



# North Carolina Balance of State Continuum of Care

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## Balance of State Steering Committee Meeting 5.5.15

### Regional Leads Present:

Wanda Feldt, Kim Crawford, Mollie Tompkins, Brian Alexander, Melissa Payne, Joel Rice, Gus Smith, Susan Pridgen, Robin Shue (for Nicole Dewitt), Gregg Gauss, Debbie Cole, Marlene Harrison, Emily Locklear, Andrew Romines, Jennifer Kerr Molliere, Chris Battle, Mary Mallory

### Regional Leads Absent:

Mark Recko, Teena Willis, Alvin Foster, Casey McCall, Asia Elzein, Juliet Rogers, Sharon Poarch, Tonya Gray, Marie Watson, Benton Mitchell

### Interested Parties Present:

Amy Modlin, Christy Nowaczyk, Ellery Blackstock, Kristi Case, Eve Richardson, Faye Pierce, David Jacklin, Janice Sauls, LaTasha McNair, Lori Watts, Mark Owen, Sarah West, Talaika Williams, Ursula Ingram, Anne Friesen, Detra Purcell, Curtis Pierce, Tammy Gray, Anna Rogers, Amy Steele, Laressa Witt

### NCCEH Staff Present:

Beth Bordeaux, Nancy Holochwost, Corey Root, Amber Peoples

### Approval of April Minutes

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

### Point-in-Time Count and Housing Inventory Chart

- HUD has extended the deadline for CoCs to submit Point-in-Time Count and Housing Inventory Chart information to May 15. NCCEH staff is working on finalizing this data for the Balance of State and will submit to HUD by the deadline. PIT and HIC data will then be posted to the NCCEH website.

### Coordinated Assessment

- At this time, nineteen coordinated assessment plans have been reviewed by the Coordinated Assessment Council (CAC).
  - Nine have been approved and are being implemented
  - Four have been recommended for approval after making recommended changes
  - Six have gone through initial review and will be re-reviewed at the next CAC meeting
- Eight more plans are at the point of initial review by NCCEH staff
  - Three are in the process of passing threshold requirements
  - Five Regional Committees are still working on their initial plan submission

- NCCEH staff expects there will be plans for the Steering Committee to review at the June meeting.

### **NCCEH Data Center and HMIS Update**

- Beth Bordeaux, the director of the NCCEH HMIS Data Center, discussed the Data Center's role for Balance of State communities:
  - Will provide HMIS system administrators for the Balance of State (as well as for Wake, Durham, and Orange CoCs)
  - Will provide data utilization and reporting
  - Will help empower communities through the use of their HMIS data
- BoS agencies can contact the Data Center with questions about data and HMIS:
  - Data Center Help Desk: 919-410-6997 or [hmis@ncceh.org](mailto:hmis@ncceh.org)
  - Information about NC HMIS at NCCEH: [www.ncceh.org/hmis](http://www.ncceh.org/hmis)
  - Information about HMIS transition process: [www.ncceh.org/hmis/transition/](http://www.ncceh.org/hmis/transition/)
- Every agency that uses HMIS will have an agency administrator. This should be the person who is the agency's best HMIS user. Agencies must fill out a form with their agency administrator's contact information if they have not already done so: [ncceh.org/hmis/transition/](http://ncceh.org/hmis/transition/)
- The migration to the new HMIS system will be happening over the next several months. There will be 5 to 6 in-person meetings across the state to discuss the migration process. The meetings are primarily for agency administrators (not for all end users). Agency admins must complete four online trainings prior to attending these meetings (posted at [www.nchmis.org](http://www.nchmis.org)):
  - Privacy
  - Security
  - Reports
  - Agency admin
- The in-person migration meetings will address aspects of NC HMIS functionality. After these meetings, NCCEH Data Center staff will work one-on-one with agencies to ensure they have the information and options they need.
- The HMIS Governance Committee has adopted the following privacy guidelines:
  - Privacy is based on HIPAA guidelines with implied consent
  - Information is shared only if agencies are working together and need to share information
  - The agency determines what data is shared and with whom, but the client must agree to the sharing plan
  - Information is restricted except in the search screen (partial mask on Social Security numbers)
  - Client can choose how much personal information is shared
  - Release of information is integrated
  - Encryption will be removed from HMIS (based on MCAH's recommendation)
- These privacy guidelines were used as the basis for several privacy documents. Three of these forms have been approved by the Governance Committee; one is pending. MCAH will determine when and how these forms will be distributed to agencies.
  - Client release of information and sharing plan
  - User agreement



- Administrative data sharing agreement (administrative QSOBBA)
- Participation agreement (not yet approved by Governance Committee)

### CoC Grant Competition Update

- HUD released the CoC registration on April 28 and it is due May 18. NCCEH completes the registration on behalf of the Balance of State CoC.
  - The CoC application usually is released about 4-6 weeks after the registration is due, so it is expected that the application will be in process during June and July.
- The CoC Collaborative Applicant is the entity that submits the application on behalf of the CoC (among other responsibilities). Until now, the Collaborative Applicant has been the NC Department of Health and Human Services, and NCCEH has been contracted to carry out the responsibilities of this role and to staff the CoC. NCCEH presented information on the collaborative applicant role and the option to name NCCEH as that entity. As the amount of work required to staff the CoC has increased, DHHS's involvement has decreased, and the mechanism for providing NCCEH the contract to do this work has become less secure. As the Collaborative Applicant, NCCEH could apply for CoC planning funds to help support its capacity to perform this work.
- The collaborative applicant:
  - Must be an eligible applicant
  - Submits the consolidated application (including the CoC-wide application, project applications, and the project priority listing)
  - Is eligible to apply for planning funds
  - Participates in the development of the governance charter for the CoC
  - Acts on behalf of the CoC when applying to HUD for grants
- The collaborative applicant is named during the CoC registration process, which must be completed by May 18.
- Steering Committee members were asked for comments and discussion about this proposed change.
  - Kim noted that she thought NCCEH was already filling this role, and she thinks this change makes sense and it is good timing to do it now.
  - Greg asked if NCCEH could become a fiscal agent and leave DHHS as the collaborative applicant.
    - Denise noted the only way to get the planning funds is for NCCEH to become the collaborative applicant. She noted we've asked DHHS to apply and then pass the funds through to NCCEH and they have chosen not to apply for the funds.
  - Kim asked if other CoCs are using the state as their Collaborative Applicant.
    - Denise responded that no one else is. The BoS was doing so because the state started the CoC in 2006. Other CoCs use nonprofits, the city, or the county, and the collaborative applicant is usually is whichever entity is actually doing the work.
  - Brian asked if it's strategically important for this work to continue to go through DHHS.
    - Denise noted that who serves as the Collaborative Applicant has not been a factor in the last couple of years. The State's commitment is because getting the housing funds into BoS counties is important. Not because



they were responsible on paper. NCCEH now receives funding to staff the CoC through an open RFA as opposed to getting a contract.

- A motion was made and approved to change the collaborative applicant to NCCEH [Alexander, Payne]. All in favor; none opposed.
- The Scorecard Committee will have two meetings in May. The first will be May 12. Meeting information has been emailed to committee members.
- The goal of these meetings is to create scorecards for both new and renewal projects to be presented to the Steering Committee in June.
- Agencies interested in applying for funds for new projects must complete the FY2015 Intent to Apply form: <http://bit.ly/1LEJDzO> Renewal projects do not need to complete this form.

### **Regional Committee Webmaster Training**

- Each Regional Committee was asked to choose a web master who will be responsible for posting minutes and agendas to their Regional Committee's webpage.
- There is an online training for web masters Tuesday, May 19, at 10:30 to review how to access and edit the webpages.
- The following Regional Committees have not submitted their web masters' contact information: Burke, Caswell, Catawba, Chatham, Craven, DISSY, Henderson, Kerr-Tar, Northeast, Randolph, Rutherford, Southeast, Transylvania, Twin County
  - Submit contact info via the online form at <http://goo.gl/forms/Uh8WbZVhQu>

### **Upcoming Meetings**

- Permanent Supportive Housing Subcommittee: May 18, 10:30 – 11:30
  - Register at [www.ncceh.org/events/810](http://www.ncceh.org/events/810)
- Scorecard Committee
  - Two meetings in May
- Regional Committee Structure workgroup
  - Will meet in May to begin work
- Written Standards workgroup
  - Will meet in May to begin work

### **Regional Committee Updates**

- Southwest: The Regional Committee is holding its first improvement session for its coordinated assessment process. The session will focus on client needs and how to better address them.
- AHRMM: The Regional Committee is working on a new website that will contain information for all their counties and referral information for consumers.

### **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>



- 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](http://ncceh.org/events/810)
- Workgroup members: NCCEH staff will be in touch with May meeting registration info

**Next Meeting:** Tuesday, June 2 at 10:30.

