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
  - 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](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

Agency Admin
- End User
- End User

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](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](http://ncceh.org/hmis/transition)
- NC HMIS @ NCCEH
  - [ncceh.org/hmis](http://ncceh.org/hmis)
- Help Desk
  - [hmis@ncceh.org](mailto:hmis@ncceh.org)
  - (919) 410-6997
- Contact info flyer
  - [ncceh.org/files/5521](http://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
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](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
Wrap Up

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