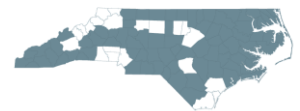
FY 2015 CoC Grant Competition has begun in earnest

- HUD released CoC registration April 28
 - Due May 18
 - Registration is the next step of CoC grant application process
 - Before registration
 - Grant Inventory Worksheet (GIW)
 - After registration
 - HUD is likely to publish NOFA late May/early June
 - Project and collaborative applications likely to be in process June and July



Proposal to change Balance of State CoC collaborative applicant

- Definition of collaborative applicant
 - Excerpt from CoC Interim Rule preamble
 - ncceh.org/files/5523
 - HUD webinar on Collaborative Applicant
 - <http://bit.ly/1IdhnVT>
- Collaborative Applicant has been NC Dept. of Health & Human Services
 - NCCEH contracted by NC DHHS to staff CoC
- Proposal: change to NC Coalition to End Homelessness (NCCEH)





Eligible Collaborative Applicants

- A collaborative applicant is an eligible applicant designated by the CoC:
 - Instrumentality of state or local government
 - Local government
 - Nonprofit
 - State
 - Public Housing Authority (PHA)
- A collaborative applicant may submit a project application for housing and/or services
- If the CoC is an eligible applicant, then it may designate itself.



Responsibilities of the Collaborative Applicant

Submit the Consolidated Application

Applies for CoC planning funds on behalf of the CoC

Participates in the development of the governance charter with the CoC



Collaborative Applicant Relationship to CoC

- Acts on behalf of the CoC when applying to HUD for grants
- All responsibilities assigned to the collaborative applicant have to be documented in the CoC's governance charter
- The CoC retains its duties related to planning and prioritizing need
 - The authority to sign a grant agreement with HUD is designated to an eligible applicant that can enter into a contractual agreement.
 - CoCs are not required to be legal entities.



Submitting the Consolidated Application in *e-snaps*

CoC Application

- CoC-wide information:
 - Performance
 - Strategic Planning
 - Housing, Services, and Structure
 - HMIS
 - Point-in-Time
- Scored and must pass threshold to receive new awards

Project Application

- Completed by project applicants
- Contains project information

Priority Listings

- 3 to 4 separate listings
- Lists new, renewal, CoC planning, and UFA costs projects
- Rank the projects in order of priority
- Summarizes the funding request amount

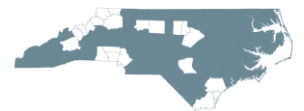


Submitting Consolidated Application in *e-snaps*

- The Applicant Profile must contain information about:
 - The Collaborative Applicant
 - The HMIS Lead Agency
- Authorized official from the collaborative applicant must sign the certifications

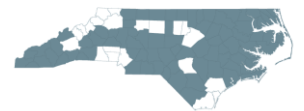
Decision about collaborative applicant must be made before May 18 deadline for CoC registration

- Discussion of options
- Motion to name FY 2015 Balance of State CoC collaborative applicant



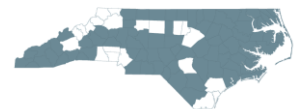
2015 Scorecard Committee will have 2 meetings in May

- First meeting scheduled
 - Tues. May 12
- Scorecard members emailed call info
- Goal: Proposed scorecard for Steering Committee review in June
 - Renewal projects
 - New projects



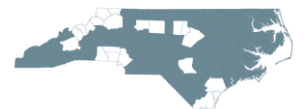
CoC Intent to Apply form is active and receiving submissions about new projects

- Agencies interested in applying for NEW projects
 - Complete FY2015 CoC Intent to Apply form
 - <http://bit.ly/1LEJDzO>
 - Renewal projects do not need to complete this form
 - New projects are 1 year contracts
 - Funding options to be discussed on CoC Application call



Regional Committee Web Master training is scheduled, missing info from 14 Regional Committees

- Training is scheduled for Tuesday, May 19, 10:30-11:30
- Send contact info through form by Thursday, May 14
 - <http://goo.gl/forms/Uh8WbZVhQu>
 - Missing Web Master info from: Burke, Caswell, Catawba, Chatham, Craven, DISSY, Henderson, Kerr-Tar, Northeast, Randolph, Rutherford, Southeast, Transylvania, Twin County Regional Committees



The NCCEH Data Center will Support four CoCs with HMIS

System Administrator Support

- ✓ Team of System Administrators acting as your Local System Administrator (LSA)
- ✓ Trained and supported by MCAH
- ✓ Able to provide all LSA functions
- ✓ Engaged and knowledgeable about your community

Data Utilization & Reporting

- ✓ Data Analyst working with System Administrators
- ✓ Support federal reports (APRs, AHAR, PIT/HIC, etc.)
- ✓ Meet deadlines
- ✓ Measure performance
- ✓ Ensure that agencies and CoC staff understand the numbers for your community

Community Empowerment

- ✓ Support community-wide processes such as Coordinated Assessment/Intake
- ✓ Tailored training to meet your needs
- ✓ Strengthen data quality
- ✓ Support development of CoC policies
- ✓ Use of data for system design

Communication Flow
Regarding HMIS System Use

MCAH

NCCEH
Data Center

Agency
Admin

End
User

End
User

Agency
Admin

End
User

End
User

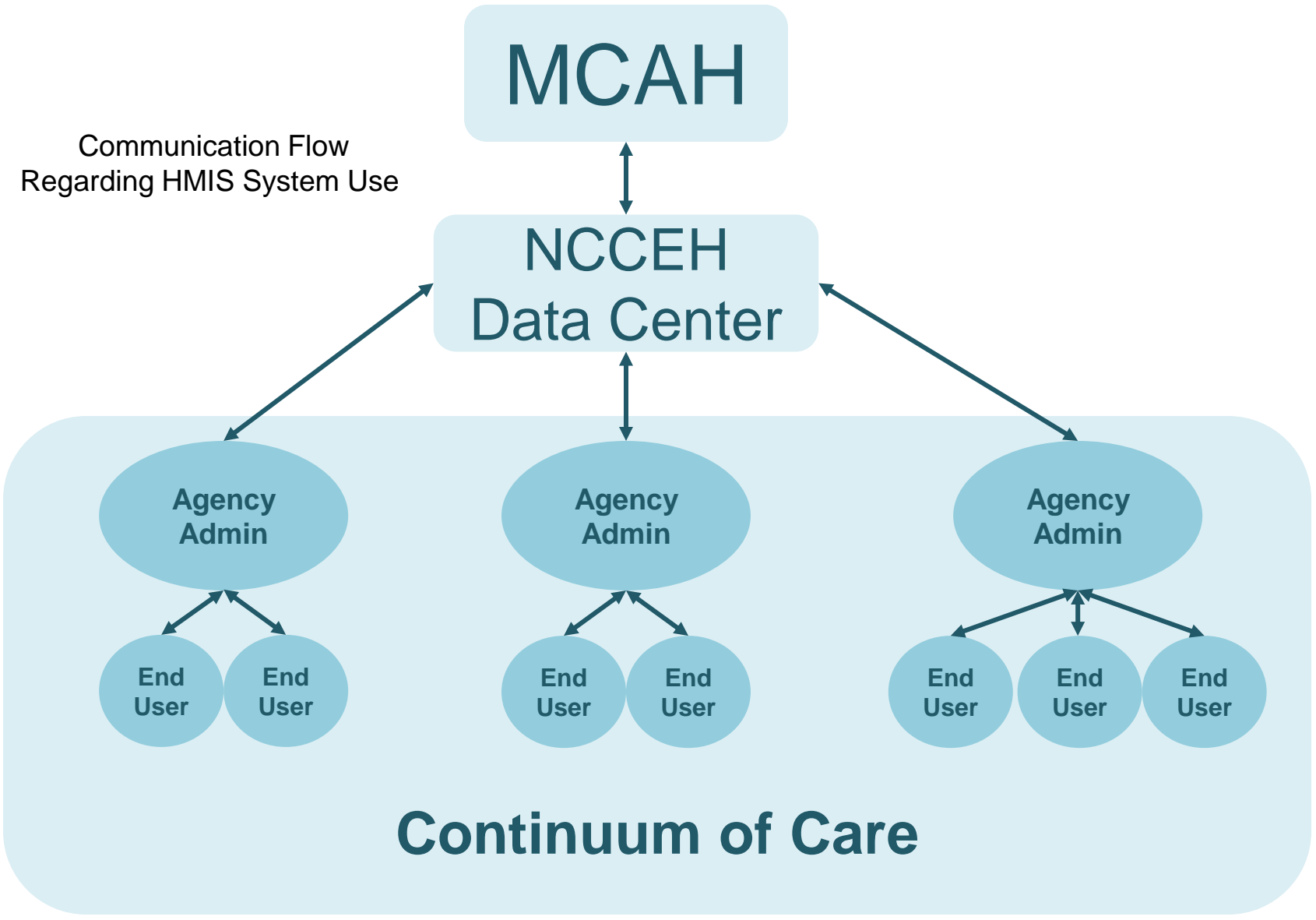
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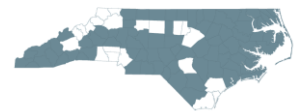
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Continuum of Care



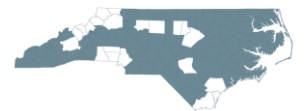
Every agency using HMIS will have an Agency Administrator to lead and support HMIS

- Who should the Agency Administrator be at your agency?
 - The best HMIS user
- Fill Agency Administrator contact form if have not done so already
 - [ncceh.org/hmis/transition](https://www.ncceh.org/hmis/transition)



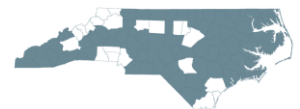
Migration rollout for BoS is coming

- Migration meetings with Agency Admins
 - 5-6 BoS meetings across the state
- To do before the migration meeting
 - Privacy training
 - Security training
 - Reports training
 - Agency Admin training
 - MOU & contract with MCAH



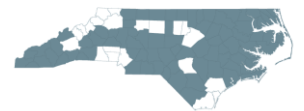
Migration meeting with Agency Admins will set up NC HMIS functionality

- Naming protocol for provider pages
- Agency contact information
- HUD standards
 - Complete bed inventory
- Visibility groups
 - Internal
 - External if QSOBAAs in place
- System modules to be used by agency
- Appropriate assessments to agency pages
 - Dictated by project funding sources and workflow



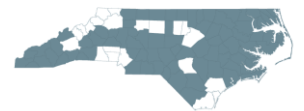
Privacy guidelines adopted by the Governance Committee

- Privacy rules will be based on HIPAA guidelines with implied consent
- Basis of sharing is business need to know
- Agency determines what data is shared and with whom
- Client agrees to a sharing plan with service agency
- Sharing plan presented to client with script
- CoC serves as coordinator in data sharing



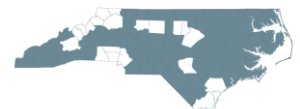
Privacy guidelines adopted by the Governance Committee

- Information restricted except for search screen
 - Partial mask on SSN
- Client may choose to close or use an unnamed record
- Integrated release includes general and protected info
- Defer decision on ROI (leave as a live release of information) and re-visit in one year
- Remove encryption from HMIS



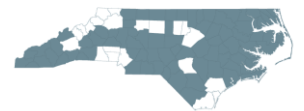
3 of 4 privacy documents have been approved by the NC HMIS Governance Committee

- Agency Level
 - Participation Agreement
 - Not yet approved by NC HMIS Governance Committee
 - Administrative Data Sharing Agreement
 - Administrative QSOBBA
- User Level
 - User Agreement
- Client Level
 - Client Release of Information & Sharing Plan



Contact NCCEH Data Center with questions about data and NC HMIS

- NC HMIS Transition info
 - ncceh.org/hmis/transition
- NC HMIS @ NCCEH
 - ncceh.org/hmis
 - Help Desk
 - hmis@ncceh.org
 - (919) 410-6997
 - Contact info flyer
 - ncceh.org/files/5521



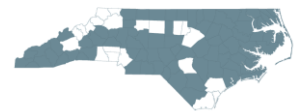
Upcoming Meetings

- PSH Subcommittee
 - May 18, 10:30 - 11:30 a.m.
 - ncceh.org/events/810
- Scorecard Committee
 - 2 May meetings, first one Tuesday, May 12
- Regional Committee Structure workgroup
 - May meeting to start work
- Written Standards workgroup
 - May meeting to start work



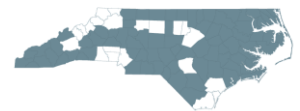
Regional Committee Updates

- Other news and updates from your community?



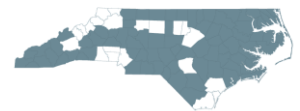
Reminders

- PIT Leads & Agencies: Please respond to requests for info as needed
- Regional Committees: Submit coordinated assessment plan revisions as requested
- Scorecard Committee members: Plan to attend two meetings in May; NCCEH staff will email committee members directly with meeting information and registration
- Agencies interested in applying for NEW projects: Complete FY2015 CoC Intent to Apply form: <http://bit.ly/1LEJDzO>



Reminders

- Burke, Caswell, Catawba, Chatham, Craven, DISSY, Henderson, Kerr-Tar, Northeast, Randolph, Rutherford, Southeast, Transylvania, Twin County Regional Committees: Please appoint a Web Master for your Regional Committee and send contact info
 - <http://goo.gl/forms/Uh8WbZVhQu>
- PSH Program Managers: Register for and attend PSH Subcommittee meeting
 - ncceh.org/events/810
- Workgroup members: NCCEH staff will be in touch with May meeting registration info



Wrap Up

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

