



# North Carolina Balance of State Continuum of Care

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## Balance of State Steering Committee Meeting

6.2.15

### Regional Leads Present:

Wanda Feldt, Kim Crawford, Mark Recko, Teena Willis, Alvin Foster, Casey McCall, Juliet Rogers, LaTasha McNair, Brian Alexander, Melissa Payne, Marie Watson, Susan Pridgen, Robin Shue (for Nicole Dewitt), Gregg Gaus, Donna McCormick (for Debbie Cole), Marlene Harrison, Emily Locklear, Cheryl Wilkins, Jennifer Molliere, Chris Battle, Candice Roundtree (for Mary Mallory),

### Regional Leads Absent:

Asia Elzein, Mollie Tompkins, Sharon Poarch, Joel Rice, Gus Smith

### Interested Parties Present:

Ellory Blackstock, Mary Pat Buie, David Jacklin, Sarah Lancaster, Tyrone Lindsey, Nikki Locklear, Cheryl Manuel, Amy Modlin, Mark Owen, Faye Pierce, Detra Purcell, Eve Richardson, Janice Sauls, Amy Steele, Tanzia Tabb, Sharon Tony, Lori Watts, Talaika Williams

### NCCEH Staff Present:

Beth Bordeaux, Emily Carmody, Corey Root

### Approval of May Minutes

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

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

- NCCEH staff submitted PIT and HIC to HUD by the May 15<sup>th</sup> deadline
- Thank you to all the agencies for submitting the numbers and working with NCCEH staff on data corrections
- PIT/HIC information by county and by Regional Committee will be presented in future months
- Overall PIT count numbers were presented:
  - 2015 Homeless Count PIT numbers were reduced by 5%
    - Slight increase in shelter by 14 people (1%)
    - Decrease in transitional housing by 161 people (23%)
      - Some programs in the CoC have changed from TH to RRH
    - Decrease in unsheltered count by 27 people (4%)
  - 2015 PIT by household types
    - Households with adults and children decreased by 69 people (6%)
    - Households with only adults decreased by 90 people (5%)
    - Households with children only decreased by 15 people (38%)
  - 2015 PIT by subpopulations

- Only increase was Domestic Violence survivors
  - Increased by 22 people
  - Represents a 6% increase
- CH families had a 19% decrease
- CH individuals had a 12 % decrease
- Veterans in families had a 40% decrease
- Individual veterans had a 25% decrease
- Those with mental illness had a 1% decrease
- Those with substance use had a 15% decrease
- Those with HIV/AIDS had a 79% decrease
- NCCEH staff emphasizes that there may be a lot of reasons for reductions
  - Methodology
  - Weather
  - System improvements

### **Coordinated Assessment**

- NCCEH staff now expect 26 plans total for Steering Committee approval
- 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
- Seven more plans are at the point of initial review by NCCEH staff
  - Four are in the process of passing threshold requirements
  - Three Regional Committees are still working on their initial plan submission
- AHRMM Regional Committee coordinated assessment plan presented for the Steering Committee to review
  - Positive points from CAC review
    - A number of agencies and times that the prevention and diversion screen performed
    - Thoughtful responses about how community services will be connected
    - Thorough grievance processes
    - Good example of the an oversight process and is an example for other Regional Committees
  - A motion was made and approved to approve the AHRMM coordinated assessment plans [Harrison, Watson]. All in favor; none opposed.

### **CoC Grant Competition Update**

- HUD Headquarters finalized the GIW in May
- NCCEH completed the registration on behalf of the Balance of State CoC in May with NCCEH as the Collaborative Applicant
- Next steps: HUD to release the NOFA, which is expected in June
  - HUD provides more details about the funding landscape and deadlines in the NOFA



- The Scorecard Committee met twice in May and is developing new and renewal scorecards for the Steering Committee to approve
  - The revised timeline of work includes an additional Scorecard Committee meeting on June 9, an additional Steering Committee meeting on June 16<sup>th</sup> from 1-2:30 pm to review and possibly approve scorecards
    - If a Regional Lead receives CoC funding, the alternate lead or another designated representative will need to vote on the scorecards on behalf of the Regional Committee
- Regional Committees appoint one member to the Project Review Committee
  - Submit contact information by June 30<sup>th</sup> to NCCEH: <http://goo.gl/forms/o7uwZm1vtP>
  - Responsibilities of the Project Review Committee are to use the approved scorecard to review and score applications for funding and create a ranked list of projects and present list to Steering Committee for review
  - Project applicants and CoC grantees cannot serve on this committee
  - Good to designate someone from your Regional Committee with background knowledge about housing and homelessness
  - Time Commitment is 3-5 phone meetings, each member will be asked to review and score 2-4 project applications
- 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.

### 2015 BoS Regional Committees

- In March 2015, three Balance of State Regional Committees that were not meeting basic requirements. The Steering Committee voted at that time to give each of these committees three months to begin to meet the standards. As of June 2015:
  - Harnett Regional Committee has merged with the Lee Regional Committee to become the Lee-Harnett Regional Committee
  - Southeast Regional Committee is now meeting requirements
  - Rutherford County has postponed their request to be a Regional Committee
  - A motion was made to approve the list of 2015 Regional Committees to include 26 Regional Committees [Alexander, Crawford]. All in favor; none opposed.
- Regional Committee Structure workgroup continues to meet to develop a proposal for the Steering Committee.
- Regional Committee Webmaster Training in May
  - Regional Committees are now responsible for posting meeting minutes and agendas
  - File uploading instructions posted on NCCEH website [ncceh.org/files/5586](http://ncceh.org/files/5586)
  - Please email NCCEH staff for access to the Regional Committee webpage, copies of previous meeting minutes, and with any questions
  - Questions:
    - Marie Watson- Our webmaster said she hasn't received any information
      - Corey will check to see if she attended the training
    - Marlene Harrison- Do we use the same link to upload Facebook and website links on the page?



- Corey said that this was something that can be done on the page

### NCCEH Data Center and HMIS Update

- Beth Bordeaux, the director of the NCCEH HMIS Data Center, provided an update on the HMIS migration and Migration Trainings
- 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/)
  - Agencies need to appoint agency administrators as soon as possible
  - Agency administrators will need to attend the Migration Trainings and have work to do prior to the training
- Upcoming Migration Trainings
  - Guilford, Mecklenburg, Forsyth have completed migration
  - Durham, Orange, and Wake will be completed in the next two weeks
  - Balance of State will have six Migration Trainings:
    - June 23, 2015, Alamance County (Burlington)
    - July 8, 2015, Pitt County (Greenville)
    - July 21, 2015 Buncombe County (Asheville)
    - July 23, 2015, Wake County (Raleigh)
    - July 28, 2015, Cabarrus County (Concord)
    - July 30, 2015, Pitt County (Greenville)
  - Agency administrators must attend one of the six trainings
    - Reconfigure provider pages to meet the new guidelines
    - After this training, you will begin working off the new policies of NC HMIS
      - New privacy policies
      - Slight changes to your provider pages
  - Registration information will be sent out to agency administrators
- Work to be done prior to the Migration Training
  - Identify agency administrator
  - Completing the preparation document for the Migration Training [ncceh.org/files/5598](http://ncceh.org/files/5598)
    - Identify and notify NCCEH Data Center about current sharing agreements in place
      - Forms need to be signed so that these sharing agreements remain in place after migration
      - NCCEH Data Center will follow up with agencies about information CHIN provided about sharing agreements
    - Online prerequisite trainings for agency administrators
      - Privacy
      - Security/Visibility
      - How to set up provider training
      - Reports training
    - Send verification of agency administrator's appointment and all training certificates to NCCEH Data Center so that they can adjust the license level
    - Janice Sauls asked is there a deadline for this work.



- Beth stated that the action items need to be complete a week before the Migration Training that you are planning to attend.
- Marlene Harrison asked if there is a form to present to the consumer/client about information sharing.
  - Beth stated that there is a form to provide this information, and this form and script will be presented at the Migration Trainings.
- Tanzania Tabb asked if there be more than one agency administrator.
  - Beth stated that the Data Center prefers to have one agency administrator per agency.
  - Super users at your agency could provide back up support at your agency.
  - If your agency would like to use super users, please contact the NCECH Data Center.
  - If your agency crosses Regional Committees or CoCs, your agency can appoint more than one agency administrator for designated geographic areas.
- 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 NCECH: [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/)
  - Encryption will be removed from HMIS (based on MCAH's recommendation)

### Upcoming Meetings

- Regional Committee Structure workgroup: June 2, 1-2 pm
- Data Quality Subcommittee: June meeting is cancelled
- Rapid Re-Housing Subcommittee: June 19, 10:30 – 11:30
  - Register at <http://www.ncceh.org/events/812/>
  - Continue to review materials from the National Alliance to End Homelessness Toolkit
- Subcommittee schedule and registration for remaining 2015 meetings: [ncceh.org/files/562](http://ncceh.org/files/562)
- Scorecard Committee: June 9, 1-2:30 pm
  - Register at <http://www.ncceh.org/events/883/>
- Additional Steering Committee Meeting, June 16, 1-2:30 pm
- Written Standards workgroup work postponed until Fall 2015

### Regional Committee Updates

- Tyrone Lindsey, Ahoskie Housing Authority- Excited to try to form a Regional Committee in Hertford county, any suggestions or recommendations for setting up a Regional Committee are welcome, Corey will follow up with resources and information
- Rockingham County- Upcoming events in our area: Saturday June 6<sup>th</sup>- Diabetes Task Force; Monday, June 15<sup>th</sup>- Holding a rural elder abuse state conference, speakers, door prizes and lunch provided

### Reminders



- Regional Committees: Submit coordinated assessment plan revisions as requested
- Scorecard Committee members: June 9, 1-2:30 pm
- Additional Steering Committee meeting: June 16, 1-2:30 pm
- Agencies interested in applying for NEW projects: Complete FY2015 CoC Intent to Apply form: <http://bit.ly/1LEJDzO>
- Regional Committees: Please appoint one person to serve on the 2015 CoC Project Review Committee
  - Submit contact information by June 30: <http://goo.gl/forms/o7uwZm1vtP>
- Regional Committee web masters: Upload meeting materials to Regional Committee pages
  - Contact [bos@ncceh.org](mailto:bos@ncceh.org) with questions or for back files
- Agency administrators: Register and plan to attend one of the BoS NC HMIS Migration trainings
  - Registration information will be sent directly to agency administrators
  - Agencies without agency administrator:
    - Please appoint your Agency Admin and submit contact info through this form ASAP: <http://goo.gl/forms/T8ysQTVMMMy>
- RRH Program Managers: Register for and attend RRH Subcommittee meeting
  - Fri. June 19, 10:30 -11:30 a.m.
  - Register: [ncceh.org/events/812](http://ncceh.org/events/812)
- Regional Committee Structure workgroup, June 2, 1-2 pm

**Next Meeting:** Tuesday, June 16 at 1:00 pm

