

**CT BOS Steering Committee Meeting Minutes  
March 24, 2014**

<b>Voting Steering Committee Members Present</b>	<b>Agency/Jurisdiction Represented</b>
Barbara Geller	DMHAS
Alice Minervino	DMHAS
Ron Krom	Middlesex CoC
John Merz	ACT
Phil Lysiak	Bristol CoC
Lisa Tepper Bates	CCEH
Brian Roccapriore	CCEH
Milena Sangut	Danbury CoC
Bonita Grubbs	New Haven CoC
Nichole Guerra	Partnership for Strong Communities
Ellen Simpson	New Britain CoC
Fred Morton	CSH
Lisa Shippee	New London CoC
Kathy Crees	Willimantic CoC
Fred Morton	CSH
<b>Meeting Participants</b>	<b>Agency/Jurisdiction Represented</b>
Jim Bombaci	Nutmeg
David Rich	Supportive Housing Works
Lauren Zimmerman	Supportive Housing Works
Consultants: Suzanne Wagner and Liz Isaacs, CUCS	
<b>Steering Committee Members Not Present</b>	<b>Agency/Jurisdiction Represented</b>
David Rinaldi	Individual
Terry Nash	CHFA
Matthew Abbott	VA
Mike Santoro	DOH
Kim Samaroo	DCF
Louis Tallarita	DOE
Nancy Cannavo	Litchfield CoC
Jill Benson	Manchester CoC

**1. Introductions and Announcements**

- a. New CT BOS e-mail – ctboscoc@gmail.com

**2. Minutes approved from CT BOS SC 2/27/14 meeting**

**3. Reaching Home Update**

- a. Steering Committee and RH Coordinating met to recap advocacy days and status of legislative agenda. Info provided on “Invisible No More” a qualitative study of 97 homeless youth in CT (available: <http://www.cceh.org/files/publications/InvisibleNoMoreReport.pdf>) Youth Count planned for 2015 – CT would be the first to do on a statewide level.
- b. Economic Security Committee – Working on pilot RR and workforce supports that will launch by fall. Will be bringing in MA folks that have done the pilot and will learn from them about their experiences.
- a. Healthcare Committee– launched Medicaid Institute – have 8 PSH providers that rep the diverse group some already billing Medicaid for some services. Goal over 6-8 months to create a plan to bill Medicaid. Goal to build capacity to bill Medicaid and apply for Medicaid waiver. TAC is partnering on initiative. More information available in 2-3 weeks. It was noted that we need to research percentages of disabled people in one building as it could be a problem for Medicaid reimbursement. **f/u: Housing Innovations**

**to get info from Partnership and research Medicaid regs regarding concentration of people with disabilities (NASMHPD has been vocal on this.)**

- c. IForum – “Driving Towards Zero: Ingredients for Success in Ending Chronic Homelessness” speakers from the US Interagency Council on Homelessness, from the Rapid Results Institute, and stakeholders discussed ending chronic homelessness in Connecticut in the next four years.
- d. Housing Workgroup - Working w/state blueprint – capturing project base vouchers as they turnover – info will be released in coming weeks. **f/u: Housing Innovations to get info from Partnership**
- e. New Hartford HUD Field Director, Suzanne Piacentini. **f/u: CT BOS to connect w/new director**
- b. Reaching Home Award Dinner – in need of nominations of Housing Heroes

#### 4. HMIS Updates

- a. Conversion update
  - a. Areas 1 and 2 – Live
  - b. Areas 3 and 4 – Spring/Summer 2014
  - c. Planning “Go to meeting” on registration on April 1<sup>st</sup>
- b. Monthly dashboard – purpose is to monitor monthly performance, includes EVERYONE (RR, TH, ES, PSH)
  - a. All programs will see the report and John and Steve will review – may reach out if there are issues. **f/u – Co-Chairs to forward monthly data quality reports to Housing Innovations for report out at SC mtgs and to provide TA as needed**
- c. Accessing List of CH persons for PSH vacancies – providers contact Nutmeg’s Help Desk and submit a request when needing assistance locating CH persons
- d. HMIS Steering Committee – no meeting since last CT BOS SC mtg

#### 5. PIT Homeless Count & Housing Inventory Update

- a. CCEH is working with providers on data cleanup. HIC is the kick-off for AHAR so it is critical that good data are obtained now.
- b. Next PIT Homeless Count will include a special youth count
- c. On target for data report to be shared at end of April
- d. **F/U: After results are final, review last 3 years of PIT counts in BOS at SC mtg**

#### 6. 2014 Renewal Evaluation and Monitoring Criteria and Process

- a. Suzanne Wagner presents the draft renewal evaluation criteria and scoring (see page 4). These criteria are based on performance measures that HUD evaluates in the NOFA. HUD is now focusing on and evaluating stayer data. The CT BOS draft renewal evaluation criteria includes measuring programs performance with leavers **and stayers**. Renewal evaluation criteria or type of client/tenant (leavers/stayers) that are new this year are shaded in the document on page 4.
- b. Similarities/Differences this year
  - i. Framework for CT BOS evaluation is the same as in past – consumer survey, data from APR, HMIS performance
  - ii. Highlights on Changes:
    - HUD looked at leavers in past but now interested in stayers, CT BOS evaluation now scores stayer data
    - Now evaluate increase in earned income
    - Consumer satisfaction is the same but worth 5 points less
    - HMIS DQ standard is 95% complete, changed from 90%
- f/u: ALL sub-CoCs - TAKE BACK TO COMMUNITIES for feedback at next SC meeting – May 5.** CT BOS will finalize Program Monitoring Tool at May 5 Steering Committee meeting and will conduct evaluations in May and June.
- c. Program Monitoring Tool (handout)
  - i. Goal is to build a tool to conduct a mock audit and mirror what HUD would do. Elements in the tool come from HUD monitoring tools and compliance standards. **f/u: Housing Innovations to**

**distribute HUD HQS tool and review HUD Monitoring Risk Assessment factors for possible use in developing criteria for selecting agencies for monitoring.**

- ii. DOH has a program monitoring tool that may be helpful in creating tool for BOS. **f/u: Housing Innovations to get tool from DOH.**
- iii. It was noted that both Nutmeg and DMHAS monitor programs and that CT BOS should try to coordinate efforts with them when possible.
- iv. It was noted that providers want more information HUD environmental review requirements. **f/u: Housing Innovations to send HI one-pager on environmental review requirements.**

## 7. Coordinated Access Planning

### a. VI/SPDAT

- i. Sub-CoCs reported that they were interested in using the VI and receiving training. Other sub-CoCs noted that their localities still had questions but were willing to move ahead with the training and learn more about the VI and 100,000 Homes program.
- ii. **It was decided by consensus that CT BOS CoC will participate in the 100,000 Homes/VI training.**
- iii. **CCEH has confirmed that the Community Solutions 2-day training will be held on May 28 & 29. f/u: Housing Innovations to send out details of location and time of training as soon as it is available.**
- iv. Providers noted that they were interested in seeing the VI for families. **f/u: Housing Innovations to get family version and send out to CT BOS (see attachment)**
- v. It was noted that Housing Outreach Teams need to have access to tool and training
- vi. It was reported that providers need guidance on how and when to use the tool and providers want to know how the tool fits in with other assessment tools. **f/u: in future meetings**

### b. Local CA Planning

- i. DOH and CCEH have conducted meetings on CA at all sub-CoCs and CoCs throughout the state
- ii. It was noted that we need to have state tools and processes so that it works for the whole state and that fragmentation is a problem. It was suggested that we have “one state, one tool, one process”
- iii. DOH has asked all CANS to have a CA ready to be implemented by 211 and the locality by 7/1. However, they may do a staggered start with 211 so everyone does not begin at once. **f/u: DOH to provide information on timing**

### c. Coordinated Access Draft Core Referral Policies (handout)

- i. Suzanne Wagner presented the draft document on referral policies and procedures and noted that this is document has some of the policies to be reviewed but there are others to be added. Policies may not be same for each CAN, CT BOS may think of coming up with general timeframes and ranges to agree upon. Timeframes and other issues for discussion are shaded in the document.  
**f/u: Sub-CoCs to take back to the communities and bring feedback for next SC meeting**

## 8. DOH Updates

- a. ESG - tabled for next meeting
- b. Action Plan – **f/u: Housing Innovations to review**

## 9. Mainstream Resources

- a. Employment Roundtable this Spring

## 10. Next meeting – CVH, Page Hall, Rm 365 - May 5<sup>th</sup> 12-2

## DRAFT 2014 CT BOS CoC Renewal Evaluation Criteria and Scoring

3/24/14 – \*Shaded sections are changes from 2013

Renewal Evaluation Criteria	Benchmark /Standard	Points	Scoring	Data Source
1.Occupancy/Average Daily Utilization Rate	90%	7	90% or > = 7 80 – 89% = 3 Below 80%=0	APR
<u>2a.PSH Programs:</u> Percent of participants who remained in PSH or exited to permanent housing (HUD Standard: 80%)	90%	7	90% or > = 7 80-89% = 4 Below 80%=0	APR
<u>2b.TH Programs:</u> Exits to Permanent Housing (HUD Standard: 80%)	85%	7	85% or > = 7 75-84% = 4 Below 75%=0	APR
<u>3a.PSH:</u> Percentage of participants who gained or increased <b>earned income</b> from entry to exit	25%	6	25% or > = 6 20-24% = 4 Below 20% = 0	APR
<u>3b.TH:</u> Percentage of participants who gained or increased <b>earned income</b> from entry to exit	40%	6	40% or > = 6 30-39% = 4 Below 30% = 0	APR
<u>4a.PSH:</u> Percentage of participants who gained or increased <b>other (non-emp) income</b> from entry to exit	35%	6	35% or > = 6 25-34% = 4 Below 20% = 0	APR
<u>4b.TH:</u> Percentage of participants who gained or increased <b>other(non-emp) income</b> from entry to exit	45%	6	40% or > = 6 25-39% = 4 Below 25% = 0	APR
5. Percentage of all participants with earned income (HUD standard 20%)	25%	7	25% or > = 7 20-24% = 4 Below 20% = 0	APR
6. Percentage of participants with cash income other than employment (HUD standard 54%)	60%	7	60% or > = 7 54-59% = 4 Below 54% = 0	APR
7. Health Insurance for Leavers and Stayers (Includes Medicaid, SAGA, Veterans Health Care, Private Insurance, etc)	60%	6	60% or > = 6 45-59% = 3 Below 45% = 0	APR
8. Participants with Food Stamps	60%	6	60% or > = 6 45-59% = 3 Below 45% = 0	APR
9. Leavers who exit to shelter, streets or unknown	10% or less	6	10% or < = 6 11-20% = 3 Over 20% = 0	APR
10. Participants with Non Cash Benefits (HUD Standard: 56%)	85% or >	7	85% or > = 7 75-84% = 4 Below 75% = 0	APR
<b>Subtotal Performance</b>		<b>65</b>		
Consumer Satisfaction Response Rate	35% respond	5	35%=5 20-34%=2 Below 20%=0	Survey
Consumer Satisfaction Results	50 points	5	Percentage	Survey
<b>Subtotal Consumer Satisfaction</b>		<b>10</b>		

Renewal Evaluation Criteria		Benchmark /Standard	Points	Scoring	Data Source
Spending – drawing down funds regularly		Drawdown quarterly	5	W/in 90 days = 5 More than 90 days = 0	Provider LOCCS Report
Spending all grant funds awarded for last full year of operation		Spending 100% of grant award	5	95% or > spent =5 85-94% spent = 2 less than 85%=0	APR
Monitoring – HUD Findings		No findings or findings addressed in Corrective Action Plan submitted to HUD	5	No findings=5 Findings with CAP submitted to HUD=3 No CA plan submitted to HUD=0	Provider Report
<b>Subtotal HUD Compliance</b>			<b>15</b>		
Criteria	Standard	Points	Scoring	Data Source	
HMIS - % of Universal Data Elements (UDEs) with No or Null Values in HMIS	<5%	10	Minus 10 points for <u>ANY UDE</u> with null values 5% or >	APR	
<b>Subtotal HMIS</b>			<b>10</b>		
<b>Total</b>			<b>100</b>		
<b>Penalty for Lateness</b> on APR, Provider Report or Consumer Satisfaction. Applied 10 pts per deadline missed			<b>10</b>		