

**CT BOS Steering Committee Meeting Minutes
November 21, 2014**

Voting Steering Committee Members Present	Agency/Jurisdiction Represented
Alice Minervino	DMHAS
Steve DiLella	DMHAS/DOH
Ron Krom	Middlesex CoC
John Merz	ACT
Paul Goodfield	Bristol CoC
Lisa Tepper Bates	CCEH
Brian Roccapriore	CCEH
Milena Sangut	Danbury CoC
Bonita Grubbs	New Haven CoC
Sarah Gallagher	CSH
Ellen Simpson	New Britain CoC
Elizabeth Grim	Partnership for Strong Communities
Kim Samaroo	DCF
Belinda Arce-Lopez	Waterbury CoC
Kathy Crees	Willimantic CoC
Louis Tallarita	DOE
Meeting Participants	Agency/Jurisdiction Represented
Crane Cesario	Hartford CoC
Kara Capone	New Haven CoC
Jim Bombaci	Nutmeg
Kevin O'Neill	HUD
Jackie Janosko	CCEH
Yvonne Candelario-Morgan	HUD
Alanna Kabel	HUD
Consultants: Suzanne Wagner and Liz Isaacs, Housing Innovations	
Steering Committee Members Not Present	Agency/Jurisdiction Represented
David Rinaldi	Individual
Nancy Cannavo	Litchfield CoC
Lisa Shippee	New London CoC
Andrea Hakian	Manchester CoC
Terry Nash	CHFA
Pat Kupec	DOC

1. Introductions and Announcements

- a. 10/1/14 Steering Committee Minutes approved.



CT BOS SC mtg
minutes 10.1.14 FINA

- b. 2015 CT BOS Semi-annual mtg will be held 1st quarter of 2015– date and location TBD.
- c. HUD Environmental Review training: Thursday, 12/11/14, 1-4pm at West Hartford Town Hall, 50 South Main Street, West Hartford. Important for grantees to attend.
- d. LGBT Housing Summit, Monday, 12/8/14, 8:30 a.m. -12:30 p.m. Sheraton Hartford South Hotel, 100 Capital Blvd., Rocky Hill - contact Shawn Lang at: (860) 247-2437 x319 or slang@aims-ct.org
- e. CT BOS 2014 Project Priority Listing, meeting minutes, policies, past CoC application materials, and other info are available at:

<http://www.csh.org/csh-solutions/community-work/housing-development-and-operation/2578-2/>

2. eLOCCS - HUD Hartford Field Office Update

- a. You can no longer access eLOCCS through telephone system starting in December. It is important that grantees start the new eLOCCS registration process immediately.
 - b. DMHAS has already successfully drawn-down funds using the new system.
 - c. HUD suggests that each agency should have multiple staff registered in the system. HUD also notes that passwords should not be shared ; all users should have their own registration and password.
 - d. Once registration is complete, providers should contact Shanoah Gee at HUD (860) 240-9798 or shanoah.n.gee@hud.gov to update her on your registration.
 - e. Training materials are available and have been sent out through CTBOS e-mail.
- f/u: Housing Innovations to send a reminder to grantees with instructions from HUD**

3. Reaching Home/Opening Doors CT Update and Presentation



RH_OD-CT-RecommendationsPresentation



RH_2016Recommendations_ROADSHOW_

- a. Goals
 - i. Expand PSH by 1400 units over next 2 years
 - ii. End CH by 2016
 - iii. Fund RRH – Reaching Home supports governor’s proposal to spend \$5 million over 2 years
 - iv. Sustain funding for homeless youth
 - v. Advocate for Affordable Housing
- b. Public Housing Authorities
 - i. Members of the Steering Committee noted that there is a need to change PHA administrative plans so that homeless persons can be prioritized and served more effectively. PHAs say that they need assistance from HUD to be able to do this. It was reported that DOH amended their administrative plan.

4. 2014 Competition Debrief

- a. 79 renewals submitted, new bonus project \$2.7 million – DMHAS as grantee and 9 sub-recipients
- b. Reminder: All 2013 HUD grants must be executed by end of calendar year

5. Merger Update and Vote – Waterbury CoC

- a. **Motion: To approve the merger of the Waterbury CoC and CT BOS CoC. The merger is effective immediately. Motion passed unanimously.**
 - b. It was noted that it is important that the merger be made official before the night of the count, January 28, 2015, so that Waterbury can be included in the HIC and PIT and 2015 AHAR for CT BOS CoC.
- f/u: HUD Hartford Field Office to f/u with HUD D.C. to ensure that merger can happen.**

6. HMIS Updates

- a. AHAR update
 - i. Preliminary submission has been sent to Abt Associates. Final submission to HUD is due 12/12.
 - ii. Nutmeg notes that on the Veterans and Disabled fields programs cannot show any missing values, “don’t know” or “refused.” Nutmeg will follow up with providers as necessary.

f/u: Sub-CoCs to share this information with providers
- b. BOS Dashboard Report - tabled
- c. Conversion and HMIS Steering Committee update

- i. New Haven is next for HMIS conversion in mid-January
- ii. HMIS SC meets after the CT BOS meeting (11/21)

7. CT BOS SC Consumer Representative

- a. **Motion: To accept Melissa Dzierlatka as consumer representative to CT BOS CoC Steering Committee. Motion approved unanimously.**

8. PIT Count Check In

- a. PIT methodology
 - i. Unsheltered PIT – will use census blocks used in 2013 and will use extrapolation.
 - ii. There will be a special youth count starting one week before and ending one week after the PIT count.
- b. CH methodology
 - i. In the past, If consumer said yes to disabling condition question, person will categorized as CH.
 - ii. With new data standards there are f/u questions to capture information in line with new data standards such as long term disability , indefinite duration, substantially impairs ability to live independently. CH working group endorsed incorporating these questions into PIT to help determine CH.

Motion to approve the methodology for PIT described above. Motion approved unanimously.

9. HEARTH Compliance Update

- a. Review of HUD CH Prioritization Criteria (see Pages 5-6)
Note: HUD has issued guidance on prioritizing among sub-populations of chronically homeless people. These criteria must be used if the 2014 PSH Bonus app is funded and should be considered in Coordinated Access planning.
f/u: Sub-CoCs to take back to communities and be prepared to vote at next SC meeting
f/u: HI to get FUSE threshold criteria from CSH and Hartford Coordinated Access Network (CAN) policy on CH prioritization
- b. It was noted that providers are sometimes not exiting clients out their programs in HMIS.
f/u: Sub-CoCs to remind providers to exit clients out of their programs in HMIS

10. Coordinated Access (CA) Planning - Updates from DOH, CCEH and local CANs

- a. Providers noted that the coordinated access process has been a good learning opportunity, that it has brought people together and there are good conversations about clients.
- b. Providers reported that is has been very helpful to hear about what is happening in other communities and to learn from each other.
- c. DOH is providing additional funding for winter months. CANs will get contracts and CCEH will get out 25% of the funding by the end of November.

11. Renewal Performance Evaluation Update – 2014 and 2015

- a. 2014 - Consumer Survey Results & Corrective Action Follow Up
 - i. Letters twill be sent to agencies who scored under 72 in renewal evaluation. Agencies in corrective action will submit an action plan to improve performance .
 - ii. Sub-CoC leaders will be copied on notice letter for programs in their localities.
 - iii. It was suggested that corrective action should not be applied in projects' first year
Motion: Projects are held harmless from corrective action in their first year of operation. This applies retroactively to 2014 projects.

- iv. Agencies in corrective action cannot apply for new HUD funding.
- v. Providers noted that they would like to receive reports on results from 2014 Renewal Evaluation Consumer Surveys.
f/u: HI to provide those reports to providers
- vi. **f/u: HI will prepare draft 2015 Renewal Evaluation Criteria for discussion at next meeting and will bring aggregate results on 2014 outcomes especially on new HUD outcomes**

12. Zero 2016 Update

- a. Goal is to end chronic and veteran homelessness in next two years.
- b. Working on four focus areas: closing the research-to-practice gap, real-time data and performance management, local systems redesign, and local team and leadership development.
- c. Zero 2016 officially Kicks off January 2015 with registry weeks across the state

13. DOH Updates

- a. RFP for shelter operations and housing case management due 12/4/14

14. Monitoring Update

- a. Two program have been monitored to date
- b. HI to continue monitoring in 2015 – 1-2 programs on average per month

15. Next meeting – 1/15 10-12, at CVH Page Hall 365

Excerpts from HUD Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons

- **Order of Priority in CoC Program-funded Permanent Supportive Housing Beds Dedicated to Persons Experiencing Chronic Homelessness and Permanent Supportive Housing Prioritized for Occupancy by Persons Experiencing Chronic Homelessness**

(a) First Priority—Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals **at least 12 months**; and
- ii. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs (see Section I.D.3. of this Notice for definition of severe service needs).

(b) Second Priority—Chronically Homeless Individuals and Families with the Longest History of Homelessness. A chronically homeless individual or head of household, as defined in 24 CFR 578.3, for which both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals **at least 12 months**; and,
- ii. The CoC or CoC program recipient has **not** identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

(c) Third Priority—Chronically Homeless Individuals and Families with the Most Severe Service Needs. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals **less than one year**; and
- ii. The CoC or CoC program recipient has identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

(d) Fourth Priority—All Other Chronically Homeless Individuals and Families. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length the four occasions is **less than 12 months**; and
- ii. The CoC or CoC program recipient has **not** identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

Severity of Service Needs. This Notice refers to persons who have been identified as having the most severe service needs.

(a) For the purposes of this Notice, this means an individual for whom at least one of the following is true:

- i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or
- ii. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing.

Severe service needs as defined in paragraphs i. and ii. above should be identified and verified through data-driven methods such as an administrative data match or through the use of a standardized assessment tool that can identify the severity of needs such as the Vulnerability Index (VI), the Service Prioritization Decision Assistance Tool (SPDAT), or the Frequent Users Service Enhancement (FUSE). The determination must not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual.

(b) In states where there is an alternate criteria used by state Medicaid departments to identify high-need, high cost beneficiaries, CoCs and recipients of CoC Program-funded PSH may use similar criteria to determine if a household has severe service needs instead of the criteria defined paragraphs i. and ii. above. However, such determination must not be based on a specific diagnosis or disability type.