



# Connecticut Balance of State Continuum of Care

Ending Homelessness in Connecticut | Email: [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com) | Website: [www.ctbos.org](http://www.ctbos.org)

## CT BOS Steering Committee Meeting Minutes YMCA – 99 Union St, Middletown 11/16/18

### 1. Introductions and Announcements

Sign-in Nov SC  
mtg.pdf

- a) Welcome and Introductions
- b) Review 10/19/18 SC minutes - Minutes approved
- c) Announcements  
2018 CT BOS CoC Competition Evaluation Survey – **Due 11/16/18**  
<https://www.surveymonkey.com/r/CTBOS2018Feedback>

### 2. CT BOS Renewal Evaluation

CT BOS CoC Scoring  
Renewal Evaluation St

- a) Process & Timeline
  - Week of 10/22, HI sent out CCEH HMIS APR reports to providers to review. These are baseline data for providers to make corrections. The APR/CSV files that CCEH generates the week of 12/3 will be scored.
  - Providers needed to make any needed changes in HMIS and get help tickets into Nutmeg no later than 11/13/18. 11/30 is the last day for providers to make data changes in HMIS and all docs and consumer surveys are due to CT BOS.
- b) Non-grievable issues regarding renewal evaluations

Recs to Grievance  
Committee .docx

- Most common grievances have been disagreement with the renewal evaluation standards or data corrections made after the final deadline. This document outlines recommendations to the Grievance Committee, outlines what can and cannot be grieved moving ahead.  
**Motion: To accept the recommendations to the Grievance Committee. Motion approved unanimously.**

### 3. HIC/PIT Updates

- a) PIT Methodology
  - CCEH reported that the methodology has not changed dramatically from 2018 to 2019. For the youth count, there is not a separate mobile app this year, everyone will be using the same SIMTEC app. There is no separate youth count survey.
  - The methodology is being finalized and will be sent out in advance of the next SC so that the group can vote.

Draft CT PIT 2019  
Detailed

b) HIC/PIT Updates

- HIC Webinar training info went out and providers should be encouraged to attend.
- HIC data entries in the PIT database are due no later than 12/3/18.
- CCEH noted that they always want more volunteers on the night of the count (1/22/19). If anyone wants to volunteer, they can go to [cceh.org](http://cceh.org)

c) Volunteers for HIC/PIT

- At the last meeting, CAN reps were asked to bring suggestions back to the November SC meeting regarding how the SC can help ensure that there is enough support and help for the PIT.
- The current BOS policy notes, “Each year, all regions of CT BOS are required to participate in the annual point- in-time homeless count to collect information on inventory and homeless persons; each agency must also designate one staff member to assist with the unsheltered homeless count”
- CAN reps reported noted that they do not want a punitive process and do not want to track each agency. It was noted that in most cases, CANs seem to be getting volunteers for the PIT.
- It was noted that CT BOS applied for some CAN PIT funding through the HUD NOFA and while it is a small amount of funding, it might assist CANs with some of the staffing of the PIT.

#### 4. System Performance Updates

BOS CoC SPM  
presentation for 11-11

- Each quarter, the SC reviews the SPM. These get submitted to HUD each year at the end of May. CoCs are scored on these as part of the NOFA.
- The data presented are from 10/1/17-9/30/18.
- Outreach data are still being cleaned and there is work to be done with these providers.
- Data reveal that people are staying in the system longer but are exiting to positive exits compared with last year.
- CCEH noted that CT BOS is above average in most metrics.
- Data can be found at [CTCAN.org](http://CTCAN.org)
- It was reported that the most helpful thing that providers can be doing is to ensure that they are exiting people. Run DQ reports out of the system – one of the tables will show you who is not active (has not been in system in 90 days)
- There is a monthly webinar – providers can learn how to go in to improve and clean the reports [CTdata.org](http://CTdata.org)
- It was requested that data be run separately for RRH. CCEH noted that they can run RRH separately.  
**f/u: CCEH to run SPM reports that show outcomes for persons in PH broken out for RRH and PSH separately**

## 5. Educational Rights under McKinney Vento

These brochures describe basic educational rights for homeless parents and youth. Discussion on distribution.

parentposter\_eng\_col  
or.pdf

youthposter\_eng\_col  
or.pdf

parentposter\_sp\_colo  
r.pdf

youthposter\_sp\_color  
.pdf

- Disparities across the state in terms of provision of information. People need to be informed of their rights. CANs should ensure that clients are getting this information.
- CCEH can put it on website and send out thru newsletter, also include w/State DOE at Families and Children’s working group.
- It was discussed that at the agency level, these should be distributed with Client Bill of Rights and posted at agencies.

## 6. Vote on Danbury leaving CT BOS CoC and moving to Opening Doors Fairfield County (ODFC) CoC

- The BOC Steering Committee has been discussing Danbury moving to ODFC CoC for the last year. Since Danbury is in the ODFC Coordinated Access Network (CAN), for consistency, Danbury would like to move from CT BOS CoC to ODFC CoC. ODFC has voted to accept Danbury as part of their CoC.

**Motion: To approve Danbury to move from CT BOS CoC to ODFC CoC. Motion passes unanimously.**

## 7. HMIS updates

- Group had a mtg this month, LSA analysis (formerly AHAR) test run due to HUD. Clean-up is required and Nutmeg is doing outreach.

## 8. CAN Leadership and Coordinated Entry Updates

- Group met 11/2/18, had a presentation on how to use the CAN dashboard and how to make data driven decisions.
- There is a new 211 protocol for families for overflow process.  
**f/u: HI to get protocol from Matt Morgan**
- OEC is going to provide \$1 million in diversion funding that will go thru CCEH Be Homeful program and each CAN will be able to access, funds will be used to prevent homelessness for serving families w/children under 6.
- Coordinated Entry Policies – started and draft approved last January, with PE framework, 211 policies there is lots of updating to do and new practices to include.  
**f/u: CCEH to get a draft to SC by early January and have SC approve the end of January.**
- Guidance on Fair Housing, Equal Access and Housing Applications is embedded below.

Housing Apps - Fair  
Housing & Equal Acce

## 9. Standing Items

- Reallocation Planning
  - HI is continuing to review grants and look at underspending, overall spending is getting better but last year CT BOS still returned too much money to HUD
  - HI is looking at performance as well and consolidation letters were sent out to agencies to get that process moving.

- DOH Updates - tabled
- YHDP Updates - tabled
- Reaching Home and Federal Funding Workgroup Updates
  - Governor's challenge to end family homelessness – goal to house 360 families, have housed 165, about 300 families homeless as of today, final event w/governor will be held on 12/11 in the afternoon.
- Updates from Opening Doors Fairfield County - tabled
- RRH Work Group update

RRH Proposed Standards

- RRH WG has created this set of proposed standards to guide the administration of rental assistance funds. There are 4 buckets and tools need to be created to decide how people get categorized. Clients pay some rent, never more than 65% of income. People are reassessed every 3 months for assistance.
- Suggestions in RRH bridge program is to change participant rent payments from 40% to 30% of income to stay consistent with the PSH rental payment schedule.
- NOTE that one-time payment by SS is NOT an asset. Need to talk about income (scholarships, etc) and what to include (moving costs and security deposits).
- RRH proposed standards will also be presented to CAN leadership.
- There were questions regarding which program participants need to get utility allowances per HUD regulations.
  - **f/u: Bring back info on utility allowance to next meeting**
- People should review these standards and share them with their agencies and CANs. Feedback should be sent to HI support team.
- Standards will be voted on at future Steering Committee meeting (likely January)
- Updates from Progressive Engagement Work Group
  - Group will be presenting revised framework to Coordinating Council today.
- Collaborative for Racial Equity
  - This is a collective learning, listening, and design process to build a race equity framework to advance equitable access to housing resources and services for homeless and high need individuals and families. A cohort of community ambassadors will work together on this three phase project that includes a learning series, community listening sessions, and co-design workshops.

**10. Other items/issues**

**11. Next Meeting Dates:**

- December 21, 2018 – Semi-annual mtg – **10:00 am – 12:00 noon** - Middlesex Community College, Chapman Hall, 808
- January 18, 2019 – 11am-1pm - CT State Library - 786 South Main St. Middletown
- February 15, 2019 - location TBD
- March 15, 2019 - location TBD